

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 20, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board retreat/meeting commencing at 12:57 p.m. on October 20, 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, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Eileen Nickels

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

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, October 20, 2016

12:00 – 12:30 p.m. – Light Lunch
12:30 – 4:30 p.m. – Board Retreat
4:30 – 6:00 p.m. – Joint District Board / Foundation Board Meeting
6:00 - 7:00 p.m. – Dinner with District Board / Foundation Board
7:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:30 – 4:30 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493**

AGENDA

OPEN MEETING

The following statement will be read: “The October 20, 2016, Board Retreat/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

BOARD RETREAT

- A. Review of Mission, Vision, Purposes
- B. Performance Goals for the College and the President's Evaluation Process
- C. 50th Anniversary

**4:30 – 6:00 p.m. – Joint District Board / SWTC Foundation / Real Estate
Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Creating Win-Win Investment Solutions
- B. Discuss College Priorities for Fundraising Needs

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

**7:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 22, 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. Fund & Account Transfers (2015-16 Budget Modifications)
- B. Resolution for Adoption of 2016 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Public Sanitary Sewer Lift Station Easement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications
- D. Student Services Monitoring Report
- E. 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. Discussing a personnel issue related to a specific person per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
 - 2. Approval of Closed Session Minutes of August 25, 2016

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}

The Board participated in a review of the College mission, vision, and purposes. Ron Brisbois, Grant County Economic Development Corporation Executive Director, presented the importance of workforce and economic development in the region. The Board discussed the College purposes and compared them to the statutory purposes (WI Statutes 38.001). After discussion, the consensus of the Board was to include all of the statutory purposes. The College purposes will be edited and brought back to the Board for approval.

Krista Weber, Director of Human Resources, and Ken Bartz, Public Safety Outreach Coordinator & Lead EMS Instructor, engaged Board members in discussion on the College mission and vision. The mission and vision statements will be modified and brought back to the Board for approval.

Dr. Wood presented the College Health Indicators the Executive Team uses to monitor college effectiveness. The health indicators, prioritized by the Executive Team, include:

- 1. Teaching & Learning
- 2. Student Access
- 3. College Culture

4. Campus Safety & Security
5. Financial Sustainability

The Board and Dr. Wood discussed the President's goals. The Board asked Dr. Wood to focus on the goals that fall under improve teaching and learning and control strategic growth. Dr. Wood will refine the goals for this year through June 30, 2018.

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, provided an update on the 50th Anniversary events. The Board discussed their preferences for representation at and participation in 50th Anniversary activities.

The District Board held a joint meeting with the Southwest Tech Foundation Board and Real Estate Foundation Board. District Board members present included:

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

Absent: Linda Erickson, Eileen Nickels

Southwest Tech Foundation Board members and Real Estate Foundation Board members present included April Brandt, Jerry Brunner, Becky Fernette, Pete Hoffman, Kevin Raisbeck, Ben Wood, Mindy Johnson, Dennis Cooley, Sheila Ruchti, Lori Barry, and Brad Biddick. Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Richard Ammon, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Holly Miller, Caleb White, Kim Schmelz, and Gina Udelhofen.

The three Boards identified opportunities for fundraising that will provide the most benefit to the College. The fundraising opportunities, in prioritized order, include scholarships, student emergency funds, mobile units, program support, and student success/economic development project.

The Board meeting recessed at 6:04 p.m. for dinner for social purposes only and no College business was conducted. The Board meeting reconvened at 7:01 p.m.

District Board members present included:

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

Absent: Linda Erickson, Eileen Nickels

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

After a review of the Consent Agenda, including the October 20, 2016, agenda; September 22, 2016, Board minutes; financial reports; 11 contracts totaling \$27,078.13 in September 2016; the employment recommendation of Jamie Horsfall, Agriculture (Agronomy) Instructor; the transfer of Cynthia Rasmussen, Basic Education Instructor/BIT Coordinator (FT,LTE); and the retirements of Murray Heitzer –

Mathematics Instructor, Richard Goss – Evening Custodian, and Judy Gosse – Network Database Specialist, Mr. Moyer moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Kelly Kelly, Controller, presented the 2015-16 budget modifications for Board approval. The College ended the fiscal year positively with those funds being allocated to the Other-Post Employment Benefit (OPEB) liability. Ms. Kelly reviewed the unaudited fund balances for all College funds. The recommended budget modifications included:

- General Fund – The budget modification will approve expending an additional \$50,000 for general institutional with a \$50,000 transfer from the instructional category.
- Capital Fund – The requested budget modification will reassign \$400,000 from physical plant expenses to instructional (\$250,000), student services (\$50,000), and general institutional (\$100,000).
- Enterprise Fund – The budget modification will approve increasing institutional resources by \$50,000 and auxiliary services uses by \$50,000.
- Internal Service Fund – The budget modification will increase institutional resources \$300,000 and auxiliary services uses \$300,000.

