

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 22, 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 March 22, 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, Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (joined the meeting via video conference) and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Josh Bedward, Karen Campbell, Dave Friesen, Katie Garrity, Connie Haberkorn, Dan Imhoff, Melissa Klinkhammer, Kim Maier, Krista Weber, and Caleb White.

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, March 22, 2018

6:00 p.m. – Financial Aid Showcase
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 22, 2018, 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 Board Retreat/Regular Meeting of February 23-24, 2018
- C. Financial Reports
 - 1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance
3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. WTCS Request for Approval – Cold Storage Facilities Project
 1. Resolution Approving Cold Storage Facilities Project
- B. Dodgeville Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Sustainability Plan / Telecommuting Policy / Flexible Work Schedule Policy / Managed Time Office Policy / Holiday Policy
- B. Board Monitoring Report - Quality Teaching & Learning
- 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. Discussion of personnel issues per Wis. Stats. 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. Discussion of preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 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.}
- B. Approval of Closed Session Minutes – February 23, 2018

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 March 22, 2018, agenda; February 23-24 Board meeting/retreat minutes; financial reports; and 13 contracts totaling \$45,035.32 in February 2018, Mr. Bolstad moved to approve the Consent Agenda as presented. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, and Dan Imhoff, Director of Facilities, presented the architectural drawings to centralize storage and replace storage buildings that are nearing end of life. Three new cold storage facilities to be located at the Public Safety Complex EVOG track, near the Ag/Auto Building, and near the Facilities/Maintenance Building were presented. The recommendation was made to get quotes on both steel-structure and wood-structure buildings. Mr. Moyer moved to approve the construction of three new cold storage facilities to add approximately 16,000 square feet of storage to be located at the Public Safety Complex EVOG track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200). Construction bid results with award recommendation will be presented at a future meeting for board consideration. Mr. Tuescher seconded the motion; motion was approved.

Mr. White presented a lease agreement for the current Dodgeville outreach site. Mr. Tuescher moved to approve the 2018-19 lease agreement with Michael S. Polsky, Esquire, to rent 2,000 square feet of office/classroom space at 316 W. Spring Street, Dodgeville, WI, at a cost of \$1,100 per month. Mr. Kohlenberg seconded the motion; motion carried.

Krista Weber, Chief Human Resources Officer, and members of the Benefits Analysis Team, including Connie Haberkorn, Melissa Klinkhammer, and Dave Friesen presented the draft Sustainability Plan, Telecommuting Policy, Flexible Work Schedule Policy, Managed Time Off Policy, and Holiday Policy. The Board provided input on the various policies and recommendations for approval will be brought back to the April Board meeting. The Board asked that the individuals working on this work group be recognized with a shout out from the Board.

Krista Weber, Josh Bedward, and Kim Maier presented on the Compensation Sustainability Plan noting there are three levels to the plan including a compensation maintenance schedule, college-wide performance management, and individual performance management. Level 1 is based on the CPI index while level 2 is focused on paying a fixed dollar incentive when strategic direction goals are met. Level 3 will be based on performance evaluations tied to compensation percentage to move employees through the ranges. Level 1 is currently done with the proposal to implement level 2 July 1, 2018, and level 3 would be implemented when a performance evaluation tool is developed. A recommendation on this plan will be presented at the April Board meeting.

Ms. Weber also reported a recommendation will be presented at the April Board meeting for the Master's Equivalency Compensation Plan.

Dr. Katie Garrity, Chief Academic Officer, presented the Quality Teaching & Learning Report. Dr. Garrity highlighted the status of Technical Skill Attainment, Team Action Plans, Alternative & Innovative Learning, a Competitive Positioning Statement, and strengths and weaknesses. Future plans include co-curricular team action plan development; WIDS 100% compliance; expansion in alternative & innovative

programming and delivery; expanded K-12 partnerships (20/2020); and increased ABE/GED transitioning.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of a Marketing Specialist and a Disability Services Specialist. The Board reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3.16% increase in overall enrollment compared to the previous year. The application comparison report for Fall 2018 reflected applications are comparable to Fall 2017 applications at the same time last year.

In the College President's Report, Dr. Wood shared two examples of daily struggles for some of our students. He had contacted some current students recently to find out how things were going for them at the college and to find out what we can do to help them succeed. He also noted that at the recent Job Fair there were over 60 employers and a good student turnout.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f); discussing preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c); and approving the Closed Session minutes from February 23, 2018. Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:51 p.m. The Board reconvened to open session at 9:47 p.m. with no action taken.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 9:47 p.m.

Darlene Mickelson, Secretary