

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 20, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:18 p.m. on June 20, 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Melissa Fitzsimons, Jane Wonderling

Others present for all or a portion of the meeting included College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Kelly Kelly, 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

Thursday, June 20, 2019

5:30 p.m. – Tour of Facilities & Ag Power Storage Expansions / Dinner, Room 490

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting
Rooms 492-493

AGENDA

OPEN MEETING

The following statement will be read: “The June 20, 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 May 23, 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. UMOS Lease
- G. Manpower Lease
- H. DWD Lease
- I. Forward Services Lease
- J. Clarity Clinic Lease
- K. Cash Farm Lease
- L. WTC District Boards Association 2019-20 Membership Fee

OTHER ITEMS REQUIRING BOARD ACTION

- A. Employee Compensation Increase
- B. 2019-20 Budget

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. College Culture Monitoring Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 1. ACCT Leadership Congress: October 16-19, 2019 – San Francisco, CA
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Consent agenda items included the June 20, 2019, agenda; May 23, 2019, Board minutes; financial reports; 78 contracts totaling \$1,363,953.63 in May 2019; employment recommendation for Craig Peterson – Building Trades-Carpentry Instructor; subleases for the Richland Center Outreach Site with UMOS, Southwest WI Workforce Development, and Forward Services; leases for office space on the main campus with Manpower and Clarity Clinic; a cash farm lease for 2.8 acres of hay ground with Winch's Pine Grove Farms, LP; and the 2019-20 WTC District Boards Association Fee Assessment. After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Krista Weber, Chief Human Resources Officer, presented a proposal to increase wages by 2.44% (CPI) for all full- and part-time regular employees effective July 1, 2019. Mr. Tuescher moved to approve a 2.44% increase, effective July 1, 2019, for all full- and part-time regular employees. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2019-20 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2020 budget was built on a decrease in revenue of 2.9% and an estimated enrollment of 1,300 FTE. As presented at the public hearing, the budget is proposed to deficit spend about \$400,000. This deficit will be taken from the reserve fund. The projected tax effect on \$100,000 of property value is estimated at \$124.99. Mr. Tuescher moved to approve the 2019-20 Budget as presented with an operating budget of \$24,165,000. Ms. Mickelson seconded the motion. Upon roll call vote where all members present voted affirmatively, the motion carried and the FY2020 budget was approved.

Krista Weber presented the College Council Board Monitoring Report highlighting the following.

- A summary of the council roadmap projects including 'Investing in Improving Employee Health and Wellness,' 'Create a Performance Management Procedure,' and 'Develop Leaders.'
- Employee Satisfaction Survey Results – Overall satisfaction with employment at SWTC has increased from 3.81 in 2014 to 4.25 in 2019 (based on a 5.0 scale).
- Employee data for 2018-19 showed a 5% turnover rate for employees (not including layoffs or retirements).
- HR grants and professional development activities provided by HR.
- 2019-20 Strategic Initiatives include Performance Management (Phase 2), Develop Leaders/Succession Planning, and the College's five-year Affirmative Action Plan.

Ms. Weber provided an update on open College positions in various stages of the hiring process. The positions included Café Food Service Worker, Evening Custodian, Maintenance – Carpenter, IT Support Specialist, Administrative Assistant – Facilities, Child Care Lab Assistant, Graphic & Web Design Instructor/Marketing Specialist, Agriculture Instructor, Electrical Power Distribution Lab Assistant, and Tech Hire IMPACT Grant Assistant (Part-time).

The 2018-19 and 2019-20 Comparison FTE Reports were reviewed. The 2018-19 report indicated a decrease of 3.5% in FTE from the previous year (FY18) and the 2019-20 report showed a 6% decrease in FTE from the previous year (FY19).

Under the Chairperson's Report, Mr. Prange noted the ACCT Leadership Congress will be held October 16-19, 2019, in San Francisco, CA. In the President's Report, provided by Caleb White, it was noted:

- Staff and Campus Works are in the middle of the process redesign and reimagine projects for the ERP;

- The economic impact study will be presented at the July 8 annual Board dinner;
- The farmette approved to purchase by the Board at the May meeting came back with a clean environmental assessment. It will be on the July 9-10, 2019, State Board meeting agenda.
- The James building will be torn down with the possibility to lease out the land.
- Connie Haberkorn – Benefits Manager & HR Generalist, Annetta Smith – Human Resources Specialist, and Kris Wubben – Director of Public Safety presented at the state-called WTCS meeting on Faculty Qualification Assurance System (FQAS). The topic they presented on was the adjunct FQAS process at Southwest Tech.
- Recognized Darlene Mickelson for serving on the District Board for seven years.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 8:00 p.m.

Darlene Mickelson, Secretary