

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 27, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 7:09 p.m. on September 27, 2018, at Rockwell Automation located at 1500 Peebles Drive, in the City of Richland Center, Richland County, Wisconsin. The following members were present:

Chuck Bolstad, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, and Donald Tuescher

Absent: Jane Wonderling and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Barb Tucker, Krista Weber, and Caleb White. Others present included Craig Woodhouse, Joe Mabry, and Mike Kaufman.

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, September 27, 2018

5:30 p.m. – Tour of Rockwell Automation, Richland Center, WI

6:15 p.m. – Discussion with Community Members during Dinner

7:00 p.m. – Regular Board Meeting

Location – Rockwell Automation, 1500 Peebles Drive, Richland Center, WI

AGENDA

OPEN MEETING

The following statement will be read: “The September 27, 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 and the City of Richland Center 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 Regular Meeting of August 23, 2018
- 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 Annual Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. International Travel Request

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Compliance
B. Borrowing Update
C. October Board Retreat
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 property acquisition per 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session.
 2. Approval of Closed Session Minutes of August 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 September 27, 2018, agenda; August 23, 2018, Board minutes; financial reports; two contracts totaling \$2,792.81 in August 2018; employment recommendations of Heather Swatek – Disability Services Associate, Ken Straka – Administrative Assistant-Public Safety, and Jamish Patel – Help Desk Technology Support; promotion/transfer of Brian Kitelinger-Safety Coordinator; and the American Association of Community Colleges 2019membership

fee in the amount of \$3,538.00, Mr. Bolstad moved to approve the Consent Agenda. Mr. Tuescher seconded the motion; motion carried.

An international travel request was presented by Craig Woodhouse, Regional Engagement Coordinator-Richland County, for travel to China with the Richland Center economic development and chamber of commerce October 24 – November 1. Mr. Tuescher moved to approve the international travel request for Craig Woodhouse to travel to China October 24 – November 1. Mr. Moyer seconded the motion. The motion unanimously carried on voice vote.

Barb Tucker, Executive Director of College Effectiveness, presented the Compliance Board Monitoring Report. The focus of this report was on the Higher Learning Commission accreditation, individual program accreditations, and federal compliance. Ms. Tucker thanked Cynde Larsen, Lisa Riley, and Amy Loy for supporting the faculty in the area of assessment. Also noted was programs undergoing program accreditation reviews this academic year including Direct Entry Midwife, Auto Collision, and Automotive Technician. The Higher Learning Commission will be on campus April 29-30, 2019, for a visit focused on four areas: assessment of student learning, a culture of assessment throughout the college, assessment of co-curricular, and meaningful retention and completion rates.

Caleb White updated the Board on the sale of the \$4,000,000 General Obligation Promissory Notes. Mr. White explained that at the August 23, 2018, meeting, the Board authorized a Parameters Resolution for the college to conduct a sale of \$4,000,000 in bonds. The sale took place on September 13, 2018, and Hutchinson, Shockley, Erley & Co. was the highest bidder with a true interest rate of 2.2740%. The settlement date on the loan is scheduled for October 10, 2018.

The Board reviewed the draft agenda for the October 18, 2018, Board retreat. The theme for the day is continuous improvement and agenda items will include a review of Board ENDS, raising the bar on the college's economic impact, the President's goals and succession planning, and a teambuilding dialogue.

Ms. Weber provided an update on College staffing noting positions in various stages of the hiring process including interviews have been scheduled for the Financial Aid Assistant/Accounting Bursar position, the Associate Degree Nursing Instructor position has been difficult to fill, and the Regional Engagement Coordinator – Darlington Outreach position is currently on hold.

Mr. White reviewed the the 2018-19 Comparison FTE Report with the Board noting there was not a lot of change from the previous month.

Under the Chairperson's Report, Mr. Tuescher moved to name Mr. Bolstad as the Southwest Wisconsin Technical College voting delegate for the ACCT Leadership Congress October 24-27, 2019. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Wood reported that Darlene Mickelson's story of losing her long-time job and coming to Southwest Tech will be a story feature in the Harvard Business Review. The Board had an informal conversation on developing principles for outreach. Dr. Wood

asked the Board to think about the College having an economic impact study completed and engage a company to do some predictive analytics for the College. The Board members requested more information including the net of our current outreach sites.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e). Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:06 p.m. The Board reconvened to open session at 8:32 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Kohlenberg seconded the motion. The motion carried and the meeting adjourned at 8:33 p.m.

Darlene Mickelson, Secretary