

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 24, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:10 p.m. on August 24, 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, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Linda Erickson

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, Krista Weber, and Caleb White.

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, August 24, 2017

5:30 p.m. – Interactive Tour of Karen R. Knox Learning Center & Basic Education Lab
6:15 p.m. – Light Supper
7:00 p.m. – Regular Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The August 24, 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 Annual Meeting of July 10, 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. Fundraising Priorities
- B. Sustainable Compensation Strategies: Performance-Based Incentives
- C. Board Resolution – Letter of Credit from American Bank & Trust

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly 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. Discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 2. Discussing an Additional Holiday for Staff 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. Discussing Contracts for Chief Officers of the College 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, June 22, 2017, and July 10, 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}

After a review of the Consent Agenda, including the August 24, 2017, agenda; July 10, 2017, Board minutes; financial reports; 11 contracts totaling \$23,033.58 in July 2017; and the employment recommendations of Jeanne Smoczyk-Health Information Technology Instructor (part-time), Ben Halvorson-Welding Instructor/Mobile Lab Specialist (part-time), Kim Govier-Assistant College Controller/Foundation Accountant, Patricia Greenwood-Academic Success Coach (part-time LTE), and Emily Leibold-Academic Success Coach (part-time LTE); the transfer of John Troxel to the Network Administrator position; and the resignation of Matt Lansing, Farm Business & Production Management Instructor, Mr. Tuescher moved to approve the Consent Agenda and move the Foundation Quarterly report from Board Monitoring of College Effectiveness to Other Items Requiring Board Action. Ms. Fitzsimons seconded the motion; motion carried.

Each year the College establishes fundraising priorities for consideration by the Foundation and Real Estate Foundation. Last year the priorities were established through a collaborative process between all three boards. For the 2017-18 fiscal year, four of the five priorities remain the same. Mr. Tuescher moved to approve the fundraising priorities including: 1) Scholarships - Award \$180,000; 2) Student Support Funds - Raise \$15,000 for the Charger Dream Fund; 3) Academic Program Support – Hold five student online campaigns; 4) Indoor Trapshooting Facility – Create a fundraising campaign; 5) Endowments – Receive \$50,000. Ms. Nickels seconded the motion; motion carried. The Foundation and Real Estate Foundation Boards will determine which priorities to fund.

Holly Clendenen, Executive Director for the SWTC Foundation and Real Estate Foundation, updated the District Board on the Foundations' activities for fiscal year 2017. Highlights of the report included \$595,819.54 in total gifts received from 1,000 donors (438 new donors), Carol Rogers and Kevin Raisbeck went off the Foundation Board and three new members were added – Theresa Braudt, Bryant Gill, and Greg Novinska; the 2017-18 scholarship reception will be on October 26; appeals conducted were the phonathon in both fall and spring semesters and the 50th Anniversary Patio Paver project; upcoming Foundation and 50th Anniversary events are Charger Golf Classic, Anniversary Corn Maze, Anniversary Homecoming Reunion and Celebration Concert, and Annual Scholarship Reception; housed 100 migrant workers and 8-12 students throughout the summer; 1920 Brownwood Road will be demolished in August; 1543/45 Brownwood Road was completed this summer; and construction is beginning on 1533/35 Brownwood Road.

Discussion on sustainable compensation strategies including performance-based incentives was held. Consensus of the Board was to discuss this at the October Board retreat including reviewing the Compensation Philosophy.

With the recent change to American Bank as the College's financial institution, the Board must enter into a \$50,000 line of credit with American Bank & Trust to maintain the College's motor vehicle license. Mr. Tuescher moved to approve the Board Resolution for the College to enter into a \$50,000 letter of credit with American Bank & Trust with Ms. Fitzsimons seconding the motion. The motion carried with Mr. Prange abstaining from the vote.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Positions in various stages of the hiring process included replacement positions for Farm Business & Production Management Instructor and Technology Support Specialist.

Holly Miller, Chief Student Services Officer, shared the Fall 2017 application report, which reflected a 6.6 percent growth in students for the fall semester over the previous year. The Board reviewed the 2016-17 and 2017-18 Comparison FTE Reports. The report for 2016-17 showed a decline of 7.7 percent over the previous year, and the 2017-18 report showed a 3.8 percent increase from the 2016-17 year at the same point in time.

Under the Chairperson's Report, Mr. Prange noted that he would be attending the District Boards Association annual planning meeting August 25-26. Under the President's Report, Dr. Wood remarked that the internal feasibility study team has met with Vandewalle & Associates to modify the project scope that was presented at the July Board meeting. More information will be presented at the September meeting with the plan being brought to the Board for approval at the October 26 meeting. The District Board meeting will be moved from September 21 to September 28. The Board asked that the Knox Learning Center staff be thanked for providing a tour of the learning center and basic education lab prior to the meeting.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g), an additional holiday for staff per Wis. Statutes 19.85(1)(c), and contracts for chief officers of the College per Wis. Statutes 19.85(1)(c). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:25 p.m. The Board reconvened to open session at 9:13 p.m. with no action taken.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:13 p.m.

Darlene Mickelson, Secretary