

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 24, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on January 24, 2019, 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:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange (joined the meeting via video conference), Donald Tuescher, Jane Wonderling

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, 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, January 24, 2019

6:00 – Presentation on Accreditation and Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The January 24, 2019, 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 Regular Meeting of December 20, 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 Authorizing the Issuance and Awarding the Sale of Approximately \$7,670,000 General Obligation Refunding Bonds, Series 2019
- B. FY2018 Financial Audit
- C. Bid: Child Care Center Boiler Replacement
- D. Second Reading of the following Governance Policies:
 1. Governance Policy 1.2: Governing Philosophy
 2. Governance Policy 1.11: Board Committees
 3. Governance Policy 2.3: Monitoring College Effectiveness
 4. Governance Policy 2.6: Acting President
 5. Governance Policy 4.5: College Strategic Directions and others

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 property acquisition per Wis. Statutes 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 require a closed session.}.
 2. 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.}.
 3. Approval of November 15, 2018, Closed Session Minutes

RECONVENE TO OPEN SESSION

- A. Action on RFP: Property Acquisition
- B. 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 January 24, 2019, agenda; December 20, 2018, Board minutes; financial reports; six contracts totaling \$12,130.89 in December 2018; employment recommendations for Kendrick Henkel – Evening Custodian and Robin Hamel – Student Activities Coordinator/Athletic Director and the retirements of Sherry DeVries – Midwifery Instructor, Charles Herbers – IT Support Specialist, JoEllen Taylor – Child Care Manager, Sheila Marten – Social Science Instructor, Dave Markin – Maintenance Worker, Ed Ruff – Farm Business & Production Management Instructor, Mary Schmitz – Administrative Assistant-Facilities, and Pete Hoffman, Ag Power & Equipment Technician, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director of Robert W. Baird & Co. presented the bids for the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. Mr. Mehan noted with the refinancing of these bonds, the maturity date has not been extended. In November the indication was that the true interest rate would be 3.85%; however, the rate came in at 2.28%. The total savings in debt service by refinancing the bonds will be approximately \$65,000 annually, which amounts to a savings of over \$399,000 (after expenses) over the period of the bonds. Since starting the refinancing initiative in 2017 the College will save \$1 million in debt service over life of the bonds. The Moody's rating came in at Aa2. Mr. Moyer moved to approve the resolution authorizing the issuance and awarding the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. Mr. Bolstad seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion unanimously was approved.

Kelly Kelly, Controller, presented the FY2018 audit report. Ms. Kelly noted the audit produced an unmodified opinion as noted in the management letter. Mr. Tuescher moved to approve the 2017-18 Financial Audit as presented, and Ms. Mickelson seconded the motion. The motion was approved on a voice vote with Mr. Moyer abstaining from the vote.

Two bids were received for the SWTC Daycare boiler replacement bid opening on January 15, 2019. Mr. Tuescher moved to award the bid for the SWTC Daycare Boiler Installation Project in the amount of \$62,900 to H & N Plumbing & Heating, Inc., Fennimore, Wisconsin. Ms. Nickels seconded the motion; motion carried.

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to Governance Policy 1.2: Governing

Philosophy, Governance Policy 1.11: Board Committees, Governance Policy 2.3: Monitoring College Effectiveness, Governance Policy 2.6: Acting President, Governance Policy 4.5: College Strategic Directions. The policies were brought to the Board for a first reading at the December 20, 2018, District Board meeting. Ms. Nickels moved to approve the second readings of Governance Policy 1.2: Governing Philosophy, Governance Policy 1.11: Board Committees, Governance Policy 2.3: Monitoring College Effectiveness, and Governance Policy 4.5: College Strategic Directions, as presented, and to modify Governance Policy 2.6: Acting President, under the position description summary to include a gender neutral pronoun. Mr. Tuescher seconded the motion; motion unanimously was approved.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented a quarterly Foundation and Real Estate Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. She noted 2,848 gifts had been received to date, Linda Parrish has joined the Foundation Board and Karla Fishnick is being considered for the Foundation Board. The Real Estate Foundation Board has authorized and construction has started to add 24 new beds to Student Housing.

Dan Imhoff, Director of Facilities, and Heath Ahnen, Director of Information Technology Services, presented the Safety & Security Board Monitoring Report. New positions and teams added over the last one and a half years that help protect campus safety and security included a full-time dedicated safety coordinator and the addition of a Cybersecurity Incident Response Team. Worker's compensation statistics were reviewed. Strengths highlighted included the willingness of a large group of employees to join the various safety and security teams and committees, and Districts Mutual Insurance has reviewed the college's emergency response plan and views it as a strength. Weaknesses noted included the lack of a full-time security staff and the infancy of our campus-wide cyber security awareness training.

Krista Weber, Chief Human Resources Officer, updated on College staffing. She updated on the status of the open positions of an Electrical Power Distribution and two Associate Degree Nursing instructors. The Board reviewed the FTE comparison enrollment report and the fall 2019 application report, which were down 4% and 7% respectively. The Board expressed concern and asked for a plan to be brought to the Board on how this decline is being addressed.

Under the President's Report, Dr. Wood shared there were 270 K-12 students on campus for Skills USA competitions, reviewed the Board retreat agenda, updated on the RFP for Economic Impact Study/Research Consulting Services, announced the Board Appointment meeting will be held on March 7, and shared a conversation he had with a representative from a solar panel farm looking to locate in Iowa County. Dr. Wood thanked Mr. Bolstad and Eileen Nickels for attending the legislative summit and meeting with Senator Marklein and Representatives Tranel and Novak.

Mr. Bolstad moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and personnel issues per Wis. Stats. 19.85(1)(f). Mr. Moyer seconded the motion. Upon a roll call vote with all members voting

affirmatively, the Board meeting adjourned to closed session at 8:20 p.m. The Board reconvened to open session at 9:48 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 9:50 p.m.

Darlene Mickelson, Secretary