

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 23, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on March 23, 2017, 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:

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

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Annette Biggin, Karen Campbell, Holly Miller, Caleb White, Craig Woodhouse, and Kris Wubben.

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, March 23, 2017

5:45 p.m. – Tour of Mobile Health Unit Prototype
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 23, 2017, 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 Board Retreat/Regular Meeting of February 24-25, 2017
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. TechHire Grant & Broadband Resolution
- B. Motor Vehicle License Line of Credit Resolution
- C. WTCS Request for Approval – Karen R. Knox Learning Center Patio Project
 - 1. Resolution Approving Karen R. Knox Learning Center Patio Project
 - 2. Resolution Requesting State Board Approval of Karen R. Knox Learning Center Patio Project
- D. Accreditation Update

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Public Safety Report
- 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. Discussion of a personnel issue per Wis. Stats. 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. Discussion of preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. Discussion of compensation analysis per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

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 March 23, 2017, agenda; February 24-25, 2017, Board minutes; financial reports; 13 contracts totaling \$14,604.97; the employment recommendation of John Troxel, Technology Support Specialist; and the resignation of Heather Kramer, Midwife Clinical Site Coordinator. Ms. Nickels moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Craig Woodhouse, TechHire Grant Coordinator, presented an overview of the TechHire Grant noting the project is focused on increasing Broadband access in the Southwest Tech District through the IMPACT Consortium with Chippewa Valley Technical College and Wisconsin Indianhead Technical College. Mr. Woodhouse explained that open enrollment classes will be offered for fiber optic training with the plan to train over 175 students in the three-year grant period. The classes starting in April and May are already full. The classes will also bridge with the two-year programs. Southwest Tech will be the only fiber optic training site in the State. One of the classes is 24 hours and the other one is 48 hours. Mr. Moyer moved to approve the Board Resolution in support of activities relating to increased Broadband access to rural Wisconsin residents. Ms. Mickelson seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a Board resolution for a \$50,000 line of credit. Mr. White explained that the College maintains a motor vehicle license and must maintain a \$50,000 line of credit for the license. With the changeover recently in banks, the College must enter into a letter of credit with Huntington National Bank for the motor vehicle license. Mr. Moyer moved to approve the Board Resolution for the College to enter into a \$50,000 letter of credit with Huntington National Bank. Ms. Nickels seconded the motion; motion unanimously carried.

Mr. White presented a plan to replace the patio outside of the Karen R. Knox Learning Center. The patio is in rough shape with replacement costs estimated at approximately \$100,000. The College's 50th Anniversary celebration includes a memorial patio allowing individuals/organizations to purchase bricks to honor or memorialize someone. This project will provide a more appealing and functional outdoor learning and study space for students and district residents. Mr. Tuescher moved to approve the resolution contracting for the design and renovation of the Karen R. Knox Learning Center Patio area of the College campus. Ms. Fitzsimons seconded the motion; motion unanimously carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of the Karen R. Knox Learning Center Patio. Mr. Bolstad seconded the motion; motion unanimously carried.

Dr. Wood shared with the Board that the Higher Learning Commission accreditation hearing is scheduled for April 25. A written report, which is due April 10, is being developed in response to the Comprehensive Quality Review teams' report and will include all criteria, core components, and federal compliance.

Kris Wubben, Public Safety Supervisor, and Annette Biggin, Driver's Education Coordinator, presented a report on the Public Safety department. Strengths and challenges were highlighted for each of the functional areas in the department—EMS, Fire Safety, Criminal Justice, Law Enforcement Academy, Paramedic, Driver Education, Driver Education Diploma Programs, and Traffic Safety Programs.

Caleb White provided an update on staffing. Current open positions include Paramedic Instructor, Electromechanical Outreach Instructor, part-time Child Care Assistant, Supervisory Management Instructor, and Midwife Clinical Site Coordinator.

The 2016-17 comparison FTE report and Fall 2017 application report were reviewed. Mr. White indicated the FTE report reflected a decrease in overall enrollment of five percent with program enrollment showing an increase. Holly Miller, Dean of Students, presented the Fall 2017 application report noting that applications are comparable to the previous year.

Under the College President's Report, Dr. Wood congratulated Barb Tucker and Darnell Hendricks for the excellent job they did in coordinating and writing the FY2018 state grants. All but one of the grants the College applied for was funded. Dr. Wood also congratulated Mary Johannesen, Craig Woodhouse, and Matt Schneider for assisting with the Career Education Cooperative's Career Day in Richland Center. The feasibility study is progressing with the consultants currently reviewing initial market data.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing a specific personnel issue per Wis. Statutes 19.85(1)(f), preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c), and compensation analysis per Wis. Stats. 19.85(1)(c). Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:51 p.m. The Board reconvened to open session at 9:56 p.m. with no action taken in open session.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:57 p.m.

Darlene Mickelson, Secretary