

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 24, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:08 p.m. on September 24, 2015, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Rhonda Sutton, and Donald Tuescher

Absent: Eileen Nickels, Chris Prange

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Deb Ihm, Sue Reukauf, Phil Thomas, Krista Weber, Caleb White, and Kris Wubben. Public present included Fennimore Times editor Rob Callahan.

Chairperson Kohlenberg called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, September 24, 2015

5:45 p.m. – Kramer Photo

6:00 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The September 24, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 27, 2015

- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2016 AACC Annual Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Wisconsin Code of Ethics Resolution
- B. Program Concept Review: Agribusiness Science & Technology – Agronomy
- C. Program Concept Review: Agribusiness Science & Technology – Animal Science
- D. Program Concept Review: Agribusiness Science & Technology – Agribusiness Management
- E. Program Concept Review: Farm Operations & Management – Dairy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Employee Benefits Consortium
- B. Faculty Qualifications for Higher Learning Commission
- C. Health, Education & Public Safety Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of:
 - 1. Discussing General Employment Status per Wis. Statutes 19.85 (1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Discussing a Specific Personnel Issue per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
- B. Approval of Closed Session Minutes of August 27, 2015

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the September 24, 2015, agenda; August 27, 2015, Board minutes; financial reports; six contracts totaling \$7,316.43 in August 2015; the employment recommendations of Holly Bigelow – Dean of Student Services, and Kelly Flynn, IT Instructional/Lab Assistant (LTE); and the 2015 American Association of Community Colleges renewal membership in the amount of \$3,490. Ms. Fitzsimons seconded the motion; motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Mr. Tuescher moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Dr. J. Philip Thomas, Vice President for Student & Academic Affairs; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Ms. Fitzsimons seconded the motion; motion was unanimously approved.

Deb Ihm, Agriculture Coordinator, presented the Concept Review proposals for four new agriculture programs. Ms. Ihm presented an overview of the department restructure and expansion from four programs to 15 programs including embedded certificates. Mr. Tuescher moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology - Agronomy. Ms. Mickelson seconded the motion; the motion unanimously carried.

Mr. Moyer moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Animal Science. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Ms. Fitzsimons moved to approve the Concept Review for an associate of applied science degree in Agribusiness Science & Technology – Agribusiness Management. The motion was seconded by Ms. Sutton and was unanimously approved.

Mr. Moyer moved to approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Dairy with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Krista Weber, Director of Human Resources, and Caleb White, Vice President for Administrative Services, provided an update on the WTCS Employee Benefits Consortium. They reported the Consortium is progressing with operating policy procedures and College employees are experiencing larger discounts with The Alliance network.

Phil Thomas, Vice President for Student & Academic Affairs, and Krista Weber presented the College's plan, the implications, and the timeline for compliance with the Higher Learning Commission standards for faculty qualifications. A plan for how the College will meet the criteria for both full-time and part-time faculty is being developed. The division deans have completed reviews of faculty qualifications and will address current gaps. Faculty professional development plans not meeting the qualifications will be developed.

Katie Garrity, Dean of Health, Education, and Public Safety, provided a division report focusing on 2015-16 activities within the division and measurements for success. Ms. Garrity noted that the Direct Entry-Midwife program is the first accredited program in the United States and the Cancer Information Management program will begin the accreditation process. A chart showing the retention, graduation, and placement rates for each of the programs was reviewed and a plan for improvement was discussed for some of the programs.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included Director of External Relations & Alumni Development, Coordinator of Annual Giving and Donor Relations, Criminal Justice Instructor, Student Success Coach, and Student Success Tutor.

The year-over-year comparison enrollment report reflected a two percent decline from the previous year. Mr. White noted that the comparison of program students to the previous year shows program enrollment as flat.

Under the Chairperson's Report, Chairperson Kohlenberg named Rhonda Sutton as the voting delegate at the ACCT Leadership Congress in San Diego, CA, October 14 – 17. Ms. Nickels was named as first alternate, and Mr. Moyer was named second alternate.

The College President's Report included information on campus master planning with it being noted this item will be on the October 22 Board Retreat agenda. President Wood also provided an update on the Memorandum of Understanding between the College, the Foundation, and the Real Estate Foundation.

Mr. Tuescher moved to adjourn to closed session to discuss general employment status per Wis. Statutes 19.85(1)(c) and to discuss a specific personnel issue per Wis. Statutes 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:36 p.m. The Board meeting reconvened to Open Session at 9:46 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:46 p.m.

Darlene Mickelson, Secretary