

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 25, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on August 25, 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:

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

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Dan Imhoff, Katie Garrity, Lisa Riley, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

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, August 25, 2016

6:15 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 August 25, 2016, 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 Annual Meeting of July 11, 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Rescinded Taxes for Lands' End
- B. Higher Learning Commission Accreditation
- C. Health, Education & Public Safety Monitoring Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Data Center Power Outage
- B. Enrollment Report
- C. Chairperson's Report
- D. College President's Report
- E. 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 President's Contract 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. Approval of Closed Session Minutes of July 11, 2016

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

After a review of the Consent Agenda, including the August 25, 2016, agenda; July 11, 2016, Board minutes; financial reports; eight contracts totaling \$10,411.51 in July 2016; the employment recommendations of Betsy Ralph-Tollefson – Communication Instructor, Snehal Shirke - Communication Instructor, Melinda Nicely – Accounting Instructor, Vicky Rundle – Associate Degree Nursing Instructor, Jenna Taylor – Associate Degree Nursing Instructor, Justine Sparrgrove – Associate Degree Nursing Instructor, Angela Starkey – Nursing Assistant Instructor, Ed Edwards – Part-time, LTE Academic Success Coach; and the resignations of Christal Foreyt – Nursing Instructor, Stephanie Foster – Student Success Coach, and Tonya Archie – Supply Chain Instructor/Coordinator. Mr. Tuescher moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented for discussion the College's option to adjust the 2017 tax levy for Lands' End's rescinded taxes. Mr. White explained the history noting that since 2005, Lands' End has legally challenged the City of Dodgeville on their tax assessments. The College is notified of the court's decision when the individual year's rulings are complete. The years of 2010 and 2011 were recently settled and the College will be receiving an assessment for those two years of \$15,000 - \$20,000. After discussion, the Board asked Mr. White to prepare two options for action when the 2016 tax levy is presented in October for approval.

The Higher Learning Commission will conduct their Comprehensive Quality Review of the College November 14-16, 2016, on campus. The Comprehensive Quality Review team will meet with the District Board on campus.

Katie Garrity, Chief Academic Officer and Executive Dean, provided a report focusing on strengths and areas for improvement in the Health, Education & Public Safety division. Retention, graduation, and placement rates were reviewed for programs. Two areas that will be focused on are program-specific retention plans and stronger collaboration with career services and advisory committee.

A staffing update was provided by Krista Weber, Director of Human Resources. Positions in various stages of the hiring process include one Associate Degree Nursing instructor, an Instructional Design Specialist, a Student Success Coach, and an Agriculture instructor.

Heath Ahnen, Network Administrator, along with Lisa Riley, Information Technology Supervisor, and Dan Imhoff, Director of Facilities presented information on the August 2 Data Center power outage including an outline of what happened, measures currently in place to safeguard data, and action needed moving forward. Mr. Ahnen will update the business continuity/disaster recovery plan based on lessons learned; implement suggestions from health checks that require remediation and/or do not meet best practices; and research, develop, and implement a strategic plan for co-location of systems (physical location or cloud based) for business continuity.

The 2015-16 and 2016-17 Comparison Full-Time-Equivalent (FTE) Report was presented to the Board. Caleb White explained there was a significant decrease in FTE due to a change in reporting transcribed credits.

The Board moved the October Board Retreat/Meeting to October 20 beginning at Noon and the November Board meeting to November 14 to allow the Board to meet with the Higher Learning Commission Comprehensive Quality Review team.

Under the President's Report, Dr. Wood summarized the transcribed credit discussion with the Wisconsin Technical College System Office. Dr. Wood also thanked Mr. Tuescher and Ms. Mickelson for attending the College Fall In-Service and handing out the service year awards. Other items included the Building 400 roofing project, an update on the student success and economic development project, October Board Retreat topics, and the Civil Rights Compliance Review on October 11-12. Dr. Wood also shared that the College just received notice as to being ranked number one out of nineteen community colleges in Wisconsin and number 11 out of 821 in the United States based on student outcomes, job placement, and value.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing the President's contract per Wis. Statutes 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:56 p.m.

The Board reconvened to open session at 9:01 p.m. Mr. Tuescher moved to approve a \$10,000 increase in salary for the President retroactive to July 1, 2016, a one-time deferred compensation bonus of \$15,000, and a one-year extension to the President's Contract. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion was approved.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 9:02 p.m.

Darlene Mickelson, Secretary