

**MINUTES OF THE
BOARD RETREAT / REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 22, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a Board retreat / regular meeting commencing at 1:01 p.m. on October 22, 2015, in Room 303 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Linda Erickson (arrived at 4:00 p.m.), Melissa Fitzsimons (arrived at 4:00 p.m.), James Kohlenberg, Darlene Mickelson, Russell Moyer (arrived at 2:00 p.m.), Eileen Nickels (arrived at 1:10 p.m.), Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Sue Reukauf, Kim Schmelz, Phil Thomas, Krista Weber, Caleb White. Public present included Fennimore Times editor Rob Callahan and Foundation/Real Estate Foundation Board members Lori Barry, Jerry Brunner, Joyce Czajkowski, Melissa Gile, Connie Larson, and Kevin Raisbeck.

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, October 22, 2015

1:00 – 4:00 p.m. – Board Retreat
4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
5:00 - 6:00 p.m. – Dinner with District Board / Foundation Board
6:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**1:00 – 4:00 p.m. – Board Retreat
Southwest Tech Campus
Room 303**

AGENDA

OPEN MEETING

The following statement will be read: “The October 22, 2015, Board Retreat/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 Cities of

Fennimore and Prairie du Chien in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call

BOARD RETREAT

- A. Strategic Directions
- B. Presidential Evaluation
- C. Campus Master Planning

**4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Campus Master Planning
- B. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

**6:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 24, 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. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2014-15 Budget Modifications)
- B. Resolution for Adoption of 2015 Tax Levy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. WTCS Faculty Quality Assurance System
- C. Industry, Trades & Agriculture 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 Specific Personnel Issues 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 September 24, 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}

The District Board reviewed, defined, and prioritized the eight Strategic Directions. The Directions include Advance Quality, Increase College Access, Improve Student Completion & Success, Strengthen Partnerships, Create a Cohesive Culture, Make Customer Service a Priority, Promote Effective Communication, Promote Fiscal Efficiency & Sustainability. The Board prioritized the directions by grouping together several and noting that several others are a part of the other directions. The Board chose the following three Strategic Directions to make a priority.

- 1. Increase Access and Improve Success
- 2. Cohesive Culture and Customer Service
- 3. Promote Fiscal Efficiency and Sustainability

The intent is to show indicators for the directions and how those indicators are being met at monthly Board meetings. The Board will review and further discuss the three prioritized directions at their November meeting.

The District Board and Dr. Wood discussed an evaluation tool for the President's annual performance review based upon mutually agreed upon goals and college performance. Dr. Wood will refine his goals and bring back to the Board for further review.

Steve Kieckhafer and Michael Sobczak from Plunkett Raysich Architects engaged the District Board in a master planning session. Mr. Kieckhafer and Mr. Sobczak have had three full-day sessions to gather input and ideas from identified College staff and shared the initial thoughts with the Board. One more daylong session has been scheduled on campus and a survey will be issued to students and the broader staff to gather ideas and input. The Board shared several ideas with Mr. Kieckhafer and Mr. Sobczak. A final report will be presented to the Board in May 2016.

The District Board moved to Rooms 492-493 for a joint meeting with the Foundation Board and Real Estate Foundation Board at 4:04 p.m. The following members were present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the joint meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Kim Schmelz, Phil Thomas, and Caleb White. Foundation / Real Estate Foundation Board Members present included Lori Barry, Jerry Brunner, Joyce Czajkowski, Melissa Gile, Connie Larson, and Kevin Raisbeck.

Mr. Kieckhafer and Mr. Sobczak shared with those present the input and ideas gathered to date for master planning and the timeline for when the report will be complete.

The Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation was reviewed and discussed. The Memorandum of Understanding (MOU) articulates the working relationship of the three entities. Based on the discussion, changes will be implemented in the MOU and brought back to each of the boards for review.

The Board adjourned for dinner at 5:30 p.m. for social purposes only and no College business was conducted.

