

**MINUTES OF THE  
ANNUAL MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 10, 2017**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:05 p.m. on July 10, 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, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher (5:08 p.m.)

Absent: Linda Erickson, James Kohlenberg

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Kelly Kelly, Krista Weber, and Caleb White. Public present included John Mehan from Robert W. Baird & Co.

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**

Monday, July 10, 2017

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:30 p.m. – Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board

8:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The July 10, 2017, annual 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
- C. Oath of Office – recently appointed Board members

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 22, 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**

- A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Signatory Authority Policy for 2017-18
- D. Designate Official Newspaper 2016-19
- E. Designate Depository for 2017-22
- F. Designate College Legal Counsel for 2017-18
- G. Election of Officers

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  1. Boards Association Committee Appointments
  2. ACCT Leadership Congress: September 25-28, 2017, in Las Vegas, NV
- 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. 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}.
  2. Approval of Closed Session Minutes of May 25, 2017, and June 22, 2017

### **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](mailto:accom@swtc.edu)}

Re-appointed Board members Russell R. Moyer, Eileen Nickels, and Chris J. Prange read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 10, 2017, agenda; June 22, 2017, Board minutes; financial reports; six contracts totaling \$5,849.67 in June 2017; and the employment recommendation of Heather Ringberg – Online Navigator and transfer of Deb Ihm to Director of Agriculture, Ms. Nickels moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

John Mehan from Robert W. Baird & Co. presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan reviewed the Municipal Portfolio Strategy and explained the process noting the College received a Moody's Rating of Aa2. Seven bidders provided bids ranging from 1.4890 to 1.7044 percent. Mr. Mehan recommended the Board approve Bankers' Bank with the low bid. Ms. Fitzsimons moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to Bankers' Bank at a rate of 1.4890 percent. Ms. Mickelson seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2018 remodeling and capital projects. Remodeling projects include replacement roof on the Bookstore, Building 300 sprinkler installation, and a remodel of the Information Technology entrepreneurial center, Building 500 rooftop air handling unit replacement, shooting range berm improvements, and cosmetic upgrades to the three tunnels with no capital projects projected. Projects for FY2019 include Building 500 air handling unit (#4 and #5) replacement, Lenz Center / cafeteria sprinkler installation, parking lot work in the West Parking Lot, and a student success and economic development project. Projects for FY2020 include Room 519 dust collector replacement, Lenz Center roof top units, kitchen / cafeteria remodel, Electrical Power Distribution/Fire Safety building, Facilities storage building, and Buildings 100 and 200 entrance replacement. Mr. Moyer moved to approve the FY 2018–2020 Three-Year Facilities Plan with Ms. Fitzsimons seconding the motion. The motion unanimously was approved.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2017-18 signatory authority policy was presented for approval. Mr. Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2017-18 with the authority to sign official or legally binding documents. Ms. Mickelson seconded the motion; motion carried.

At the July 11, 2016, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2016-2019.

A joint Request for Proposals (RFP) for banking services was held with the College, Foundation and Real Estate Foundation. The scope of the RFP included providing banking services including interest earnings and collateralization. The public opening was held on May 17, 2017, with six proposals received. An evaluation team reviewed and rated the proposals and as a result, American Bank, BMO Harris, US Bank, and Wells Fargo were invited for interviews. The RFP summary and evaluation scores were reviewed by the Board. Mr. Tuescher moved to award the contract for banking services

to American Bank, Fennimore, WI. Ms. Fitzsimons seconded the motion. The motion unanimously carried with Mr. Prange abstaining from the vote.

Letters of engagement for legal counsel were reviewed by the Board. Mr. Moyer made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel. Ms. Nickels seconded the motion. The motion unanimously carried.

Elections for the 2017-18 Officers of the Board were held. Mr. Bolstad nominated Chris Prange for Chairperson. Mr. Moyer made a motion to close the nominations. Mr. Bolstad seconded the motion. The motion carried by a unanimous vote and Mr. Prange was elected Chairperson.

Mr. Moyer nominated Melissa Fitzsimons for Vice Chairperson. Mr. Bolstad moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. Mr. Tuescher seconded the motion. The motion carried, and Ms. Fitzsimons was elected Vice Chairperson.

Mr. Moyer nominated Darlene Mickelson for Secretary. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Mickelson. Ms. Nickels seconded the motion. The motion carried, and Ms. Mickelson was elected Secretary.

Mr. Tuescher nominated Charles Bolstad for Treasurer. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Bolstad. Ms. Nickels seconded the motion. Motion carried, and Mr. Bolstad was elected Treasurer.

A staffing update was provided by Krista Weber, Chief Human Resources Officer. Positions in various stages of the hiring process include Health Information Technology Instructor (part-time), Welding Instructor/Mobile Lab Specialist, and Assistant College Controller/Foundation Accountant.

The Enrollment Report was reviewed with Mr. White noting that FY2017 FTEs decreased seven percent over the previous year. He also noted that for FY2018 report reflects an increase of 16 percent. The Program Application Report for Fall 2017 reflected a slight increase from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws – Russell Moyer; Marketing – Chris Prange; Internal – Charles Bolstad and Melissa Fitzsimons; External – Eileen Nickels and Darlene Mickelson; and Insurance Committee – Chris Prange. Ms. Fitzsimons will be the District Board's representative to the Foundation Board and Mr. Prange will continue as the District Board's representative to the Real Estate Foundation Board.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Statutes 19.85(1)(c) Mr. Moyer seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:53 p.m.

The Board reconvened to open session at 6:14 p.m. Mr. Tuescher moved to extend the President's Contract through June 30, 2020. Consistent with the College philosophy of compensating employees at the 50<sup>th</sup> percentile, the Board approved moving closer to the 50<sup>th</sup> percentile of the WTCS Presidents' average salary over the course of 2017-18 and 2018-19 fiscal years. The President's salary for the 2017-18 year was increased \$20,000. Other updates to the contract included clarification of termination clauses. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion unanimously carried. The Board will form a committee to research and determine the possibility of future presidential compensation increases being tied to College performance.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting until the start of the Annual Joint Board Meeting of the District Board, SWTC Foundation Board, and the Real Estate Foundation Board. Mr. Moyer seconded the motion. The motion carried and the meeting adjourned at 6:19 p.m.

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Darlene Mickelson, Secretary

Members from the District Board, SWTC Foundation Board, and Real Estate Foundation Board heard a presentation from Marta Purty and Scott Harrington from Vandewalle & Associates, Inc. on the preliminary results of the feasibility study for the student success and economic development project. This meeting took place immediately following the Board meeting. No action was taken by the District Board. Dr. Wood communicated that the project intent is to enhance applied learning for Southwest Tech students that lead to local jobs. Based on feedback received, the project will be reviewed and will be brought back to the District Board.