

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 8, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:06 p.m. on July 8, 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, Russell Moyer (arrived 5:45 pm), Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Eileen Nickels

Others present for all or a portion of the meeting included College Staff: Karen Campbell, Holly Clendenen, Dennis Cooley, Derek Dachelet, Dan Imhoff, Katie Garrity, Katie Glass, Cynde Larsen, Barb Tucker, Krista Weber, and Caleb White. Public present included Karen Bolstad and Susan Hackett, EMSI.

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 8, 2019

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

6:15 p.m. – Social – Southwest Tech Cafeteria

7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

AGENDA

OPEN MEETING

The following statement will be read: “The July 8, 2019, 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 20, 2019
- 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. Three-Year Facilities Plan
- B. Ten-Year Facilities Plan
- C. Platteville Outreach Lease
- D. Signatory Authority Policy for 2019-20
- E. Designate Official Newspaper 2019-22
- F. Designate Depository for 2017-22
- G. Designate College Legal Counsel for 2019-20
- H. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 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

ADJOURNMENT

6:15 p.m. – Social – Southwest Tech Cafeteria
**7:00 – Dinner and Economic Impact Study Report 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. EMSI (Economic Modeling Specialists, Inc.) will present Southwest Tech's Economic Impact Report as part of the dinner. No action will be taken at the social, dinner, or program.

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

Re-appointed Board member Charles Bolstad read and signed the Oath of Office. He will serve a three-year term ending June 30, 2022.

After a review of the Consent Agenda, including the July 8, 2019, agenda; June 20, 2019, Board minutes; financial reports; two contracts totaling \$3,551.40 in June 2019; and the employment recommendations of Morris Jackson – Café Food Service Worker, William Murray – Evening Custodian, Tyler Horton – IT Support Specialist, Nicole Nelson – Administrative Assistant-Facilities, Andy Reynolds – Maintenance-Carpenter; promotion of Gina Kartman to Child Care Lab Assistant; and limited-term employment ended for Bobbi Kammes – Administrative Assistant, Mr. Bolstad moved to approve the Consent Agenda. Ms. Wonderling seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2020 remodeling and capital projects to include campus signage upgrade; lighting upgrades; remodeling of Fiscal Services and Bookstore relocation; entrance upgrades to building 100/200/300/500, upgrade Main Parking Lot and Trane Environment Control System, and 1700 recaulking project along with purchasing farmette next to Public Safety Complex, razing Building 700, and a Building 1700 alternative energy project. Projects for FY2021 include fire sprinkler installation for Building 300, upgrading lighting, building 500 air handler unit 4 & 5 replacement, upgrading campus lock system and building 400 electrical system, building 100/200 classroom remodels and 300/400 remodel. Capital improvements including razing Building 700 and creating a parking lot and an alternative energy project for building 1700. Remodeling projects for FY2021 include Lenz Center/Cafeteria remodel, building 400 and Lenz Center RTU replacement, Room 519 dust collector upgrade, buildings 100/200 classrooms, building 500 electrical system, and campus signage upgrade. The capital improvements include a student activities and event center and razing building 800. Ms. Fitzsimons moved to approve the FY 2020–2022 Three-Year Facilities Plan with Mr. Tuescher seconding the motion. The motion unanimously was approved.

The 2019 Master Facilities Plan was presented by Mr. Imhoff. This report provides a summary of the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds. It was noted the information contained in the ten-year plan is a placeholder and each project will be brought to the Board for approval. Mr. Bolstad moved to approve the 2019 Ten-Year Master Facilities Plan as presented. Ms. Fitzsimons seconded the motion; motion carried.

Presented for approval was a resolution to approve the lease of approximately 2500 square feet located at 150 East Pine Street, Platteville, WI, to provide an off-site classroom/office space. Discussion followed on monthly rental fees, annual increases, terms of the lease, parking, safety, and the cost the college would incur in renovating the space. No motion was made from the floor.

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 2019-20 Signatory Authority Policy was presented for approval. Mr.

Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2019-20 with the authority to sign official or legally binding documents. Mr. Moyer seconded the motion; motion carried.

Bid proposals were sent to all district newspapers to designate the College's official newspaper for FY's 2020 – 2022. One bid was received. The recommendation was made to designate *The Dodgeville Chronicle* as the official newspaper. Mr. Moyer moved to designate *The Dodgeville Chronicle* as the official newspaper for FY 2020 – 2022 at a cost per column inch of \$5.35. Ms. Fitzsimons seconded the motion; motion unanimously carried.

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. American Bank has since merged with MidWestOne Bank. The awarded contract from 2017 is still being honored by MidWestOne Bank and the College continues to be satisfied with the service level and products offered. Mr. Tuescher moved to designate the official depository as MidWestOne Bank, Fennimore, WI, through June 30, 2022. Mr. Bolstad seconded the motion; motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI, and Jon Anderson of Godfrey & Kahn, S.C., Madison, WI. Ms. Fitzsimons made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law. Ms. Wonderling seconded the motion, which unanimously carried.

Elections for the 2019-20 Officers of the Board were held. Mr. Tuescher nominated Charles Bolstad for Chairperson. Mr. Moyer seconded the motion. Mr. Tuescher moved to close the nominations and cast a unanimous ballot. Mr. Moyer seconded the motion. The motion carried by a unanimous vote, and Mr. Bolstad was elected Chairperson.

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

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

Mr. Moyer nominated Eileen Nickels for Treasurer. Mr. Tuescher seconded the motion. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms.

Nickels. Mr. Moyer seconded the motion. Motion carried, and Ms. Nickels was elected Treasurer.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting an offer is pending for the Graphic & Web Design Instructor/Marketing Specialist and that the Agriculture Instructor, Electrical Power Distribution Lab Assistant, Tech Hire IMPACT Grant Assistant (part-time), and Assistant Recruiter positions are in various stages of the hiring process.

The 2018-19 and 2019-20 Comparison FTE Reports were reviewed. Mr. White noted the college is currently at 1333 FTEs for FY 2019. The comparison year-over-year report shows FTEs have decreased 7.0% for FY2020 compared to this time last year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Awards – Chris Prange; Bylaws, Policies & Procedures – Russ Moyer, Chris Prange; External Partnerships – Eileen Nickels, Don Tuescher; Internal Best Practices – Melissa Fitzsimons, Chuck Bolstad; Insurance – Chris Prange. Mr. Bolstad was named the District Boards Association Board of Director Member.

Under the President's Report, Caleb White shared that the new Richland Center Outreach Site has opened and the July 2 U.S. Army Golden Knights events was successful. The Board asked for shout outs to be sent to all employees who helped with the Golden Knight event.

With no further business to come before the Board, Mr. Bolstad moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 6:27 p.m.

Donald Tuescher, Secretary

There was a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board after the meeting concluded. EMSI (Economic Modeling Specialists, Inc.) presented Southwest Tech's Economic Impact Report as part of the dinner. No action was taken at the social, dinner, or presentation.