

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 17, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on December 17, 2015, in Rooms 492-493 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: James Kohlenberg

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Richard Ammon, Paul Bell, Karen Campbell, Paul Cutting, Derek Dachelet, Kelly Kelly, Holly Miller, Karyl Nicholson, Mark Randall, Krista Weber, and Caleb White. Public present included Nick Allen and Scott Haumersen from Wegner CPAs.

Vice-Chairperson Sutton 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, December 17, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The December 17, 2015, regular Board 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 November 19, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2015 Financial Audit
- B. Grant County Economic Development Corporation Lease for 2016
- C. Concept Review: Farm Operations & Management – Ag Mechanics
- D. Concept Review: Farm Operations & Management – Crops
- E. Concept Review: Farm Operations & Management – Livestock

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Business, Management & General Studies Report
- B. 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. Discussion of property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
 2. Discussion of employment contracts per Wis. Stats. 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.}
 3. Approval of October 22, 2015, Closed Session Minutes

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. Moyer moved to approve the Consent Agenda, as presented, including the December 17, 2015, agenda; November 19, 2015, Board minutes; financial reports; nine contracts totaling \$32,448.98 in November 2015; employment recommendations for Kirsten Reichmann-Student Success Coach and Yasmin Rioux-Communications Instructor; transfers for Samantha Redman-Foundation Accountant & Payroll Administrator and Matt Schneider-Advisor; and the retirement of Betty Frydenlund, Nursing Assistant Instructor. Ms. Nickels seconded the motion; motion carried.

Scott Haumersen and Nick Allen of Wegner CPAs, Madison, WI, presented the audit report for FY2015. Mr. Haumersen informed the Board that the audit has been given a clean opinion in regards to compliance, and the internal control report identified no material weakness or significant deficiency in internal control. Mr. Allen reviewed the financials with the Board. Mr. Tuescher moved to approve the 2014-15 Financial Audit as presented. Mr. Prange seconded the motion; motion carried.

The office space lease with Grant County Economic Development Corporation for calendar year 2016 was presented. Mr. Moyer moved to approve the 2016 lease for Grant County Economic Development Corporation with Ms. Fitzsimons seconding the motion. Upon voice vote, with Ms. Mickelson abstaining, the motion carried.

Paul Cutting, Agribusiness-Science Technology Instructor, and Derek Dachelet, Dean of Industry, Trades & Agriculture, presented concept review proposals for three new agriculture programs. Mr. Cutting and Dr. Dachelet reviewed the proposed future agriculture programming noting that the programs being presented will appeal to those students intending to return to the farm after graduation. If approved, program implementation will be Fall 2017. Mr. Moyer moved to approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Ag Mechanics, 32-080-4. Ms. Nickels seconded the motion; motion unanimously carried.

Ms. Fitzsimons moved to approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Crops, 32-080-5. Ms. Mickelson seconded the motion; motion unanimously carried.

Mr. Moyer moved to approve the Concept Review for a two-year technical diploma in Farm Operations & Management – Livestock, 32-080-6. Ms. Erickson seconded the motion. The motion was unanimously approved.

The Board heard a report on the Business & Management and General Studies division by Richard Ammon, dean of the division. The report included an overview of the Business & Management and General Studies divisions' activities, strengths, and priorities; career pathways; new initiatives; Quality Review Process activities; and General Education completion data.

A staffing report was provided by Krista Weber, Director of Human Resources. Current open positions in various stages of the hiring process included a Network Administrator, Student Success Coach, Grant & Finance Accountant, Midwifery Instructor, Midwife On-site Clinical Coordinator, Basic Computer Skills Coordinator, and Nursing Assistant Instructor.

Mr. White reviewed the enrollment reports noting that the FTE year-over-year comparison report reflected a 2 percent decline from the previous year and applications for 2016 remained flat as compared to the 2015 application numbers.

Under the President's Report, Dr. Wood highlighted his one-on-one meetings with all benefitted employees and the Charger Dashboard. The Board will hold a retreat the end of February with master planning, accountability, and strategic planning on the agenda. Dr. Wood plans to attend the ACCT National Legislative Summit in February.

Ms. Fitzsimons moved to adjourn to closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e) and employment contracts per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:30 p.m. The Board meeting reconvened to Open Session at 9:12 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 9:12 p.m.

Darlene Mickelson, Secretary