

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 18, 2018**

The Board of Directors of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on January 18, 2018, 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 (joined the meeting via video conference) 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: Heath Ahnen, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Kelly Kelly, Holly Miller, Gina Trollop, Krista Weber, and Caleb White. Public present included Kaye Woodke, Student Senate President.

Vice-Chairperson Fitzsimons 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, January 18, 2018

6:00 – Presentation on Mental Health Services / Clery Act and Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The January 18, 2018, Board 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
 - 1. Student Senate Report – Kaye Woodke, Student Senate President

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 16, 2017

- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges 2018 Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2017 Financial Audit
- B. Clarity Clinic Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- 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

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues 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. Approval of October 26, 2017, Closed Session Minutes

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}

Kaye Woodke, Student Senate President, provided an update on Student Senate activities this year. Ms. Woodke noted that each program is represented at Student Senate. The Senate has been active this year in helping students and finding ways to improve the student experience on campus. They have been working with the statewide Wisconsin Student Government on the legislative position paper, which includes needs-based financial aid including an increase in Wisconsin Grants, transferability of core program credits to UW institutions, and paid internships for technical college students.

After a review of the Consent Agenda, including the January 18, 2018, agenda; November 16, 2017, Board minutes; financial reports; 23 contracts totaling \$57,317.20 in November and December 2017; employment recommendations for Pam Bartels - Associate Degree Nursing Instructor, Kyle Bennett - Student Success Coach, and Hilary Schlinger - LTE Midwifery Instructor; the transfer of Cora Beth Halverson to the position of Student Success Coach; the resignation of Katharine Caywood - Marketing Specialist; and the renewal of membership to the American Association of Community Colleges, Mr. Kohlenberg moved to approve the Consent Agenda as presented. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the FY2017 Financial Audit. Mr. White noted the audit produced an unmodified opinion as noted in the management letter and the SWTC Foundation and Real Estate Foundation audits are listed as component units in the audit. They are separate audits, but the foundations' information is being disclosed with the College audit, which is new this year. Mr. Tuescher moved to approve the 2016-17 Financial Audit as presented. Mr. Bolstad seconded the motion. Motion unanimously carried with it noted that the District Board members would like to have the auditors present the final audit to the District Board in the future.

Mr. White presented a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College. He explained this is a service to the students in that the clinic would provide training and advice for new parents and they in return would earn durable goods. Mr. Moyer moved to approve the lease with Clarity Clinic Platteville, Inc. for \$50 per month for the period of February 1, 2018, through June 30, 2018. Mr. Bolstad seconded the motion; motion carried.

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, presented the FY2018 second quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Highlights of the report included:

- The Real Estate Foundation Board and Foundation Board approved the feasibility study projects.
- The Foundation received a \$134,513 grant from 3M for a joint project with Prairie du Chien High School and Southwest Tech to set up a training lab.
- 50 days of giving employee campaign garnered 92 percent of full-time staff members donating over \$13,000 with 90 staff members currently utilizing payroll deduction to donate.

Dan Imhoff, Director of Facilities, and Heath Ahnen, Director of Information Technology Services, presented the Safety & Security Board Monitoring Report reviewing current related data, acknowledging strengths and identifying weaknesses. Focuses of the report included the diverse representation from across campus on the various safety and security teams and committees; praise from Districts Mutual Insurance for the emergency response plan, holding regular emergency response meetings, and training for the emergency response teams; infancy of cyber security awareness training campus-wide; and not having a full-time dedicated person to safety training. Actions for the future include ongoing training for full-time staff in emergency response situations, the development of an information security policy, and campus-wide cyber security awareness training for staff and students.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions in various stages of the hiring process included an Evening Custodian and an Assistant Financial Aid Manager. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 2.48% increase in overall enrollment compared to the previous year and a 2.8% increase in program enrollment. The application comparison report for Fall 2018 reflected applications are comparable to Fall 2017 applications at the same time last year.

The Chairperson's Report included discussion on the February 23-24, 2018, Board retreat. Topics will include budget priorities, board monitoring reports, succession planning, and a time for discussion between the President and District Board. The Board will be sent an agenda with handouts several weeks prior to the meeting for review and time to process material that will be presented.

Under the President's Report, Dr. Wood congratulated Caleb White for being chosen as the winner of the 2018 WTCS Eagle Leadership Award. Dr. Wood thanked the Board for their decision in naming Wednesday, November 22, 2017, as "Southwest Tech Day" and closed the College for the day; there have been many comments of appreciation received from faculty, staff, and students. Dr. Wood shared that at the January all-staff in-service a number of faculty provided an overview of how they have implemented course outcome assessment into their courses. The Board asked that a "shout out" be prepared for those faculty members who presented.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and approving the Closed Session minutes from October 26, 2017. Mr. Kohlenberg seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:12 p.m. The Board reconvened to open session at 9:12 p.m. with no action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 9:12 p.m.

Darlene Mickelson, Secretary