

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 22, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:02 p.m. on September 22, 2016, in Room 132 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: Jill Andert, Paul Bell, Dave Birkelo, Karen Campbell, Katharine Caywood, Katie Garrity, Katie Glass, Sherry Kane-Johnsrud, Holly Miller, 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 MEETING NOTICE/AGENDA

Thursday, September 22, 2016

6:15 p.m. – Light Supper, Room 493

7:00 p.m. – Regular Board Meeting
Room 132, Building 100

OPEN MEETING

The following statement will be read: “The September 22, 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
 - 1. Presentation by Faculty on Interactive Learning Lab

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 25, 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. Lease for ManpowerGroup US Inc.
- B. Lease for Southwest WI Workforce Development Board
- C. Board Resolution Recognizing State and National Rankings

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Marketing Monitoring Report
- B. Proposed 2017 Board Meeting Outreach
- 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

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}

Faculty members Jill Andert, Dave Birkelo, and Paul Bell demonstrated the different ways technology is used for student learning in the interactive learning lab.

After a review of the Consent Agenda, including the September 22, 2016, agenda; August 25, 2016, Board minutes; financial reports; eight contracts totaling \$7,054.55 in August 2016; the employment recommendations of Joshua Krohn – Instructional Design Specialist and Kelsey Wagner – Student Success Coach; and the renewal of the American Association of Community College membership. Mr. Prange moved to approve the Consent Agenda with Ms. Nickels seconding the motion; motion carried.

Caleb White provided an overview of the renewal lease with ManpowerGroup US to lease Room 468 in the College Connection for the 2016-17 fiscal year. ManpowerGroup US provides financial services to students who qualify. Mr. Moyer moved to approve the renewal of the lease with ManpowerGroup US Inc. for fiscal year 2016-17. Ms. Mickelson seconded the motion; motion unanimously carried.

The Southwest Wisconsin Workforce Development Board renewal lease for office floor space at Southwest Tech's Outreach Site located at 26220 Executive Lane, Suite A, Richland Center, Wisconsin for the period of October 1, 2016 – September 30, 2017 was presented. Mr. Bolstad moved to approve the lease with Southwest Wisconsin Workforce Development Board for October 1, 2016 – September 30, 2017. Mr. Tuescher seconded the motion; motion unanimously carried.

A Board resolution was read recognizing Southwest Wisconsin Technical College as the #1 two-year community college in Wisconsin by BestColleges.com and as the #11 community college in the United States by WalletHub.com. Mr. Tuescher made a motion to approve the Board Resolution recognizing these state and national rankings. Ms. Fitzsimons seconded the motion; motion unanimously was approved.

Katie Glass and Katharine Caywood, Marketing Specialists, along with Sherry Kane-Johnsrud, Graphic Designer, reported on the strengths, opportunities, and new initiatives for the Marketing Department. They noted that 75 percent of the Marketing budget is for general college-wide marketing and the remaining 25 percent is focused on eight priority programs in any given year. The eight programs are prioritized by the three instructional deans.

The District Board reviewed a proposed schedule to engage with more students and staff and community members in 2017. Other suggestions included agriculture.

Krista Weber, Director of Human Resources, provided an update on College staffing. Open positions included a Nursing Instructor, Agriculture Instructor, limited-term Basic Education Instructor, and a Tech Hire Grant Case/Program Manager.

The Board of Directors reviewed the enrollment numbers, which reflected a 2.5 percent overall decline in enrollment.

Under the Chairperson's Report, Chairperson Kohlenberg named Mr. Moyer as the voting delegate at the ACCT Leadership Congress in New Orleans, LA, October 5 – 8. Ms. Fitzsimons was named as first alternate, and Mr. Bolstad was named second alternate.

The College President's Report included an update on happenings around the College. Items noted included the College will be featured in a video for education in Grant County, the Foundation recently hosted the College retirees on campus, local K-12 agriculture instructors were given white boards with the Southwest Tech logo on them, and front-line staff will be undergoing further security training.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 8:17 p.m.

Darlene Mickelson, Secretary