

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 9, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:01 p.m. on July 9, 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, Darlene Mickelson, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: James Kohlenberg and Russell Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Dan Imhoff, Barb McCormick, Holly Miller, Kim Schmelz, 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

Monday, July 9, 2018

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:30 p.m. – Social – Southwest Tech Cafeteria

7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

AGENDA

OPEN MEETING

The following statement will be read: “The July 9, 2018, annual 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 21, 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. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Bid: Public Safety Complex Storage Building
- D. Concept Review: Nail Technician, 30-502-4 (Short-term Technical Diploma)
- E. Second Reading of Governance Policy 2.6: Acting President
- F. Tuition Reimbursement Policy
- G. Signatory Authority Policy for 2018-19
- H. Designate Official Newspaper 2016-19
- I. Designate Depository for 2017-22
- J. Designate College Legal Counsel for 2018-19
- K. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Compensation Reclassification/Wage Progression Policy
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- 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 legal 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. Approval of Closed Session Minutes of June 21, 2018

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

6:30 p.m. – Social – Southwest Tech Cafeteria
7:15 – Dinner and Program with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. A program will be part of the dinner and will be focused on the future plans of Southwest Tech. No action will be taken at the social, dinner, or program.

{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}

Re-appointed Board members Melissa Fitzsimons and Donald Tuescher as well as newly appointed Board member Jane Wonderling read and signed the Oath of Office. They each will serve three-year terms ending June 30, 2021.

After a review of the Consent Agenda, including the July 9, 2018, agenda; June 21, 2018, Board minutes; financial reports; six contracts totaling \$6,796.59 in June 2018; and the employment recommendations of Jennifer Rice – Bookstore Assistant LTE, Lori Wiest – Bookstore Assistant LTE, and Bobbi Kammes – Administrative Support Assistant LTE and the retirement of Joy Kite – Financial Aid Manager, Mr. Tuescher moved to approve the Consent Agenda. Mr. Bolstad seconded the motion; motion carried.

Caleb White, Vice President of Administrative Services, informed the board that the agenda item regarding the Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes was not being brought to the board for approval due to a missed publication deadline. At the August 23, 2018, District Board meeting, a parameters resolution will be presented for Board approval.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2019 remodeling and capital projects. Remodeling projects include campus signage upgrade; sealing of Building 100 parking lot; lighting upgrades; replaced of Building 1300 roof and Building 300 Clerestory windows; and remodeling of Fiscal Services and Phase 1 of Building 300/400. Capital projects include the expansion of Buildings 1200 and 1800 cold storage and the removal of Building 1000. Projects for FY2020 include the second phase of Buildings 300/400 remodel, upgrading building entrances and the main parking lot, and replacing fire alarm systems and installing Building 300 fire sprinkler. Capital improvements including razing Building 700 and creating a parking lot. Remodeling projects for FY2021 include upgrading the Trane control system, remodeling of classroom in Buildings 100/200, dust collector and lighting upgrades, and replacement of a RTU. The capital improvements included firearms range at the Public Safety Complex and razing building 800. Mr. Tuescher moved to approve the FY 2019–2021 Three-Year Facilities Plan with Ms. Fitzsimons seconding the motion. The motion unanimously was approved.

Mr. Imhoff presented the bid for the Public Safety Complex storage building. The building will be 22' x 62' with five bays and will be built south of the skid pad. Mr.

Tuescher moved to award the bid for the Public Safety Complex Storage Building in the amount of \$35,600 to Cleary Building Corp., Verona, Wisconsin. Ms. Nickels seconded the motion; motion unanimously carried.

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, presented a Concept Review for a short-term technical diploma in Nail Technician. Southwest Tech has offered an internal certificate in Nail Technician and would like to formalize the degree with the Wisconsin Technical College System. Students in this program will not be eligible for financial aid. Mr. Tuescher moved to approve the Concept Review for a short-term technical diploma in Nail Technician, 30-502-4, with Ms. Fitzsimons seconded the motion. The motion unanimously was approved.

