

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 25, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on April 25, 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, Jane Wonderling

Absent: Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, CoraBeth Halverson, Kelly Kelly, Jake Mootz, Krista Weber, and Caleb White. Public present included Joe Rossmeier from Campus Works.

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, April 25, 2019

6:00 p.m. – Dinner and Student Senate, Veterans, Mental Health Presentation
7:00 p.m. - Board Meeting
Rooms 492-493 – College Connection

REVISED AGENDA

OPEN MEETING

The following statement will be read: “The April 25, 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 Board Meeting of March 28, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2019-20 Out-of-State Tuition Waivers

OTHER ITEMS REQUIRING BOARD ACTION

- A. Enterprise Resource Planning System
- B. Platteville Outreach Site Lease
- C. Dodgeville Outreach Site Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. FY2020 Budget Update
- 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. Discussion of President's Performance Evaluation 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.}
- A. Closed Session Minutes from March 28, 2019

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 April 25, 2019, agenda; March 28, 2019, Board minutes; financial reports; nine contracts totaling \$33,365.81 in March 2019; the employment recommendation for Justin Rounds – Ag Power & Equipment Technician Instructor, the promotion of Mandy Henkel to College Effectiveness Manager (effective 7/1/19), and the resignations of Holly Miller – Chief Student Services Officer and Brian Molini – Academic Success Coach; and the remission of 675 credits for 25 needy and worthy students during the 2019-20 academic year, Ms. Nickels moved to approve the Consent Agenda. Mr. Moyer seconded the motion; motion carried.

College staff have been working with the consulting firm, CampusWorks, on a solution to the College's Enterprise Resource Planning (ERP) System. Staff members Heath Ahnen, CoraBeth Halverson, Jake Mootz, Matthew Baute, Kelly Kelly, and Caleb White presented, along with Joe Rossmeier, Vice President of Client Development for CampusWorks, on the report out and recommendations from the Enterprise Resource Planning Fit-Gap Analysis and Needs Assessment. Included in the report were a status of the current state of the college's enterprise resource planning system. Recommendations from the fit-gap analysis and needs assessment include modernizing all business functions (student lifecycle and employee lifecycle), developing a scenario-based Request for Proposals, selecting a new ERP system, planning for staffing needs, cleaning up data, and establishing an implementation plan. A process mapping of the student and employee lifecycle will be completed with student and staff input sought throughout the process. Mr. Rossmeier indicated there would be approximately four vendors with the expertise needed for the new ERP.

Mr. Moyer moved to award a contract to CampusWorks, Inc., Bradenton, FL, in the amount of \$325,000 plus expenses to include project management, business process redesign, development of a scenario-based RFP, and coordination of vendor demos and the selection process. Ms. Nickels seconded the motion. Written into the contract will be that CampusWorks does not receive a kickback from the vendor who is chosen. A concern was voiced with deciding not to go forward with a student learning lab at the previous board meeting and now wanting to move forward with investing money into a new ERP. Upon a roll call vote with Board members Fitzsimons, Mickelson, Moyer, Nickels, Prange, and Wonderling voting affirmative and Board member Bolstad voting nay, the motion carried.

Ms. Fitzsimons moved to approve the six-month lease through December 31, 2019, with Platteville School District to lease two classrooms at 110 W. Adams Street, Platteville, WI, for \$700.00 per month. Ms. Mickelson seconded the motion; motion unanimously carried.

A lease amendment for the Dodgeville Outreach Site was presented. Mr. Moyer moved to approve the 12-month lease with Capitol Dodgeville, LLC, to lease space at 316 W.

Spring Street, Dodgeville, WI, for \$1,100.00 per month. The lease is for July 1, 2019, through June 30, 2020. Ms. Nickels seconded the motion; motion unanimously carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented the 2018-19 third quarter Foundation report. Highlighted were FY19 fundraising totals including the receipt of \$873,635 in total gifts to date and employee giving is at 90 percent; gift highlights including \$525,000 received from Pat and Jane Thiele for the Jim and Grace Thiele Scholarship; program services; the endowment has reached over \$3 million; appeals included various fundraising efforts by students and the phonathon achieved their goal of \$45,000 in pledges and receipts; faculty and staff awards were distributed at the April in-service and alumni, retiree, and philanthropy awards will be presented at the May 17 Donor Appreciation Dinner. Ms. Clendenen reviewed upcoming events and Real Estate Foundation highlights noting there will be 140 beds for student housing and that this summer there will be 85 migrant workers staying at student housing.

Caleb White presented an update on the FY2020 budget. Projections are to deficit spend by \$700,000 for FY2020 with a transfer from enterprise fund before the final budget is complete. Another update will be presented at the May 23, 2019, meeting.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing including positions in various stages of the hiring process. Those positions include two Nursing—Associate Degree Instructors, a Farm Business & Production Management Instructor, Bookstore Merchandising Coordinator, and Building Trades-Carpentry Instructor.

The Board reviewed the 2018-19 and 2019-20 Comparison Enrollment Reports and the Fall 2019 Application Report. FTEs are projected to be down 2.5 percent for FY2019 and 5 percent for FY2020. The Fall application report noted a decrease of 66 applications compared to where we were at last year at the same time.

Under the Chairperson's Report it was noted four board members attended the spring District Boards Association conference. Presentations on veterans, mental health and student hardships were part of the conference. Chairperson Prange asked that Open Education Resources (OER) be on a future agenda.

The College President's report included the following:

- More Students Learning More – working on a comprehensive recruitment plan;
- Outreach Locations – how can we better serve the communities;
- Update from In-Service – physical security and cybersecurity were the focuses;
- Student Success Policy Next Steps – Shaping the College for the Future – Student Success policies will be the fifth chapter in the Governance Policy Manual and will be discussed in the near future;
- Recognizing Faculty and Staff Excellence at Graduation – Dr. Wood will recognize several faculty and staff at graduation.
- Board Appointment – One application was received for the employee position from the North. The Board Appointment meeting will be held May 16.

Mr. Moyer moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and discussing the President's Performance Evaluation per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 9:13 p.m. The Board reconvened to open session at 10:22 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 10:23 p.m.

Darlene Mickelson, Secretary