

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 22, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on August 22, 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, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Russell Moyer, Eileen Nickels

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, Katie Garrity, Cora Beth Halverson, Dan Imhoff, Katie Glass, Kelly Kelly, Caleb White, and Jake Mootz. Public present included Layla Merrifield, WTC District Boards Association; Scott Doxey and Joe Rossmeier, Campus Works; and Tracy Fillback.

Chairperson Bolstad 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, August 22, 2019

6:00 p.m. – Dinner

6:30 p.m. – Presentation of WTC District Boards Association TECh Award

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The August 22, 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, at CESA 3, at the City of Fennimore Office, and on the College’s website 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 Annual Meeting of July 8, 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. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
- B. RFP For Platteville Outreach
- C. WTCS Facilities Request: Platteville Outreach Lease
- D. Platteville Lease Extension
- E. WTCS Facilities Request: Bookstore Remodel
- F. 2019-2024 Affirmative Action Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Enterprise Resource Planning (ERP) Update
- B. Foundation Quarterly Report
- 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 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.}.
- B. Approval of Closed Session Minutes from May 23, 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 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on legislative activities. There is a bill the legislature has scheduled a hearing related to increasing transfer credits from the Technical College System to the University of Wisconsin Colleges.

After a review of the Consent Agenda, including the August 22, 2019, agenda; July 8, 2019, Board minutes; financial reports; six contracts totaling \$7,169.36 in July 2019; the employment recommendations for Erin Kerkhoff – Graphic & Web Design Instructor/Marketing Specialist, Jan Portwine – Electrical Power Distribution Lab Assistant, Matthew Cram – Academic Success Coach, Natalie Long – Academic Resources Specialist; and the promotion of Kyle Bennett to Recruitment Coordinator (effective 7/1/19), Mr. Prange moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, explained the sale of promissory notes will be in January 2020 with the Authorizing Resolution to sell being considered at the December 2019 Board meeting. In order to maintain the ability to borrow tax exempt for expenditures from July 1 through the time of borrowing, the College must declare its official intent to reimburse expenses with the proceeds of the borrowing for building remodeling and improvement projects, movable equipment, and acquisition of property. Mr. Tuescher moved to approve the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing, as presented, with Mr. Prange seconding the motion. The motion unanimously was approved.

The College had issued a Request for Proposals (RFP) to provide a rental property for the purpose of supporting, expanding and/or enhancing existing programming in the City of Platteville. The public opening of the RFP was held on May 15, 2019, with one proposal submitted. The Board heard a presentation on the Platteville Outreach Academic and Operations Proposal including the academic plan, enrollment projections, potential concerns, financial investment, and strategic opportunities. The Board had concerns regarding parking. No motion was made from the floor.

A resolution for approval of the lease of approximately 2,500 square feet located at 150 East Pine Street in Platteville was tabled until the September 19, 2019, Board meeting.

Presented to the Board was a six-month lease extension for January 1, 2020 – June 30, 2020 for the current location of the Platteville Outreach Site. Mr. Tuescher moved to approve the six-month lease (January 1 – June 30, 2020) for the current location of the Platteville Outreach Site at the OE Gray Building, 110 W. Adams Street, Platteville, WI at \$700 per month. Ms. Fitzsimons seconded the motion; motion carried.

Included in the Ten-Year Master Facilities Plan shared at the July 8, 2019, Board meeting was a remodel of the Bookstore. The College proposes moving the Bookstore near the Main Entrance in the College Connection. The estimated cost of the remodel is \$600,000. Ms. Fitzsimons moved to approve the resolution for remodeling facilities to be included in the Facilities Request: Bookstore Remodel which will be sent to the WTCS Board for approval. Mr. Tuescher seconded the motion; motion carried.

President Jason Wood presented the 2019-2024 Affirmative Action Plan. This plan is required every five years by the Wisconsin Technical College System. Included in the 2019-2024 Plan are four identified areas of concern and plans for corrective actions. The four areas are Hispanic recruiting and retention efforts, cultural awareness/diversity inclusion, college readiness expanded options, and disability initiatives. Mr. Prange moved to approve the 2019-2024 Affirmative Action Plan with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

The Process Reimage and Redesign phase has been completed for the Enterprise Resource Planning (ERP) System project. Scott Doxey from Campus Works and Matthew Baute, Director of Software Development, presented an update on the project. The Fit-Gap Analysis and Future State (Process Reimage and Redesign) have been completed. The Request for Proposals (RFP) was completed and posted today for vendors to respond. The next phases include vendor selection followed by implementation of the ERP. Mr. Doxey and Mr. Baute explained how the Process Reimage and Redesign phase worked and noted over 350 “future state” process maps were built by 13 Campus Works consultants and 80+ faculty and staff. There will be vendor scenario-based demonstrations in November from three vendors who submit a RFP. The vendor demonstrations will include faculty, staff, and students.

Holly Clendenen, Executive Director of College Advancement, presented the FY2019 fourth quarter Foundation report highlighting the activities and results of fundraising efforts and other initiatives. Included in the report was over \$1.1 million has been received in the fiscal year, the endowment is at an estimated \$3.3 million, scholarships to be offered during the 2019-20 fiscal year totals an estimated \$250,000, and an update on student housing leases.

Mr. White provided an update on College staffing noting the positions of Café Food Service Worker, Grant Manager Assistant, Assistant Recruiter, and two Child Care Lab Aids are in varying stages of the hiring process.

The 2018-19 and 2019-20 Comparison FTE Reports and the Fall 2019 Application Comparison Report were reviewed by the Board. Mr. White noted progress on FTEs has been made since July and the current FTE numbers reflect a decrease of 1.5 percent. Katie Glass, Executive Director of Marketing, provided an update on the recruitment efforts noting the Tour and Lunch cards were distributed to all staff at in-service.

Under the Chairperson’s Report, Melissa Fitzsimons was named the District Board representative to the SWTC Foundation Board and Chris Prange was named the representative to the SWTC Real Estate Foundation for 2019-20. Chairperson Bolstad will be attending the annual District Boards Association planning meeting. Mr. Tuescher asked that a resolution be developed for Karen Campbell’s ACCT Professional Board Staff Award for the Midwest Region. The resolution will be presented at the next Board meeting.

President Wood highlighted the following in his President’s Report:

- The farmette on the east side of the Public Safety complex has been purchased by the College for programmatic activities.
- The Higher Learning Commission Institutional Actions Council has affirmed that the college has demonstrated sufficient evidence that it has addressed the concerns related to assessment of student learning, co-curricular program outcomes and assessment, and retention and completion. The team of reviewers from the Focused Visit in April 2019 recommended the highest level for all four areas.
- The College is investing in new campus signage. The digital entrance sign will be replaced with a larger sign and the monument sign will be removed.

Under Other Informational Items, Jane Wonderling shared a communication piece about College Credit and Certification Offerings Fennimore Schools have developed to be shared with students and parents.

Mr. Prange moved to adjourn to Closed Session for the purpose of discussing personnel issues per Wis. Stats. 19.85(1)(e). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 9:24 p.m. The Board reconvened to open session at 9:35 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 9:36 p.m.

Donald L. Tuescher