

**MINUTES OF THE
BOARD RETREAT/REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 24-25, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a Board retreat/regular meeting commencing at 1:03 p.m. on February 24, 2017, in the classroom at the Southwest Health Center EMS Station, 1400 Eastside Road, Platteville, WI located in Grant County, WI. The following members were present:

Charles Bolstad, Linda Erickson (1:10 p.m.), Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Russell Moyer

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, Holly Miller, Barb Tucker, Krista Weber, and Caleb White. Guests present included Dan Rohrbach, Southwest Health Center; Senator Howard Marklein; and Layla Merrifield, WTC District Boards Association.

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 RETREAT/MEETING NOTICE/AGENDA

**February 24-25, 2017
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

**Friday, February 24, 2017
12:00 p.m. – Lunch
12:30 – Board Meeting/Retreat**

AGENDA

OPEN MEETING

The following statement will be read: “The February 24-25, 2017, Board Retreat/regular meeting of the Southwest Wisconsin Technical College District 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 Cities of Fennimore and Platteville 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. Dan Rohrbach, CEO at Southwest Health Center

2. Senator Howard Marklein and Layla Merrifield – Political Climate and Fiscal Responsibility

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 26, 2017
- 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. Budget Priorities & Assumptions
- B. 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 specific personnel issues 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 December 16, 2016

RECONVENE TO OPEN SESSION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Administrative Services Report
- B. Human Resources Trend Report
- C. Future Board Monitoring Reports

1. College Health Indicators
2. Strategic Directions
3. Board Ends

The Board will adjourn until 8:15 a.m. on Saturday, February 25, 2017. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 25, 2017
8:15 a.m. – Board Retreat
Southwest Health Center
1400 Eastside Road
Platteville, WI 53818**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Reports
- B. Board Orientation
- C. President's Goals Update
- D. Review of Retreat

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}

Prior to the meeting Dan Rohrbach, CEO of Southwest Health Center, presented on Southwest Health's culture and five pillars of excellence including growth, service, quality, people, and finance.

Under Reports/Forums/Public Input, Wisconsin Senator Howard Marklein and Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on the proposed Governor's budget and the budget process. Senator Marklein discussed the Department of Transportation's budget noting the Governor is standing firm on no new taxes to increase revenue for the department and that most of the budget is being directed toward rehabilitation transportation projects instead of work on roads in the southeast corner of the state. The new revenue estimates will be available in May, and the majority of the biennial state budget work will be completed after the revenue estimates are released. The Joint Finance Committee will be holding listening sessions during the next several months. Ms. Merrifield highlighted the Wisconsin Technical College System items in the proposed Governor's budget and impacts they could have on the 16 Technical Colleges.

After a review of the Consent Agenda, including the February 24-25, 2017, agenda; January 26, 2017, Board minutes; financial reports; six contracts totaling \$14,199.30 in January 2017; employment recommendations for Jaren Knight – Financial Aid Assistant/Accounting Bursar, April Vaassen and Shannon Williams – part-time LTE Academic Success Coaches, Nate Parker – Evening Custodian, and Brandon Wallin – Maintenance Technician; and the internal transfer of Josh Bedward, Lead Maintenance.

Mr. Tuescher moved to approve the Consent Agenda with Ms. Nickels seconding the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented information relevant to the budget assumptions and parameters for the FY2018 Operational Budget. Priority initiatives include the strategic priorities based on the three strategic directions vetted by the Board. The strategic directions include increase student access and improve student success, entrepreneurial sustainability, and service culture. Budget assumptions include a slight increase in district net new construction valuation, no increase in tuition, a slight increase in general state aid appropriation, an increase in health and dental coverage premiums, increase in utility rates, reduction of grants, salary adjustments pending the equity and market salary study, slight decrease in Wisconsin Retirement System contribution rate, and a projected 1300 FTEs.

Krista Weber, Director of Human Resources, updated the Board related to current staffing at the College. Open positions include Paramedic Tech Instructor/Clinical Coordinator, Electromechanical Instructor/Contract Trainer, Technology Support Specialist, part-time Child Care Assistant, and a Supervisory Management Instructor.

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

Under the President's Report, Dr. Wood updated the Board on the feasibility study for the Student Success/Housing and Economic Development project, and provided kudos to the individuals who planned the February 7 Wellness Fair and February 4 Outdoor Skills Day. The Board asked that shout outs be sent to those individuals involved in the planning of those events.

A Board Resolution Recognizing College Employees for the Successful Employee Giving Campaign was read by Dr. Wood. Mr. Tuescher moved to approve the Board Resolution with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Board members Chuck Bolstad and Darlene Mickelson and President Wood provided an overview of the 2017 ACCT National Legislative Summit they attended February 13-16, 2017.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing specific personnel issues per Wis. Statutes 19.85(1)(f). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 3:25 p.m. The Board reconvened to open session at 4:01 p.m. with no action taken in open session.

Caleb White presented an update on the administrative services departments including Facilities, Information Technology Services, Fiscal Services / Financial Aid, and Charger Enterprise. A three-year Information Technology roadmap will be established and presented to the Board, the financial Board reports will be modified to include all expenditures and the treasurer's cash balance report will be an actual reflection of the cash balance, and modifications to Governance Policy 3.5 will be brought to the Board for a change on the operating fund balance reserves policy.

Krista Weber provided a report on Human Resources trends. Reviewed were the 2015-16 departures; culture, benefit, and wellness initiatives; and future activities including coaching sessions, automated application process, handbook updates, professional development, and faculty qualification procedures for adjuncts and dual credit faculty.

The Board recessed at 5:17 p.m. The Board had dinner together for social purposes only where no College business was conducted.

The Board reconvened at 8:21 a.m. on Saturday, February 25, 2017. The following Board members were present:

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

Absent: Linda Erickson and Russell Moyer

Dr. Wood presented a detailed review of the College Health Indicators. Discussion continued on a new process for inclusion of the College Health Indicators, Strategic Directions, and Board Ends in future monitoring reports that are aligned with the Academic Council, College Council, Operations Council, and Leadership Council. The monitoring reports will be completed prior to the meeting and shared with the Board. At the meetings when reviewing the new monitoring reports, conversations on activities related to the councils will take place with an action item for approved, approved with changes, or not approved. The reports would include competitive position, strategic advantages, return on investment, key data points, an executive summary, raw data, and exhibits. The enrollment reports, staffing reports, and other monitoring reports will remain the same. The department monitoring reports will be incorporated into an interactive activity prior to the Board meeting.

Karen Campbell, Executive Assistant to the Board and President, led a discussion on Board member orientation. The Board would like a structured orientation including an overview of the College, the Wisconsin Technical College System, academics, finances, foundations, student services, governance, role of the Board member, and professional development for the Board members. The orientations will be done in several sessions led by the Board Chairperson, College President and Executive Team Members.

The status of the President's Goals was reviewed by the Board members and Dr. Wood. The goals are on target for completion and suggestions for FY2018 goals were discussed.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 11:29 a.m.

Darlene Mickelson, Secretary