The first reading of Governance Policy 2.6: Acting President was held at the June 21, 2018, Board meeting. Input from the discussion was incorporated into the Governance Policy. Ms. Fitzsimons moved to approve the second reading of Governance Policy 2.6: Acting President. Ms. Nickels seconded the motion; motion unanimously carried.

Chief Human Resources Officer Krista Weber presented the Tuition Reimbursement Policy for approval. Input from the June 21, 2018, Board meeting was taken into consideration and the Tuition Reimbursement Policy was revised from what was presented at the June meeting. Mr. Tuescher moved to approve the Tuition Reimbursement Policy as presented with Ms. Mickelson seconding the motion. The motion carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2018-19 Signatory Authority Policy was presented for approval. Mr. Bolstad moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2018-19 with the authority to sign official or legally binding documents. Ms. Fitzsimons seconded the motion; motion carried.

At the July 11, 2016, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2016-2019.

At the July 10, 2017, Annual Board Meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022.

Letters of engagement for legal counsel were reviewed by the Board. Mr. Tuescher made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

Elections for the 2018-19 Officers of the Board were held. Mr. Bolstad nominated Chris Prange for Chairperson. Mr. Tuescher seconded the motion and then made a motion to close the nominations and cast a unanimous ballot. Ms. Fitzsimons seconded the motion. The motion carried by a unanimous vote and Mr. Prange was elected Chairperson.

Mr. Tuescher nominated Melissa Fitzsimons for Vice Chairperson. Mr. Bolstad seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. Ms. Mickelson seconded the motion. The motion carried, and Ms. Fitzsimons was elected Vice Chairperson.

Ms. Nickels nominated Darlene Mickelson for Secretary. Mr. Bolstad seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Mickelson. Ms. Fitzsimons seconded the motion. The motion carried, and Ms. Mickelson was elected Secretary.

Ms. Fitzsimons nominated Charles Bolstad for Treasurer. Ms. Mickelson seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Bolstad. Ms. Nickels seconded the motion. Motion carried, and Mr. Bolstad was elected Treasurer.

The Compensation Reclassification/Wage Progression Policy was deferred until the August 23, 2018, meeting.

Ms. Weber provided an update on College staffing noting that acceptances had been received for the Automotive Technician Instructor and Electromechanical Technology Instructor position; an offer had been extended for a Communications Instructor position; interviews have been scheduled for an Animal Science Instructor, Student Services Records Specialist, Public Relations Manager, Health/Science Academic Success Coach (0.75 FTE, LTE), and a 0.75 FTE Disability Services Specialist position; and positions have been posted for a part-time Automotive Technician Instructor, a 0.75 FTE Academic Success Coach, an Associate Degree Nursing Instructor, a LTE part-time Administrative Assistant – Public Safety, and a Regional Engagement Coordinator – Richland Center Outreach.

The Enrollment Report was reviewed with Holly Miller, Chief Student Services Officer, noting that FY2018 FTEs increased 1.64% over the previous year. Ms. Miller shared that the FY2019 report reflects a slight decrease of 1 percent over the previous year. The Program Application Report for Fall 2018 reflected a decrease and it was noted that applicants who have no intention of enrolling have been removed earlier this year than previous years.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Awards – Chris Prange; Bylaws – Russell Moyer and Chris Prange; Internal – Charles Bolstad and Darlene Mickelson; External – Eileen Nickels, Melissa Fitzsimons, and Don Tuescher; and Insurance Committee – Chris Prange.

Under the President's Report, Dr. Wood shared that Heath Ahnen, Director of IT Services, has led the effort in data protection and the College now has datacenter and cloud back-up for student data. The backups are automatically tested with reports

being received on the data after the test is complete, and the backups are now being completed more frequently for most servers during business hours. Dr. Wood also acknowledged the recent July 2 US Army Golden Knights parachute jump into Southwest Tech. The event brought approximately 1,000 visitors to campus.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the legal issues per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:54 p.m.

The Board reconvened to open session at 6:38 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 6:39 p.m.

Darlene Mickelson, Secretary

There was a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. A program was be part of the dinner and was focused on the future plans of Southwest Tech. No action was taken at the social, dinner, or program.