

**MINUTES OF THE
BOARD RETREAT / REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 26, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a Board retreat/regular Board meeting commencing at 12:36 p.m. on October 26, 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, Linda Erickson (3:50 p. m.), Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher (3:30 p.m.)

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Stephanie Brown, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Cynde Larsen, Holly Miller, Matt Schneider, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

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, October 26, 2017

12:00 – 3:30 p.m. – Light Lunch/Board Retreat
3:30 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
5:30 - 7:00 p.m. – Scholarship Reception
7:00 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:00 – 3:30 p.m. – Board Retreat
Southwest Tech Campus
Room 303**

AGENDA

OPEN MEETING

The following statement will be read: “The October 26, 2017, Board Retreat/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

BOARD RETREAT

- A. Review of Board ENDS
- B. President's Goals
- C. Teambuilding Dialogue

**3:30 – 5:00 p.m. – Joint District Board / SWTC Foundation / Real Estate
Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Investment Opportunities for Future Growth

The Board will adjourn for the Scholarship Reception for social purposes only and no College business will be conducted.

**7:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 28, 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. Fund & Account Transfers (2016-17 Budget Modifications)
- B. Resolution for Adoption of 2017 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Resolution for "Southwest Tech Day"
- E. Approval to Move Forward with Facilities Master Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities

- C. Student Access Monitoring Report
- D. 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 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}.
 - 2. Approval of Closed Session Minutes of September 28, 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}

During the retreat, the Board reviewed the Board ENDS including the mission, vision, purposes, values, and strategic directions. Minor changes were discussed. A process to engage the entire college will be used to develop the strategic directions to be brought to the Board for approval in Fall 2018.

The Board and Dr. Wood reviewed the proposed president's goals which are aligned with strategic and operational priorities. The goals are categorized into process and outcome goals. Input into the selection of goals occurred through the all-employee evaluation of the president and through formal discussions with the Executive Team. The Board and Dr. Wood discussed changes to the proposal goals, which will be brought back to the Board in November.

The Board members spent time discussing ways to strengthen the Board. Topics discussed included the District Boards Association, mentoring, and Board member orientation. The Board recessed at 3:20 p.m.

The District Board reconvened at 3:35 p.m. in Rooms 492-493 for a joint meeting with the SWTC Foundation Board and the Real Estate Foundation Board. Attending this portion of the meeting were District Board members Chuck Bolstad, Linda Erickson,

Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher; SWTC Foundation and Real Estate Foundation Board members Brad Biddick, Kevin Raisbeck, Greg Novinska, Pete Hoffman, April Brandt, Mindy Johnson, Lori Barry, Becky Fernette, Jerry Brunner, Dennis Cooley, Sheila Ruchti, and Connie Larson. College Staff present included Jason Wood, Heath Ahnen, Stephanie Brown, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Cynde Larsen, Holly Miller, Matt Schneider, Barb Tucker, Krista Weber, Caleb White, and Kris Wubben.

A concept proposal was presented to the three Boards on future growth opportunities. Included in the concept proposal were projects to expand student housing, remodel event space on campus, and add a building at the Public Safety Complex shooting range for classroom purposes.

The Board recessed for the scholarship reception for social purposes only and no college business was conducted. Chairperson Prange reconvened the District Board meeting at 7:06 p.m.

After a review of the Consent Agenda, including the October 26, 2017, agenda; September 28, 2017, Board minutes; financial reports; seven contracts totaling \$7,080.83 in September 2017; the employment recommendation of Kory Stalsberg, Farm Business & Production Management Instructor; the resignation of Anna Stremlau, Student Success Coach; and the retirement of Lori Garvey, Support/Disability Services Specialist & Transition Coordinator/ADA Coordinator, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2016-17 budget modifications for Board approval. The College ended the fiscal year positively. Mr. White reviewed the unaudited fund balances for all College funds. The recommended budget modification included a modification to the General Fund. The budget modification was to approve expending an additional \$200,000 for general institutional and an additional \$200,000 for student services with a \$400,000 transfer from the instructional category. Mr. Tuescher moved to approve the budget modification for 2016-17 as presented. Ms. Erickson seconded the motion. Upon a roll call vote with all members present voting affirmatively, the budget modification was approved.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2017 in the amount of \$5,004,597 for operational expenses and \$4,950,000 for debt retirement for a total tax levy of \$9,954,597. Mr. White provided information that the resolution would increase the tax levy by an operational net change of \$64,381 (0.65%), which includes an operational increase of \$147,138 (1.48%) minus the prior year tax levy for Lands' End rescinded taxes of \$82,757 (-0.83%), and no increase for debt service. The overall tax levy value increased 0.65% resulting in an overall 2.71 percent decrease in mill rate. Mr. Moyer moved to approve the Resolution Providing for Tax Levy for the Year 2017 as presented. Ms. Nickels seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Ms. Fitzsimons moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Ms. Kathleen E.

