

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 28, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on January 28, 2016, 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:

James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons, and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Cynde Larsen, Kim Schmelz, Sue Reukauf, Krista Weber, and Caleb White.

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:

AGENDA

OPEN MEETING

The following statement will be read: "The January 28, 2016, 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 December 17, 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. First Reading of Governance Policy 4.4 – College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. WTCS Employee Benefits Consortium
- B. Marketing Report
- C. 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 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.}
- B. Approval of December 17, 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 January 28, 2016, agenda; December 17, 2015, Board minutes; financial reports; nine contracts totaling \$42,378.16 in December 2015; employment recommendations for Heath Ahnen-Network Administrator, Sarah Imhoff-Grant & Finance Accountant, Vanessa Caldari-Midwife Clinical Site Coordinator, and Heather Kramer-Midwife Clinical Site Coordinator; transfer for Marijke van Roojen, Midwife Instructor; the retirement of Susie Bischoff, Evening Custodian – Lead Worker; and the resignations of Allison Carroll-Student Success Coach, Carla Flesch-Tutor, Bill O'Herrin-EPD Lab Assistant, and Phil Thomas-Vice President for Student & Academic Affairs. Mr. Prange seconded the motion; motion carried.

Krista Weber, Director of Human Resources, and Culture Committee members Cynde Larsen and Kim Schmelz presented a review of the process used to redefine the College Values. Each value was reviewed with discussion following. The Culture Committee will review the input and revise the definitions.

Krista Weber and Caleb White updated the Board on the WTCS Employee Benefits Consortium. Key points noted included five-month data points and preliminary renewal estimates including a premium increase of 2.3%.

Sue Reukauf, Marketing & Public Relations Manager, provided a report on 2014-16 marketing campaigns. Also highlighted were activities using Southwest Tech's social media accounts and digital advertising.

A staffing report was provided by Krista Weber, Director of Human Resources. Current open positions in various stages of the hiring process included a Basic Computer Skills Coordinator, Evening Custodian-Lead, Academic Success Coach, Mental Health Counselor, and Chief Academic Officer/Executive Dean.

Enrollment reports were reviewed noting that the FTE year-over-year comparison report reflected a two percent increase from the previous year and applications for 2016 remained flat as compared to the 2015 application numbers.

Highlights of the Winter District Boards Association meeting were shared with the entire Board. The President's Report included discussion regarding the Board Retreat agenda. Also noted was the Board Appointment meeting has been scheduled for March 30 and the June Board meeting will be moved.

The Closed Session was not held as there was not the need. With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:16 p.m.

Darlene Mickelson, Secretary