

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 24, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/Board meeting commencing at 12:08 p.m. on October 24, 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 (arrived at 1:02 p.m.), Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling (arrived at 4:50 p.m.)

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Dave Birkelo, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Krista Weber, Caleb White, Sara Biese, Mandy Henkel, CoraBeth Halverson, Brandon Wallin, Ken Bartz, Darci Colsch, Dennis Cooley, Kris Wubben, Jordyn Poad, Melissa Klinkhammer, Heather Fifrick, Natalie Long, Jason Robbins, Chris Bowers, Jake Mootz, Josh Bedward, Brian Kitelinger, Connor Zingarelli, and Camille Chappell. Public present included Megan Campbell, a student observing a public meeting.

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, October 24, 2019

12:00 – 5:45 p.m. – Light Lunch/Board Retreat

6:00 p.m. – Dinner & Student Senate Update

6:45 p.m. – Regular Board Meeting

Southwest Tech Campus

12:00 – 5:45 p.m. – Board Retreat

Southwest Tech Campus

Room 492-493

AGENDA

OPEN MEETING

The following statement will be read: “The October 24, 2019, Board Retreat/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

BOARD RETREAT

- A. Trends Affecting the College
- B. Review of Board Ends
- C. Student Success: Board Policy
- D. The Elements of Quality Decisions at Southwest Tech
- E. President’s Goals and Future & Teambuilding Dialogue

6:00 p.m. – Dinner & Student Senate Presentation

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

6:45 p.m. – Regular Board Meeting Southwest Tech Campus Rooms 492-493

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 19, 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. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Club Approval: SWT3K3z (Southwest Techies)
- B. Bid: HP Proliant DL360 Servers
- C. Resolution for Adoption of 2019 Tax Levy
- D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Fund Updates (2018-19 Budget)
- B. Foundation Quarterly Board Report

- C. Review of Purchasing Activities
- D. 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 potential legal topics per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 2. 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 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

The Board Retreat included a discussion amongst Board members and staff on national, state, and local trends affecting the college. Topics included change in learning styles and modality of learning using technology, technology connectivity in the region, companies building training facilities within their organizations, just-in-time learning, and demographic population shifts.

The Board reviewed the Ends from the Governance Policy Manual including the mission, vision, purposes, values, strategic directions, and college health indicators. Consensus of the Board was not to change the mission, vision, purposes, values, and college health indicators. It was suggested to change the Strategic Direction of Promote the College's Economic Impact to Enhance the College's Economic Impact. Discussion focused on defining metrics for two college health indicators – student learning and economic impact.

Discussion was held on a draft board policy on student success. The input received will be incorporated into the draft policy.

Dr. Wood outlined six elements of quality decision-making as a protocol for improving the quality of decisions made at the college. These elements will be used in future decision making. The Board and the President discussed benchmarks for high-priority goals.

The Board recessed at 5:50 p.m. for dinner for social purposes only and heard an update from the Student Senate Officers.

The Board reconvened at 7:10 p.m. After a review of the Consent Agenda, including the October 24, 2019, agenda; September 19, 2019, Board minutes; financial reports; eight contracts totaling \$18,386.35 in September 2019; the employment recommendations for Kaye Woodke and Brianna Hartman, both for Assistant Recruiter positions; the retirement of Steve Elliott – Maintenance; and the renewal of the American Association of Community Colleges membership, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Dave Birkelo, co-advisor to the SWT3K3z (Southwest Techies) student club, presented the club's purposes and bylaws. The purpose for the club is to develop an individual employers prefer to hire and promote by applying Southwest Tech's Core Abilities. The students will explore how technology will play a part in their education, future careers, civic, recreational, and social activities. Mr. Birkelo noted the club is focused on IT; however, any student can join the club. Mr. Prange moved to approve the SWT3K3z (Southwest Techies) as an official student club at Southwest Tech. Ms. Nickels seconded the motion; motion carried.

The College solicited for four (4) HP Proliant Servers to practice configuration, installation and troubleshooting real world software and Server hardware. The servers will be used for training purposes. Five vendors submitted responses. Caleb White, Vice President for Administrative Services, presented a summary of the bids received. Mr. Tuescher moved to award the bid for the HP Proliant DL360 Servers in the amount of \$52,882.60 to SHI International Corp. of Somerset, NJ. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented a resolution authorizing the college to levy taxes for 2019 in the amount of \$5,299,847 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,644,847. Mr. White explained the mil rate decreased 2.5 percent from last year and will be 1.211 for 2019. The district property valuation increased four percent and net new construction increased 1.26 percent. Mr. Tuescher moved to approve, as presented, the Resolution Providing for Tax Levy for the Year 2019. Ms. Wonderling seconded the motion; motion carried.

The annual resolution identifying which college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented. The resolution included Jason S. Wood, Caleb J. White, Krista M. Weber, Kathleen E. Garrity, Derek Dachelet, and Holly Clendenen. Mr. Moyer moved to approve the Code

of Ethics Resolution as presented with Ms. Nickels seconding the motion. The motion carried.

Mr. White provided an update on the 2018-19 financial results by fund. He also noted the 2018-19 budget modifications will be presented at the November 14 District Board meeting with the financial audit being presented at the December 19 District Board meeting.

Holly Clendenen, Executive Director of College Advancement, presented the FY2020 first quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. There were 1,451 gifts received from 337 donors in the first quarter. The FY2020 fundraising goal has been set at \$1,000,000. The Foundation anticipates awarding \$305,500 in scholarships in 2019-20. The Employee Giving Campaign ended on October 1 with 92 percent (165 full-time employees) of employees participating including 131 payroll deductions. The Real Estate Foundation has secured 139 of 140 leases for students housing this fall.

Mr. White reviewed the five-year Purchase Card Activity Summary report and a listing of the FY2019 >\$50,000 Vendors. For 2018-19, the College purchased just \$1.9 million dollars using purchase cards. The rebate for FY2019 is \$41,438.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. A position for a Farm Operations & Mechanics Instructor is in the interviewing stage of the hiring process. The café position has been filled with a temporary worker.

The Board reviewed the 2019-20 Comparison FTE Report and the Fall 2020 Application Report. The FTE count had not changed from September to October. Katie Glass, Executive Director of Marketing & Recruitment, presented an update on the recruitment efforts for this year.

Under the Chairperson's Report, Chairperson Bolstad reported out on the Association of Community College Trustees conference held October 16 – 19, 2019. Under the President's Report, Dr. Wood updated on college happenings including the recovery from the dryer fire, the Enterprise Resource Planning System update, and the Fennimore Schools partnership update on career academies. Mr. White provided an update on the master facilities and investment plans noting financing and facilities projects will be updated at the October and February retreats with the Three-year Facilities Plan being approved at the annual July Board meeting. Individual projects will be approved separately.

Mr. White also reported the college would like to change the health insurance plan due to a compliance issue. The college would like to add a national network to our plan, which will have a slightly higher deductible, but would have a lower co-pay for those employees who reside outside of the network. Consensus of the Board was to have Dr. Wood make this decision.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing potential litigation per Wis. Stats. 19.85(1)(g). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to

closed session at 8:35 p.m. The Board reconvened to open session at 8:40 p.m. with no action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:42 p.m.

Donald J. Tuescher, Secretary