Mr. Tuescher moved to approve the budget modifications for 2015-16 as presented. Ms. Mickelson seconded the motion. Upon a roll call vote with all members present voting affirmatively, the budget modifications were approved.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2016 in the amount of \$4,881,183 for operational expenses and \$4,950,000 for debt retirement for a total tax levy of \$9,831,183. Mr. White provided information that the resolution would increase the base tax levy by an operational net change of \$153,454 (1.6%), levy for Lands' End rescinded taxes of \$82,757 (0.86%), and an increase for debt service of \$110,000 (1.15%). The overall property value increased 3.62% resulting in an overall 0.55 percent increase in mill rate. Mr. Tuescher moved to approve the Resolution Providing for Tax Levy for the Year 2016 as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Mr. Moyer moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Ms. Kathleen E. Garrity, Chief Academic Officer; Ms. Holly Miller, Dean of Students; Ms. Krista M. Weber, Director of Human Resources; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Mr. Bolstad seconded the motion; motion was unanimously approved.

Mr. White presented an easement for the Public Sanitary Sewer Lift Station located on College property and owned by the City of Fennimore. Mr. White explained that during the referendum project a lift station was built between Buildings 500 and 1200 and was turned over to the City of Fennimore to maintain. The City has requested a loan from Rural Development and needs to include the lift station in their assets, but an easement was not filed at the time of construction. Mr. Prange moved to approve the easement as present for the City of Fennimore's public sanitary sewer lift station. Mr. Tuescher seconded the motion; motion carried.

Holly Clendenen present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts, events, and the Real Estate Foundation

A five-year Purchase Card Activity Summary report and a listing of the FY2016 >\$50,000 Vendors reports were reviewed by Mr. White. The 2016 rebate was \$40,106.94, which was a significant increase from 2015. Since 2003, the purchase card performance rebates total more than \$157,000.

Krista Weber updated the Board on the Wisconsin Technical College System Faculty Quality Assurance System and the Higher Learning Commission Faculty Qualifications. Both systems will use the same professional development plan for all faculty. The plans will be reviewed and updated annually and address student success, relevancy, and instructional excellence. Ms. Weber noted there are five full-time faculty members who need to take courses to be in compliance. The College is assisting these faculty with tuition reimbursement. Moving forward, professional development plans will be created for adjunct faculty. The College has applied for an extension on the dual enrollment instructor qualifications.

Holly Miller, Dean of Student Services, presented a monitoring report highlighting data and metrics on the success of changes implemented in the department over the last year. Ms. Miller highlighted the improvements realized from the change in simplifying the admissions process, degree-seeking enrollment is up over 12 percent from a year ago, and future plans including earlier registration, alternative testing pathways, transcript policy improvements to increase student access and improve student success; Speed of Trust integration and individual staff growth plans to strengthen the service culture; and eliminating enrollment barriers and continuing strategic enrollment management to address fiscal sustainability.

Krista Weber provided an update on College staffing noting current open positions for a Nursing Instructor, Agriculture Instructor, Mathematics Instructor, and a Paramedic Tech Instructor/Clinical Coordinator.

The 2016-17 Comparison FTE Report reflected a four percent decrease in all enrollments compared to one year ago.

Board members Chuck Bolstad, Melissa Fitzsimons, and Russ Moyer provided an overview of the ACCT Leadership Congress they recently attended.

Under the College President's report, Dr. Wood shared that the College received numerous commendations and a few recommendations in the Civil Rights audit, 198 applications were received the day of Open House, and observations from his observance/interacting with a GED class and working his annual half-shift with the evening custodians. The summary of the Institutional Highlights report that was submitted to the Higher Learning Commission was shared with the Board members.

Dr. Wood shared kudos for employees including Karen Bast and Jeff Dombeck, Culinary Instructors, for their planning, preparation, and presentation for the Fall Harvest Dinner in Platteville; Cora Beth Halverson, Financial Aid Assistant/Accounting Bursar, for her outstanding financial aid presentation to the Iowa-Grant and Highland seniors and their parents; Gina Udelhofen, Coordinator of Annual Giving & Donor Relations, for her work in planning and executing the bi-annual phone-a-thon; Jen Taylor, Student

Services Specialist, for leading the charge of getting all 198 applications received Open House day entered in CAMS in less than one week; and Murray Heitzer, Mathematics Instructor, for always finding ways to raise money for students. The Board expressed their thank you and Mr. Bolstad made a motion to present a “shout out” to each of the individuals from the Board. Ms. Mickelson seconded the motion; the motion unanimously carried.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing a personnel issue related to a specific person per Wis. Statutes 19.85(1)(f). Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:32 p.m.

The Board reconvened to open session at 8:54 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 8:54 p.m.

Darlene Mickelson, Secretary