

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 16, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:10 p.m. on November 16, 2017, at Building Automation Products, Inc. (BAPI), in the Village of Gays Mills, Crawford County, Wisconsin. The following members were present:

Chuck Bolstad, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons, and James Kohlenberg

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell and Caleb White. Public present included Ritch Stevenson, BAPI.

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, November 16, 2017

5:30 p.m. – Tour of Building Automation Products, Inc.

6:30 p.m. – Dinner

7:00 p.m. - Board Meeting

Building Automation Products, Inc.

750 N. Royal Avenue

Gays Mills, WI 54631

AGENDA

OPEN MEETING

The following statement will be read: “The November 16, 2017, regular Board 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 and the Village of Gays Mills in an attempt to make the general public aware of the time, place and agenda of the meeting.”

OPEN MEETING

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 26, 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 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$16,000,000 General Obligation Refunding Bonds
- B. Consortium RFP - Financial Advisory Services
- C. Bid: Building 300 Administration - Fire Protection
- D. Grant County Economic Development Corporation Lease for 2018

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2018-19 Budget Process
- 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

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 November 16, 2017, agenda; October 26, 2017, Board minutes; financial reports; four contracts totaling \$6,798.14 in October 2017; and the retirement of Karla Blackburn, Nursing Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

John Mehan of Robert W. Baird & Company presented on refinancing the 2008 referendum borrowing including new legislation that will not allow advance refunds starting January 2018. Mr. Mehan noted the bonds eligible for refinancing are Build America Bonds, which are taxable bonds that the College receives a subsidy back for from the federal government. The proposal would be to refinance before the end of December between \$6,400,000 and \$6,500,000 with a parameters resolution for non-bank qualified bonds at an interest rate projected at 3.0 percent with a savings between \$60,000 and \$70,000 annually. The maturity date on the refinanced bonds would not

extend the debt past the original date. Mr. Tuescher moved to approve the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$16,000,000 General Obligation Refunding Bonds. Mr. Bolstad seconded the motion. Upon a roll call vote where all Board members present voted affirmatively, the motion carried.

Caleb White, Vice President for Administrative Services, presented the Consortium Request for Proposals (RFP) for Financial Advisory Services. The WTCS Purchasing Consortium put out an RFP to provide financial advisory services for half of the 16 WTCS colleges. The public opening was held on September 8, 2017. The scope of the RFP included providing coordination of debt issuance and drafting/issuing of an Official Statement (OS). Four proposals were received with two companies being invited for interviews. Mr. Tuescher moved to award the contract for Financial Advisory Services to RW Baird & Co., Inc., Milwaukee, WI. Mr. Bolstad seconded the motion, which unanimously carried.

Mr. White presented the bid for Building 300 Administration Fire Protection. The bid opening was held October 26, 2017, with two bids received. Mr. White noted that the project will be completed this winter and will consist of interior renovation of Building 300 to extend the fire protection sprinkler system through the administration area. Mr. Tuescher moved to award the Building 300 Administration – Fire Protection project to Automatic Fire System, Inc., Rockford, IL, with the low bid of \$44,765. Ms. Nickels seconded the motion; the motion carried.

Ms. Nickels motioned to approve the 2018 lease for Grant County Economic Development Corporation. The lease remains the same as the 2017 lease agreement. Mr. Moyer seconded the motion. The motion carried with Ms. Mickelson abstaining from the vote.

Caleb White outlined the 2018-19 Budget Process. Budget requests are due after the first of the year, with a preliminary budget brought to the Board in April and May. The Board will need to approve the FY2019 budget at the June 2018 Board meeting.

Caleb White provided an update on College staffing. Positions in various stages of the hiring process included an LTE full-time Midwifery Instructor, a Student Success Coach, an Evening Custodian, and a Nursing Instructor. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 4.05% increase compared to the previous year. Mr. White reported that returning and new student registrations for the second semester are currently happening.

Under the Chairperson's Report, a recap of the Fall District Boards Association Meeting was given. Some of the topics discussed were Clery Act reporting, loan default rate, and WCTC's veterans showcase.

Discussion followed on the District Board members' travel policy. In order to be consistent when spouses attend a board dinner or activity with a meal, the College will cover reasonable expenses of the spouses' meal. This has been an inconsistent practice. Other meals incurred by spouses during travel will not be covered by the College. The Board is expected to stay within its overall travel budget through planning and rotating attendance at the national events.

Mr. Moyer and Mr. Bolstad expressed interest in attending the ACCT National Legislative Summit, Washington, DC – February 11–14, 2018.

Under the President's Report, President Wood thanked Ritch Stevenson, President/Owner of BAPI, for the tour and the hospitality for hosting the District Board Meeting. Dr. Wood reviewed his 2017-18 goals, which he updated after the October Board Retreat from the input the Board members provided at the retreat.

President Wood updated the Board on the emergency situation that happened November 1. At the December Board meeting, there will be a presentation on the Clery Act and student mental health services provided by the college. The Board asked that a shout out from them be given to those who handled the emergency on November 1.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 8:49 p.m.

Darlene Mickelson, Secretary