

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 26, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:09 p.m. on May 26, 2016, in Room 2013, Public Safety Complex, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons, and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Holly Miller, Caleb White, Kim Schmelz, Gina Udelhofen, Tammie Engelke, Ken Bartz, Annette Biggin, Karl Sandry, Kris Wubben, Gary Roberts, Tom Kretschman, Mandy Henkel, Dan Schildgen, Penny Demert-Neal, and Colleen Watters. Public present included Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, and nursing students and former public safety students.

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, May 26, 2016

5:30 p.m. – Dinner and Public Safety Complex Shooting Range

7:00 p.m. – Board Meeting

Room 2013 – Public Safety Complex

AGENDA

OPEN MEETING

The following statement will be read: “The May 26, 2016, 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
 - 1. Student Haiti Trip
 - 2. Phi Theta Kappa All USA Community College Academic Team
 - 3. Layla Merrifield, WTC District Boards Association

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 28, 2016
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2016-17 WTC District Boards Association Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Philosophy – First Reading of Governance Policy 3.3 – Compensation and Benefits
- B. Request for Proposals: Compensation Analysis
- C. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation
- D. Feasibility Study for Entrepreneurial Components of Facilities Master Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2017 Budget Update
- B. Foundation Report
- C. Public Safety Report
- D. Year-End College Performance Review
- E. 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 compensation items per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}.
 - 2. Discussing Presidential evaluation per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of April 28, 2016

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}

Nursing Instructors Colleen Watters and Penny Demert-Neal along with three students who participated in a trip to Haiti for clinical learning experience provided the Board with an overview of the trip.

Layla Merrifield, the Executive Director for the Wisconsin Technical College District Boards Association, addressed the Board on legislative and other activities happening in the State of Wisconsin. Ms. Merrifield noted the Summer District Boards Association meeting will be held in Wausau on July 15-16, the legislature is currently adjourned and the legislators are in campaign season, and a budget development work group has started to meet.

Mr. Tuescher moved to approve the Consent Agenda, as presented, including:

- the May 26, 2016, agenda;
- April 28, 2016, minutes of the regular Board meeting;
- financial reports;
- 23 contracts totaling \$42,131.06 in April 2016;
- new hires of Katie (Friar) Glass, Marketing Specialist, and Katharine Caywood, Marketing Specialist;
- the resignations of Dana O'Brien – Nursing Instructor, Nicole Schopf – Nursing Instructor, Kirsten Reichmann – Academic Success Coach Lead, and Sue Reukauf – Marketing & Public Relations Manager;
- the retirements of Barb Kennedy – Basic Education Instructor, Marlene Klein – Reading Instructor, and Kathy Yanna – Evening Custodian; and
- the 2016-17 Wisconsin Technical College District Boards Association fee assessment in the amount of \$19,655.31.

Ms. Nickels seconded the motion; motion carried.

Dan Schildgen and Mandy Henkel, members of the College Council, presented a proposed compensation philosophy to be included in Governance Policy 3.3 – Compensation & Benefits. They reviewed the process used to develop the philosophy, reviewed the broad statements of Externally Competitive Salary and Benefits, Equitable, Excellence, Emphasis on Student Success, and Easy to Communicate. After discussion with the Board, the College Council will revise the philosophy to include a section on sustainability.

Caleb White reviewed the Compensation Analysis Request for Proposals. The scope of the RFP included providing an analysis of the College's current pay structure and assist in establishing compensation practices that are equitable, competitive, align with strategic priorities, and support the mission, vision and values of the College. Mr. White

presented the RFP summary noting that two proposals were received. An evaluation team made up of members of the College Council reviewed the proposals. The two firms participated in interviews with the evaluation team and all college staff were invited as well. After discussion, Mr. Tuescher moved to award the contract for a compensation analysis to Gallagher Benefit Services, Inc., St. Paul, MN in the amount of \$52,000. Mr. Prange seconded the motion. The motion unanimously carried.

Dr. Wood presented the final draft of the Memorandum of Understanding (MOU) between the College, the Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation. Dr. Wood explained the need for the MOU in that with the development of the Real Estate Foundation it was essential a formal document be prepared to outline the responsibilities of the three different entities. Legal counsel has reviewed the document, and the two foundation Boards have approved the MOU. Mr. Tuescher moved to approve the Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation. Ms. Mickelson seconded the motion. Upon a voice vote with all voting affirmatively, the motion was approved.

Jason Wood updated on the May 17 Vision for the Future event. He noted priorities explored at the event were expanded student housing with the possibility of hotel and multi-purpose facilities. Dr. Wood felt the community showed interest for a public/private foundation venture. He noted the next step would be to get expertise involved in this type of endeavor to determine the feasibility and business plan. Mr. Tuescher moved to authorize the College to move forward with identifying partners who will complete a feasibility student and business plan for entrepreneurial components of the Facilities Master Plan. Ms. Nickels seconded the motion; motion carried.

Caleb White provided an update on the FY2017 budget. The six fund summaries were presented to the Board as well as a tentative outlook on how the College will finish the budget for FY2016. Mr. White does not foresee the information presented changing drastically before the budget hearing in June.

The Board heard a report on the Foundation activities, strengths, and priorities; projects; fundraising results; the 50th anniversary; and the newly formed Real Estate Foundation. Holly Clendenen, Executive Director of the Foundation & Real Estate Foundation; Kim Schmelz, External Relations & Alumni Development; and Gina Udelhofen, Coordinator of Annual Giving & Donor Relations, presented the report.

Public Safety staff presented their Board Monitoring report including strengths and areas for improvement as well as major activities which help the College achieve its eight Strategic Directions. