

**MINUTES OF THE
REGULAR MEETING/BOARD RETREAT OF THE
BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 26-27, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a Board Retreat/regular meeting commencing at 12:30 p.m. on February 26, 2016, at the Super 8, located at 201 Christensen Drive, Darlington, Lafayette County, Wisconsin. The following members were present:

Linda Erickson (arrived at 1:30 p.m.), Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Russell Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Holly Miller, Barb Tucker, 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:

BOARD RETREAT/MEETING NOTICE/AGENDA

February 26-27, 2016

Super 8

201 Christensen Drive

Darlington, WI 53530

Friday, February 26, 2016

11:45 a.m. – Lunch

12:30 – Board Meeting/Retreat

AGENDA

OPEN MEETING

The following statement will be read: “The February 26-27, 2016, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District 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 Darlington 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 January 28, 2016
- 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. Second Reading of Governance Policy 4.4 – College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Parameters & Assumptions
- 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Data/Performance/Accountability
- B. Administrative Services Report

The Board will adjourn until 8:30 a.m. on Saturday, February 27, 2016. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 27, 2016

8:30 a.m. – Board Retreat

Super 8

201 Christensen Drive

Darlington, WI 53530

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Human Resources Report
- B. President's Time

ADJOURNMENT

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the February 26-27, 2016, agenda; January 28, 2016, Board minutes; financial reports; seven contracts totaling \$9,843.76 in January 2016; employment recommendations for Jordyn Poad – Student Success Coach, Anna Stremlau – Student Success Coach, Scott Swan – Academic Success Coach, and Carol Soden – Academic Success Coach; transfers for Dan Scullion – Evening Custodian – Lead Worker and Katie Garrity – Chief Academic Officer/Executive Dean; the retirement of Patty Hartline, Communications Instructor; and the resignations of Marcia Taddy – Academic Success Coach, Randy Leibfried – Evening Custodian, and Marjke vanRoojen – Midwifery Instructor. Mr. Prange seconded the motion; motion carried.

Krista Weber, Director of Human Resources, presented the revised definitions of the College Values. Ms. Fitzsimons motioned to approve the second reading of Governance Policy 4.4 – College Values as presented with the modification that the Values statements read ‘The College values.’ instead of ‘The employees at Southwest Tech value:’. Ms. Nickels seconded the motion; motion unanimously carried.

Mr. White presented information relevant to the budget assumptions and parameters for the FY2017 Operational Budget. Priority initiatives include the strategic priorities based on the three strategic directions vetted by the Board. The strategic directions include increase student access and improve student success, entrepreneurial sustainability, and service culture. Budget assumptions include a slight increase in district net new construction valuation, minimal tuition increase, an increase in health and dental coverage premiums, increase in utility rates, reduction of grants, slight decrease in Wisconsin Retirement System contribution rate, and a projected 1420 FTEs.

Ms. Weber provided an update on College staffing. It was noted there are open positions in various stages of the hiring process including Basic Computer Skills Coordinator, two Evening Custodians, and two Child Care Assistants.

The FTE year-over-year comparison report reflected an increase of 1.78 percent from the previous year and applications for Fall 2016 are behind as compared to the 2015 application numbers.

The College President’s Report included a summary of the ACCT National Legislative Summit, a plan to work with the K-12 school districts in offering 30 credits to high school students in their junior and senior years, and a synopsis of meetings he has had in the region.

In addition to the March 24 Board meeting, a Board meeting will be held on March 30 for an Executive Session.

The Board discussed data, performance, and accountability with several members of the Executive Team. Topics focused on data the Board reviews, enrollment trends, Board Monitoring reports, and holding meetings around the College to allow for authentic interaction with students and staff. Dr. Wood presented a draft tool focused on the strategic priorities and the College health. This tool will be developed over the next several months and brought back to the Board.

Mr. White provided a report on the Administrative Services department. Mr. White reviewed notable projects in Facilities, Information Technology, and Fiscal Services. He also presented a three-year projected budget and an update on the Facilities Master Plan. Consensus of the Board members was to bring back to the Board the scope and cost of a feasibility study for the Facilities Master Plan.

Mr. Tuescher moved to recess until February 27 at 8:30 with Ms. Mickelson seconding the motion. The motion carried, and the meeting recessed at 4:55 p.m.

The Board reconvened at 8:34 a.m. on February 27, 2016, at the Super 8, located at 201 Christensen Drive, Darlington, Lafayette County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Linda Erickson and Russell Moyer

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

Krista Weber presented a report on human resource trends at the College including culture and compensation initiatives. Discussion on a compensation philosophy was held. Ms. Weber will work on developing the philosophy and bring it back to the Board for review and approval.

Dr. Wood provided an overview of the 50th Anniversary celebration noting that the kick off will be at the May graduation ceremonies followed by a Presidents' Event to include Drs. Wood, Ford, Knox, and Rogers. All activities starting in 2016-17 will be branded as the 50th Anniversary. The Board was updated on meetings held with various communities regarding outreach. Mobile labs are being looked at to be developed in welding and possibly manufacturing, health, business, and agriculture. The Board and Dr. Wood discussed the College's culture and initiatives at the state level.

With no further business to come before the Board, Ms. Fitzsimons motioned to adjourn. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 11:49 a.m.

Darlene Mickelson, Secretary