

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 22, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 5:34 p.m. on June 22, 2017, in Room 303 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, Darlene Mickelson, Russell Moyer, Chris Prange and Donald Tuescher

Absent: Linda Erickson, James Kohlenberg, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell.

Vice-Chairperson Prange 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, June 22, 2017

5:30 p.m. – Closed Session, Room 303
6:00 p.m. – Tour of Information Technology Services
6:30 p.m. – Dinner, Room 3612
7:00 p.m. – Budget Hearing, Room 3608
Immediately Following Budget Hearing – Regular Board Meeting
Room 3608 – Health/Science Center

AGENDA

OPEN MEETING

The following statement will be read: “The June 22, 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. Discussing the President’s Evaluation and Contract 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

The Board will recess the meeting for an interactive tour of Information Technology Services, dinner, and the public hearing for the 2017-18 Annual Budget will be held. The Board will reconvene in open session after the public hearing.

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 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. 2017-18 Budget Approval
- B. Resolution Authorizing the Issuance Of Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale
- C. Bid: Rooftop Unit Component Replacement – Hail Damage
- D. Bid: Karen R. Knox Learning Center Memorial Patio
- E. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.
- F. Lease with Manpower Groups US, Inc.
- G. Lease with UMOS, Inc.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Information Technology Report
- B. 2017-18 Board Monitoring Schedule
- 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

- B. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a student issue 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. Discussing personnel issues per Wis. Statutes 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. President's Evaluation, and President's Contract per Wis. Statutes 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}.
 4. Approval of Closed Session Minutes of May 25, 2017

RECONVENE TO OPEN SESSION

B. 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}

Mr. Tuescher moved to adjourn to closed session to discuss the President's evaluation and contract per Wis. Stats. 19.85(1)(c). The motion was seconded by Mr. Bolstad. Upon a roll call vote where all members present voted affirmatively, the meeting was adjourned to Closed Session at 5:36 p.m. The meeting reconvened to Open Session at 6:10 p.m. with no action taken and immediately recessed for an interactive tour of the Information Technology Services department, dinner, and the 2017-18 Budget public hearing.

The Board reconvened in Open Session of a regular Board meeting commencing at 7:31 p.m. on June 22, 2017, in Room 3608 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, Darlene Mickelson, Russell Moyer, Chris Prange and Donald Tiescher

Absent: James Kohlenberg, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Katie Garrity, Dan Imhoff, Krista Weber, and Caleb White.

Mr. Bolstad moved to approve the Consent Agenda, including the June 22, 2017, agenda; the May 25, 2017, Board minutes; financial reports; ninety-three (93) contracts totaling \$1,203,623.23 in May 2017; and the resignation of Samantha Redman – Foundation Accountant/Payroll Administrator. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the 2017-18 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2018 budget was built on an increase of \$585,000 in revenue and an estimated

enrollment of 1,330 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$125.06. Mr. Tuescher moved to approve the 2017-18 Budget as presented with an operating budget of \$23,613,000. Ms. Mickelson seconded the motion. Upon roll call vote where all members voted affirmatively, the motion carried and the FY2018 budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$2,500,000 in general obligation promissory notes. The \$2,500,000 included up to \$805,000 in building remodeling and improvement projects and up to \$1,695,000 for acquiring moveable equipment. Mr. Moyer moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. With all members voting affirmatively in a roll call vote, the motion unanimously carried and the resolution was approved. The sale of the bonds was set for July 10, 2017.

Caleb White and Dan Imhoff, Director of Facilities, presented the bid summary for the rooftop unit component replacement project. The public bid opening was held on June 15, 2017. The units were damaged in a hail storm on March 23, 2017. The College has a \$25,000 deductible for all damage that was done due to the storm with estimates for the damage to building facades yet to be determined. Two bids were received. Mr. Tuescher moved to award the rooftop unit component replacement project to H&N Plumbing & Heating of Fennimore, WI, with the low bid of \$107,000. Ms. Mickelson seconded the motion; motion was unanimously approved.

Mr. Imhoff presented the bids for the Karen R. Knox Learning Center Memorial Patio. The public bid opening was held on June 15, 2017. Two bids were received to raze the current patio and reconstruct a new memorial patio. Mr. Moyer moved to award the Library Memorial Plaza (Karen R. Knox Learning Center patio renovation) project including Alternate #2-sodding to Portzen Construction, Inc. of Dubuque, IA, with the low bid of \$101,981. Ms. Fitzsimons seconded the motion. The motion was unanimously approved.

A lease with Workforce Connections, Inc. for the college to rent space for Southwest Tech's outreach site in Prairie du Chien was presented for approval. Ms. Fitzsimons moved to approve the lease with Workforce Connections, Inc. for the College to lease space at 1304 S. Marquette Road, Prairie du Chien, WI, in the amount of \$2,400 per year commencing on July 1, 2017 through June 30, 2018. Mr. Moyer seconded the motion; motion carried.

Manpower Groups leases Room 468 (office space) from the College. The lease for the term of 7/1/17 – 6/30/18 was presented for approval. Ms. Fitzsimons moved to approve the lease with Manpower Groups US, Inc. to rent office space from the College in the amount of \$200 per month commencing on July 1, 2017 through June 30, 2018. Ms. Mickelson seconded the motion; motion carried.

A lease for the term of 7/1/17 – 6/30/18 with UMOS, Inc., was presented for approval. UMOS, Inc. leases office space at the College's Richland Center outreach site. Mr. Tuescher moved to approve the lease with UMOS, Inc. to rent office space from the College at 26220 Executive Lane (Suite A), Richland Center, WI, in the amount of \$309.70 per month commencing on July 1, 2017, through June 30, 2018. Mr. Bolstad seconded the motion; motion carried.

Under Board Monitoring of College Effectiveness agenda items, Heath Ahnen, Director of Information Technology Services, presented an overview of Information Technology Services including College infrastructure; major projects; and roadmaps for infrastructure/security, the Help Desk's focus on customers, and a standard technology plan for media.

Also under Board Monitoring of College Effectiveness, the draft 2017-18 board monitoring schedule was reviewed at the meeting and will be finalized for the July 10 Board meeting. Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting current open positions in various stages of the hiring process for a Health Information Technology Instructor (part-time), an Online Navigator, a Welding Instructor/Mobile Lab Specialist, an Assistant College Controller/Foundation Accountant, and a Director of Agriculture.

The 2016-17 Comparison FTE Report and Fall 2017 Application Report were reviewed. Caleb White reported that the Comparison FTE report reflects 1331.83 FTEs for FY17, a decrease of 7.58% from the previous year. The Fall 2017 Application Report indicated a decrease of 20 applicants from the previous year at the same time.

The College President's Report included an update on the upcoming Higher Learning Commission hearing and an overview of the plan to build trust within the College of the Executive Team.

Mr. Bolstad moved to convene to Closed Session for the purpose of:

1. Discussing a student issue per Wis. Statutes 19.85(1)(f)
2. Discussing personnel issues per Wis. Statutes 19.85(1)(c)
3. Discussing contracts with external entities per Wis. Statutes 19.85(1)(e)
4. President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c)
5. Approval of Closed Session Minutes of May 25, 2017

Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting was adjourned to Closed Session at 8:21 p.m. The meeting reconvened to Open Session at 10:09 p.m. with no action taken on Closed Session items. 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 10:09 p.m.

Darlene Mickelson, Secretary