

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 14, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the Board meeting commencing at 7:20 p.m. on November 14, 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, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons, Russell Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Jen Fonder, Katie Garrity, Katie Glass, Dan Imhoff, Kelly Kelly, Eric Rohn, 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, November 14, 2019

5:30 p.m. – Scholarship Ceremony and Reception

7:15 p.m. - Board Meeting

Southwest Tech Campus

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The November 14, 2019, regular Board 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 online and 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.”

OPEN MEETING

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Board Retreat / Regular Meeting of October 24, 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. Fund & Account Transfers (2018-19 Budget Modifications)
- B. Bid: Miller Multimatic 220 AC/DC Welders
- C. First Reading: Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Student Access
- B. 2020-21 Budget Process
- C. Bookstore Remodeling Project Update
- 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

ADJOURNMENT

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

After a review of the Consent Agenda, including the November 14, 2019, agenda; October 24, 2019, Board retreat/meeting minutes; financial reports; three contracts totaling \$14,331.12 in October 2019; and one employment recommendation for Dan Kieffer – Farm Operations & Mechanics Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Kelly Kelly, Controller, presented the Fund & Account Transfers for the 2018-19 budget modifications. Three funds were affected with the modifications. They include moving \$100,000 in Uses from Instructional to General Institutional in the General Fund and moving \$600,000 in Uses from General Institutional to Instructional and Physical Plant (\$300,000 respectively) in the Capital Fund. In addition the Debt Service Fund added \$400,000 in Institutional and \$7,900,000 in Other Funding Sources to the Resources section due to refinancing of long-term debt. Mr. Tuescher moved to approve the 2018-19 budget modifications as presented. Mr. Prange seconded the motion. Upon a roll

call vote with all members voting affirmatively, the 2018-19 budget modifications were approved.

Invitations to bid on replacement welders for Room 505 were solicited from vendors. The public opening of the bids was held on November 4. Two vendors responded to the bid request. Mr. Tuescher moved to award the bid for Miller Multimatic 220 Welders in the amount of \$49,093 to Badger Welding Supplies, Inc. of Mineral Point, WI. Ms. Nickels seconded the motion; motion unanimously carried.

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact in Governance Policy 4.5. Mr. Prange moved to approve the first reading of the Governance Policy 4.5: College Strategic Directions. Ms. Wonderling seconded the motion; motion unanimously carried.

Katie Garrity, Chief Academic Officer, presented the Student Access Board Monitoring Report. The focus of the report was on strategic initiatives related to increasing access to education through enrollment and retention efforts remedial teaching and learning, student employment, Charge Forward Scholars program for special population students, and more students learning more.

Ms. Kelly presented the 2020-21 budget process noting the process starts on November 15 and ends with the final budget hearing in June 2020.

Dan Imhoff, Director of Facilities updated the Board on the Bookstore remodeling project including the timeline. Kelly Kelly; Jen Fonder, Bookstore Resource Coordinator; and Eric Rohn, Bookstore Merchandising Coordinator, presented information on the strategic initiative related to the Bookstore including diversification of product lines and Open Educational Resources (OER) / Affordable Educational Resources (AER) to reduce textbook costs for students.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting there has been a job posting completed for a full-time Midwifery Instructor.

The 2019-20 Comparison Enrollment Report and Fall 2020 Application Report were presented. Mr. White noted a slight reduction of just under one percent for the year-over-year FTE report. The Board reviewed the Fall 2020 Application Report. Katie Glass, Executive Director of Marketing, updated the Board on the 'More Students Learning More' strategic initiative noting the Automotive Technician faculty held a recruiting event, 20 staff are calling prospective students, and there will be on campus events for homeschooled students and dual credit students in the next month.

Under the Chairperson's Report, Mr. Bolstad reported on the Fall District Boards Association conference recently held. Items he noted included Board Monitoring Reports, a potential for an administrative policy on Free Speech & Solicitation, and the Tableau system the WTCS uses. Mr. Prange discussed a buy local approach some local communities use. Dr. Wood will provide more information on the College's performance related to purchasing.

The College President's Report included an update on the fire in the central receiving area, the emergency response and evacuation for the gas leak, the WTCS State Board approved Southwest Tech's Platteville Outreach Site Facility Request, and the January in-service focused on *The Orange Frog* parable. Dr. Wood also provided an Enterprise Resource Planning (ERP) project update.

Under Other Information Items, Jane Wonderling, shared that the College and Fennimore Community Schools are piloting a high school academy cohort starting in January. The two academies they are focusing on are Accounting and Welding. Fennimore High Schools will be enrolled in each of the academies taking the dual enrollment classes at both the high school and the college.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:34 p.m.

Donald Tuescher, Secretary