The District Board meeting reconvened at 6:13 p.m. with the following members present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the joint meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Sue Reukauf, Kim Schmelz, Phil Thomas, and Caleb White.

Dr. Wood introduced Kim Schmelz as the new Director of External Relations and Alumni Development.

Mr. Prange moved to approve the Consent Agenda, as presented, including the October 22, 2015, agenda; September 24, 2015, Board minutes; financial reports; 15 contracts totaling \$108,654.97 in September 2015; the employment recommendations of Gary Roberts – Criminal Justice Instructor, Gina Udelhofen – Coordinator of Annual Giving & Donor Relations, and Kim Schmelz – Director of External Relations & Alumni Development; and the resignation of Heather McLimans, Advisor/Counselor. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2014-15 budget modifications for Board approval noting the College ended the fiscal year positively, with revenues and expenses being less than anticipated. Mr. White reviewed the unaudited fund balances for all College funds. The recommended budget modifications included:

- General Fund – The budget modification will approve expending an additional \$200,000 for student services with a \$200,000 transfer from the instructional category.
- Debt Service Fund – The requested budget modification will reassign \$150,000 and \$5,200,000 due to refinancing of long-term debt.
- Internal Service Fund – The budget modification will reassign \$250,000 to auxiliary expenses due to deficit spending in the internal service fund.

Mr. Tuescher moved to approve the budget modifications for the General Fund, Debt Service Fund, and Internal Service Fund as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2015 in the amount of \$4,727,729 for operational expenses and \$4,840,000 for debt retirement for a total tax levy of \$9,567,729. Mr. White provided information that the resolution would increase the base tax levy by an operational net change of \$223,041 (2.39%). The overall property value increased 3.0% resulting in an overall 0.6 percent increase in mill rate. Mr. Moyer moved to approve the Resolution Providing for Tax Levy for the Year 2015 as presented. Mr. Tuescher seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

A review of purchasing activities for FY2015 was presented by Mr. White. The purchase card activity increased from \$1.6 million to \$2.379 million from the previous year. This past year the rebate amount received for the purchase card activity was almost

\$26,000. Also included in the purchasing activities were the \$50,000 and greater vendors for FY2015.

Krista Weber, Director of Human Resources, and Phil Thomas, Vice President for Student & Academic Affairs, updated the Board on the Wisconsin Technical College System Faculty Quality Assurance System (FQAS). The FQAS became effective July 1, 2015, and aligns with the former state certification system with the exception of data and evidence analysis. New full-time faculty will have three years to complete the requirements while new part-time instructors, part-time provisional and part-time approval faculty teaching more than 15 hours per semester will have five years to complete the competencies. Faculty currently holding a five-year certificate will have to complete only the new course. Once all seven courses have been completed, faculty will need to participate in ongoing professional development. The FQAS will be tied to the Higher Learning Commission faculty qualification processes so duplicate efforts are not necessary.

The Board heard a report on the Industry, Trades & Agriculture division by Derek Dachelet, dean of the division. The report included an overview of the division activities which meet Board Ends; retention, graduation rates, and placement rates; apprenticeship enrollment; new programs; Farm Business & Production Management program; Business & Industry Services; and division priorities.

Krista Weber provided an update on College staffing noting current open positions of Advisor, Communications Instructor, Student Success Tutors, Student Success Coach, and Foundation Accounting & Payroll Administrator.

The enrollment report was reviewed including the 2015-16 Comparison FTE Report which reflected a two percent decline from the previous year. The 2016 Application Report showed a slight decrease in a year-over-year comparison.

Mr. Moyer and Ms. Nickels provided a brief summary of the ACCT Leadership Congress. Dr. Wood shared an update on the October 14 Open House and October 21 Job Fair.

Mr. Tuescher moved to adjourn to closed session to discuss specific personnel issues 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 7:23 p.m. The Board meeting reconvened to Open Session at 7:40 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 7:40 p.m.

Darlene Mickelson, Secretary