

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 14, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:02 p.m. on November 14, 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, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Linda Erickson

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Connie Haberkorn, Holly Miller, Barb Tucker, Krista Weber, and Caleb White. Guests present included Layla Merrifield, District Boards Association Executive Director.

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

Monday, November 14, 2016

5:30 p.m. – Dinner

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

Room 492-493 – College Connection

AGENDA

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

OPEN MEETING

The following statement will be read: “The November 14, 2016, Board 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. Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

OPEN MEETING

- A. Reports/Forums/Public Input
 - 1. Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 20, 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. RFP for Feasibility Study
- B. 1st Reading of Governance Policy 4.3 – College Purposes
- C. Grant County Economic Development Corporation Lease for 2017

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2017-18 Budget Process
- B. College Effectiveness Report
- C. Employee Benefits Consortium Update
- D. 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 student appeal hearing 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 October 20, 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 Higher Learning Commission Comprehensive Quality Review Team met with the District Board and discussed topics related to Criterion One: Mission and Criterion Two: Integrity: Ethical and Responsible Conduct.

Layla Merrifield, Executive Director, of the Wisconsin Technical College District Boards Association provided an update on association activities. Ms. Merrifield reported on the upcoming Legislative Seminar in January 2017 and the National Legislative Summit in February 2017. She noted the higher education platform for the new federal administration has been vague and that the reauthorization of the Higher Education Act may not happen in 2017. The Wisconsin delegation to the National Legislative Summit will remind legislators of the Wisconsin Technical Colleges story. Ms. Merrifield noted the agency visits will be important due to the change in the federal administration.

After a review of the Consent Agenda, including the November 14, 2016, agenda; October 20, 2016, Board minutes; financial reports; five contracts totaling \$9,206.63 in October 2016; the employment recommendations of Emily Vogt - Nursing-Associate Degree Instructor, and Marlene Klein – part-time LTE Academic Success Coach; the transfer of Craig Woodhouse, Tech Hire Grant Case/Project Manager (full-time, LTE); the resignations of Tammie Engelke – Public Safety Administrative Assistant, Jason Kolbe - Electromechanical Technology Instructor/Contract Trainer, and Josh Klaas – Electromechanical Technology Instructor; and the retirements of Kurt Hampton, Maintenance Worker. Mr. Prange moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a recommendation to the Board for a request for proposals for a Student Success and Economic Development Project Feasibility Study. Two proposals were received and both companies presented their proposals at open forums. The feasibility study contains three components: 1) a general scan of the College and opportunities available; 2) hotel/student housing unit; and 3) multi-purpose facility. The Board asked that the contract be written so that the second phase is not completed until the first phase of the feasibility has been presented to the Board. Mr. Moyer moved to award the Student Success and Economic Development Project Feasibility Study contract to Vandewall & Associates, Inc., Madison, WI, in the amount of \$142,500.

At the October 20, 2016, Board Retreat, the College Purposes were reviewed and modified. Items that were missing from the Statutory Purposes were incorporated in to the policy and brought back to the Board for the first reading. Mr. Tuescher moved to

approve the first reading of Governance Policy 4.3 – College Purposes. Mr. Prange seconded the motion; motion carried.

Ms. Nickels motioned to approve the 2017 lease for Grant County Economic Development Corporation. The lease remains the same as the 2016 lease agreement. Ms. Fitzsimons seconded the motion. The motion carried with Ms. Mickelson abstaining from the vote.

Caleb White outlined the 2017-18 Budget Process. Budget requests are due after the first of the year, with a preliminary budget brought to the Board in April and May. The Board will need to approve the FY2018 budget at the June 2017 Board meeting.

Barb Tucker, Director of College Effectiveness, presented an overview of the College Effectiveness department and provided an update on the College Health Indicators. Ms. Tucker presented the activities and responsibilities of the department. She also reviewed the current measures related to the college health indicators of campus safety and security, College culture, quality teaching and learning, student access, and financial sustainability.

Caleb White and Connie Haberkorn, Benefits and Human Resources Administrator, reported on the Employee Benefits Consortium. They reviewed first-year accomplishments including the development of a three-year strategic plan, consolidation of prescription drug and stop loss insurance, and investment of \$500,000. Future initiatives presented were the development of performance metrics and additional opportunities to collaborate on other benefits. Mr. White reported financial results for the College including establishing \$394,937 in reserves with no increase to premiums. The College did not increase premiums in July 2015 and only increased premiums 2.3 percent in July 2016 compared to a 7.7 percent average annual increase for the previous ten years.

Krista Weber, Director of Human Resources, provide an update on staffing. Current open positions include Academic Success Coach (nursing) part-time LTE, Mathematics Instructor, Paramedic Instructor, Public Safety Administrative Assistant, Electromechanical Outreach Instructor, and Network Administrator.

The Board reviewed the 2016-17 Comparison FTE Report and the application report for Fall 2017. The FTE Report reflected an increase in program numbers; however, overall the College FTE is flat compared to the previous year.

Under the Chairperson's Report, attendance at the ACCT National Legislative Summit in Washington, DC, February 13-16, 2017, was discussed. Mr. Moyer is interested and others were asked to let Ms. Campbell know of their interest.

Dr. Wood's President's Report included a note that the mission and vision statements will not be modified at this time, the President's goals previously sent to the Board members, and the College is collaborating with Wright International Student Services to reduce the College's student loan default rate. Dr. Wood reviewed the fundraising priorities of scholarships; student emergency funds, mobile units, program support, and

the student success and economic development project. Consensus of the Board was to maintain the priority order as listed.

The Board asked that recognition be extended to Krista Demo and Katie Anderson for sharing an interactive activity in their classroom with Dr. Wood. Also recognized were Heather Fifrick for planning a successful career fair and Connie Haberkorn for organizing and hosting the first employee benefits fair.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing a student appeal hearing per Wis. Statutes 19.85(1)(f). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:28 p.m.

The Board reconvened to open session at 8:47 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 8:47 p.m.

Darlene Mickelson, Secretary