

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 18, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:02 p.m. on April 18, 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:

Chuck Bolstad, Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange and Donald Tuescher (6:11 p.m.)

Absent: Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Dan Imhoff, Barb Tucker, Krista Weber, and Caleb White. Guests present included Mike Verdoon, Fox Lawson Consultants, and Attorney Jon Anderson, Godfrey & Kahn, S.C.

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

Tuesday, April 18, 2017

5:30 p.m. - Dinner

6:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The April 18, 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices 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.}

2. Final 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.}
- B. Closed Session Minutes from February 24, 2017, and March 23, 2017

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 23, 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
- F. 2017-18 Out-of-State Tuition Waivers
- G. ACCT Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Analysis Study
- B. Lease for Darlington Outreach Site

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Accreditation Update
- B. FY2017 Budget 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

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}

Mr. Prange made a motion to move to closed session for the following:

1. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 19.85(1)(c)
2. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c)
3. Closed Session Minutes from February 24, 2017, and March 23, 2017

Ms. Fitzsimons seconded the motion. Upon roll call vote with all members present voting affirmatively, the meeting adjourned to closed session at 6:02 p.m. The Board reconvened to open session at 7:52 p.m. with no action taken in open session.

Mr. Moyer moved to approve the Consent Agenda, including

- The April 18, 2017, agenda;
- The March 23, 2017, Board minutes;
- Financial reports;
- Seven contracts totaling \$21,009.36;
- The employment recommendations of Jaime Klein – Supervisory Management Instructor, Bentley Steilman – Electromechanical Instructor/Contract Trainer, and Christina Batchelder – Paramedic Instructor;
- The internal transfers of Sara Biese – CIM/HIT Instructor and Beth Cummins – Flexible Learning Coordinator;
- The resignation of Shannon Williams – Academic Success Coach (LTE);
- The remission of out-of-state tuition for 756 credits for needy and worthy students during the 2017-18 academic year; and
- The membership renewal for 2017-18 to the Association for Community College Trustees for \$3240.

Mr. Bolstad seconded the motion; motion unanimously carried.

In Fall 2015, the College Council identified “compensation” as the single most important issue to employees. This issue had previously been documented in climate surveys and with other consultants. During the Board Retreat in February 2016, the Board of Directors began a process to develop a Compensation Philosophy to guide future decisions. With the passage of the 2016-17 budget, the Board endorsed earmarking \$500,000 for implementation of the salary study results after making difficult decisions related to prioritization of resources. In early Fall 2016 and following Board approval, the College began working with Fox Lawson consultants who completed their study in early Spring 2017. During the March 2017 meeting, members of the Board received detailed information regarding the Compensation Equity and Market Study. The more than year-long process included a review of internal equity and a comparison of salary benchmarks in various local and national markets. Dr. Wood reviewed the recommendation presented to the Board. Mr. Verdoon answered questions of the Board. Mr. Tuescher moved to approve the recommendation including using the 50th percentile benchmarks; referring to unadjusted market data; capping adjustments at the midpoint; base salary of \$30,000; April 1, 2017, effective date to honor commitment to spring term implementation; investment in non-exempt and exempt staff equals \$175,000, investment in faculty equals \$174,000, for a total \$349,000; applying CPI of 1.26% to all staff and faculty before implementing the compensation analysis adjustments; continue to review “master craftsman” professional certification for faculty; and work on long-term sustainability connected to college performance indicators. Ms. Fitzsimons seconded the motion; the motion unanimously carried.

Mr. Tuescher moved to approve a one-year lease with the City of Darlington for space at 627 Main Street, Darlington, WI, in the amount of \$1200 per year for fiscal year 2016-17. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Jason Wood provided an accreditation update noting that the response to the Higher Learning Commission's Comprehensive Quality Review report has been submitted, thanking Barb Tucker for writing the report. The hearing is scheduled for April 25. Dr. Wood thanked the faculty and staff for their outstanding working in response to the report.

Caleb White, Vice President for Administrative Services, apprised the Board of the FY2018 budget. He reviewed the preliminary General Fund overview and noted that a new actuarial study is in process related to the unfunded OPEB liability.

A staffing update was provided by Krista Weber, Director of Human Resources. Current open positions include part-time Child Care Assistant and part-time 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 Fall 2017 program enrollment showing an increase.

Under the College President's Report, Dr. Wood noted that 11 staff members recently attended the Higher Learning Commission Annual Conference. There is an economic development taskforce that has been put together in Platteville to examine workforce needs. Dan Imhoff, Director of Facilities, provided an update on the hail storm, noting the adjustor has been to campus and is still working on a final claim dollar amount.

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 8:39 a.m.

Darlene Mickelson, Secretary