

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 19, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on September 19, 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, Tracy Fillback, Melissa Fitzsimons, Russell Moyer, Eileen Nickels, Chris Prange, and 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, Karen Campbell, Holly Clendenen, Katie Garrity, Dan Imhoff, Katie Glass, Barb Tucker, Krista Weber, and Caleb White.

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, September 19, 2019

6:00 p.m. – Bookstore Strategic Initiative Project

6:15 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Rooms 492-493

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The September 19, 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 and at CESA 3 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 August 22, 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. Division of Vocational Rehabilitation Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP For Platteville Outreach
- B. WTCS Facilities Request: Platteville Outreach Leases & Related Remodeling
- C. Resolution: 2019 Professional Board Staff Award

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Compliance
- B. October Board Retreat
- 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 of August 22, 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.}

Newly appointed Board member Tracy Fillback read and signed the Oath of Office. She will serve a term ending June 30, 2022.

After a review of the Consent Agenda, including the September 19, 2019, agenda; August 22, 2019, Board minutes; financial reports; five contracts totaling \$2,466.65 in August 2019; employment recommendations for Amber Adney – Child Care Aide, Jordan Streeter – Child Care Aide, and Madison Cooper – Grant Manager Assistant; and a 36-month lease for the State of Wisconsin, Department of Administration to lease space for the Division of Vocational Rehabilitation at the Richland Center outreach site, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

The College 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 with the public opening of the RFP on May 15, 2019. Dr. Wood informed the Board the college was able to lease parking at McGregor Plaza directly across the street from the proposed site. Mr. Prange moved to award the Platteville Outreach Space Rental RFP to General Capital Development, LLC, Fox Point, WI, for 2,500 sq. ft. of leased space at 150 East Pine Street, Platteville, WI. Mr. Moyer seconded the motion; motion unanimously carried.

Mr. White presented a resolution for approval of a lease for the new Platteville Outreach site and for parking located across the street from the new outreach site. Mr. Moyer moved to approve the resolution to lease from General Capital Development, LLC, Fox Point, WI, an off-site 2,500 square foot classroom/office space located at 150 East Pine Street, Platteville, WI, for \$1,500 per month for the first year for a period of five years with an annual 3% in rent increases; to lease ten parking spaces located at McGregor Plaza Shopping Center, Platteville, WI, from PJR Properties, LLC, Sheboygan, WI, for \$400 per month; and to make the necessary upgrades/remodeling to accommodate the classroom/office space. Ms. Fitzsimons seconded the motion. Upon a roll call vote, the motion was unanimously approved.

A board resolution honoring Karen Campbell, Executive Services Director, as the Association of Community College Trustees (ACCT) 2019 Central Region Professional Board Staff Award recipient was read by Dr. Wood. Ms. Nickels moved to approve, as presented, the Resolution Honoring Karen Campbell as the ACCT 2019 Central Region Professional Board Staff Award recipient. Ms. Wonderling seconded the motion; motion carried.

Barb Tucker, Accreditation Liaison Officer, presented the Compliance Board Monitoring Report. The focus of this report was on the Higher Learning Commission accreditation. Ms. Tucker outlined the Standard Pathway 10-year timeline, noting a comprehensive visit will take place in 2021-22. Prior to the visit, an assurance document and associated evidence will be developed and submitted. Mr. Bolstad thanked Ms. Tucker and everyone at the College for moving accreditation forward.

A draft October 24 Board retreat agenda was presented for review. Mr. Bolstad reminded Board members the Board's role is to be visionary and not focus on strategy.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting that a temporary worker will be brought in for the café' position and interviews are being scheduled for the assistant recruiter position(s).

Caleb White, Vice President for Administrative Services, reviewed the 2019-20 Comparison FTE Report noting we are on track to meet the budget goal. Katie Glass, Executive Director of Marketing, provided a presentation on recruitment.

Under the Chairperson's report, Mr. Bolstad included highlights from the District Boards Association annual planning meeting. The focus this year will be on getting more engagement from trustees by making the quarterly meetings more enhanced.

Dr. Wood updated the Board members on college happenings including the recent retirees' breakfast and the WTCS Presidents' Association. The next Board Appointment meeting will be Thursday, November 7. Dr. Wood invited the Board members to attend the October 16 accreditation celebration on campus.

The Closed Session was not needed. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 8:18 p.m.

Donald Tuescher, Secretary