Garrity, Chief Academic Officer; Ms. Holly Miller, Dean of Students; Ms. Krista M. Weber, Director of Human Resources; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Ms. Mickelson seconded the motion; motion was unanimously approved.

A formal resolution proclaiming November 22, 2017, as Southwest Tech Day was presented for approval. The Board has designated November 22 as Southwest Tech Day for the efforts of the faculty, staff and student for the 50th Anniversary celebration, for faculty's and staff's dedication to the College, and for the 1,705 volunteer hours to give back to the Southwest Tech communities for the 50th Anniversary celebration. Mr. Bolstad moved to approve the Board Resolution recognizing November 22, 2017, as Southwest Tech Day. Mr. Tuescher seconded the motion; motion unanimously carried.

At the joint meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board prior to the District Board meeting, the Board was presented with the Facilities Master Plan. Included in the presentation was three projects – student housing expansion, public safety & firearms facility, and event space remodel. Mr. Tuescher made a motion to move forward with the public safety & firearms facility and event space remodel projects including hiring an architect to determine construction design and costs and to pursue the WTCS Board approval process for the two projects. Ms. Mickelson seconded the motion. The motion unanimously carried. Mr. Moyer moved to authorize the Real Estate Foundation Board to move forward, if they so wish, with the Student Housing expansion project. Mr. Bolstad seconded the motion; motion unanimously carried.

Holly Clendenen, Executive Director for the SWTC Foundation and Real Estate Foundation, updated the District Board on the Foundations' activities for fiscal year 2018. Highlights of the report included \$91,092.29 in total gifts through the first quarter; the scholarship reception was held prior to this meeting and to date 289 scholarships totaling \$165,839 has been awarded in FY 2018; the fall phonathon is underway with a goal of \$35,000; and all leases for student housing have been filled with no current vacancies.

Mr. White presented a summary of the five-year Purchase Card Activity Summary report and a listing of the FY2017 >\$50,000 Vendors report. The FY2017 rebate based on total purchases made was \$43,361.07. Since 2010, the purchase card performance rebates total more than \$200,000.

Holly Miller, Chief Student Services Officer, and Derek Dachelet, Executive Dean of Agriculture, Trades & Industry presented the Student Access Monitoring Report focused on adult student enrollment. The goal is to increase adult student enrollment in FTE-generation by 4% to 330 FTEs, which represents an increase of 14 FTEs. The District Board was in support of the strategic initiatives of conducting a gap analysis and career pathway opportunities, eight-week course delivery, free pre-enrollment trial courses, online adoption of existing offerings, opportunities tied to wait lists, programming in the prisons, professional development offerings, adult boot campus, deferred tuition payment for students who are utilizing their employers tuition assistance programs, and adult scholarships through the Foundation.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Positions in various stages of the hiring process included an LTE full-time Midwifery Instructor and a Student Success Coach. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 3.39% increase compared to the previous year.

The President's Report included an update on the compensation analysis with it noted that the masters experience equivalency project still working on the plan, discussion with the Board on the benefits analysis project and benefits important to the Board, a congratulatory note to the Nursing faculty and staff and Dr. Garrity for the successful Accreditation Commission for Education in Nursing (ACEN) on-site review, and a note of appreciation to Denise Janssen and Lisa Riley who presented at the WIDS user conference.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(c) and approving the Closed Session minutes from September 28, 2017. Mr. Tuescher seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:08 p.m. The Board reconvened to open session at 8:23 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 8:23 p.m.

Darlene Mickelson, Secretary