

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 19, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a Board regular meeting commencing at 7:01 p.m. on November 19, 2015, 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:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Ken Bartz, Annette Biggin, Karen Campbell, Krista Weber, Kris Wubben, and Caleb White. Public present included Fennimore Times editor Rob Callahan.

Chairperson Kohlenberg 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 19, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The November 19, 2015, Board 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
- B. Reports/Forums/Public Input

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 22, 2015
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500

- 2. Treasurer's Cash Balance
- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Concept Review: Driver's Ed Instructor
- B. Concept Review: Paramedic Training

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 2016-17 Budget Process
- B. Strategic Directions Prioritization
- C. President's Goals
- 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 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}**

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the October 22, 2015, agenda; October 22, 2015, Board minutes; financial reports; six contracts totaling \$230,263.88 in October 2015; the employment recommendation of David Wright, Student Success Tutor; and the retirement of Dave Hardyman, Network Specialist. Ms. Fitzsimons seconded the motion; motion carried.

Annette Biggin, Driver Education Coordinator, presented a Concept Review for a short-term technical diploma in Driver and Safety Education Certification. The program will provide the certification courses for driver's education instructors and will be delivered online as a collaborative effort between Southwest Tech and UW-Platteville. Mr. Tuescher moved to approve the Concept Review for a short-term technical diploma in Driver and Safety Education Certification. Ms. Nickels seconded the motion; motion unanimously carried.

The second Concept Review presented was for an associate degree program in Paramedic. Ken Bartz, Public Safety Outreach Coordinator and Lead Emergency Medical Services (EMS) Instructor, outlined the plan to expand EMS training to offer a paramedic course due to services in the district moving toward that level of care.

Graduates will be eligible to take a national registration exam for certification that crosses state lines. Mr. Moyer moved to approve the Concept Review for an associate degree program in Paramedic with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Caleb White, Vice President for Administrative Services, outlined the 2016-17 budget process noting that initial information will be available in February with the budget parameters and assumptions being brought to the Board for approval in February 2016. The initial budget projection will be reviewed with the Board in April 2016. In June 2016, the final budget will be brought to the Board for approval.

President Wood reviewed the definition of the prioritized Strategic Direction - Increase Student Access and Improve Student Success. The intent is to work on goals and strategies campus-wide. Dr. Wood will define the other prioritized Strategic Directions – Cohesive Culture & Customer Service and Promote Fiscal Efficiency and Sustainability – and bring those back to the Board.

Dr. Wood presented ten areas of focus for his 2015-16 goals with student learning being the top priority. After discussion with the Board it was determined Dr. Wood would prioritize the goals and establish baselines for a multi-year plan to be brought back to the Board.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included an Advisor, Communications Instructor, Student Success Coach, Foundation Accounting & Payroll Administrator, and a Network Administrator.

The most current FTE comparison report and 2016 application report were reviewed. Board Chairperson Kohlenberg reminded the Board member about the ACCT National Legislative Summit in February. Included in the President's Report were an update from the Wisconsin Technical College System, a recap of College Preview Day, and information on guest speakers for the Diversity classes.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:09 p.m.

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Darlene Mickelson, Secretary