

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 16, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 1:02 p.m. on December 16, 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, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Derek Dachelet, Katie Garrity, Stephen Goss, Dan Imhoff, 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

Friday, December 16, 2016

12:00 p.m. – Tour of a Mobile Health Unit Model

12:30 – Light Lunch

1:00 p.m. – Board Meeting

Room 492-493 – College Connection

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The December 16, 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. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 14, 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
- F. American Association of Community Colleges 2017 Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2016 Financial Audit Update
- B. Concept Review: Advanced Technical Certificate for a One-year Technical Diploma in Cancer Information Management
- C. Bid: Instrumentation Training Lab
- D. Bid: Welders for Mobile Welding Unit
- E. Second Reading of Governance Policy 4.3 – College Purposes

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Compensation Study Update
- B. Federal Civil Rights Audit Update
- 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues related to specific people 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 November 14, 2016, Closed Session Minutes

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}

After a review of the Consent Agenda, including the December 16, 2016, agenda; November 14, 2016, Board minutes; financial reports; seven contracts totaling \$9,371.47 in November 2016; the employment recommendations of Haylee Freymiller – Administrative Assistant-Public Safety and Michael Madsen – Mathematics Instructor; the transfer of Dave Friesen, Network Administrator; the resignations of Scott Swan - Academic Success Coach and Edwin Edwards – Academic Success Coach, and the renewal of the 2017 American Association of Community Colleges membership, Mr. Moyer moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion carried.

Caleb White provided an update on the FY2016 Financial Audit at the Board meeting. He noted that there was a new proclamation several years ago on how retirement dollars are reported in the College financials. There has been a delay in certification of the retirement dollars from the State of Wisconsin. The audit will be brought to the January Board meeting for approval.

Katie Garrity, Chief Academic Officer, presented the Concept Review for an Advanced Technical Diploma in Cancer Information Management. Dr. Garrity explained that the certificate is designed for individuals who have a Health Information Technology degree to meet the qualifications to certify as cancer tumor registrars. Ms. Nickels moved to approve the Concept Review for Cancer Information Management: Advanced Technical Diploma. Ms. Mickelson seconded the motion; motion unanimously approved.

A bid summary for installation of an instrumentation training unit lab was presented by Mr. White. There were four bids received for the lab equipment that will be used by the Electromechanical Technology, Instrumentation & Controls Technology, and Industrial Mechanic programs. Derek Dachelet, Dean of Industry, Trades & Agriculture, and Stephen Goss, Instrumentation & Controls Technology Instructor, explained that the primary employers in our district that use this type of equipment are food processing manufacturers. Fall 2017 enrollment numbers for the Instrumentation and Controls Technology program are very low and the addition of the lab should increase enrollments. Ms. Nickels moved to accept the low bid from Aspen Automation, Des Moines, IA, for the installation of an Instrumentation Training Unit Lab in the amount of \$177,110.00. Ms. Mickelson seconded the motion; the motion was unanimously approved.

Mr. White presented the bid summary for welders for the mobile welding lab. Five bids were received at the public bid opening on December 2, 2016. Mr. Moyer moved to accept the low bid from Mississippi Welders Supply, Madison, WI, for eight welders for the Mobile Welding Lab in the amount of \$46,765.00. Mr. Bolstad seconded the motion; motion carried.

Mr. Prange moved to approve the second reading of Governance Policy 4.3 – College Purposes. At the October 20, 2016, Board Retreat, the College Purposes were reviewed. The Board decided to include items that were missing from the Statutory Purposes. Ms. Nickels seconded the motion; the motion unanimously carried.

Krista Weber, Director of Human Resources, provided an update on the Compensation Study currently being conducted. The goal is to finalize the study and implement in early 2017. Groupings and the review of exempt staff have been completed. The consultants are working on the external market study and the internal equity review. Training will be held for the human resources staff on the data banding method to learn

how to place new positions, and faculty compensation guidelines will be reviewed starting in January.

Ms. Weber and Dan Imhoff, Facilities Director, provided an update on the October 2016 Federal Civil Rights Audit. The report of the findings indicated several minor findings, which have been corrected. As part of the audit, a facilities accessibility report was included. There were multiple findings on engineering differences between the State and the engineers regarding sinks, which will be corrected.

Krista Weber provided an update on staffing. Current open positions include Academic Success Coach (nursing) part-time LTE, Paramedic Instructor, Financial Aid Assistant/Accounting Bursar, Electromechanical Outreach Instructor, and two part-time Academic Success Coaches.

The 2016-17 Comparison FTE Report and Fall 2017 application report were reviewed. The comparison fte report reflected a decrease in overall enrollment of 3+ percent with program enrollment showing an increase. The application report indicated similar numbers as compared to the previous year.

Under the College President's Report, Dr. Wood shared that the Higher Learning Commission accreditation team concluded the on-site review and have not submitted their report yet. Dr. Wood also informed the Board that the WTCS is looking at changing the threshold from \$500 to \$5,000 for capital expenditures. The February Board retreat was discussed with suggested topics of restructuring monitoring reports to align with Board ends and the college health indicators; long-range planning; and Board mentoring, training, application process, and the District Boards Association. Dr. Wood had participated in a science class kidney dissection and met with the student ambassadors/advisors. The Foundation's employee-giving campaign is at 85 percent of employees donating to the Foundation with the campaign to end on December 21.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing personnel issues related to specific persons 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 1:57 p.m.

The Board reconvened to open session at 2:13 p.m. With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 2:13 p.m.

Darlene Mickelson, Secretary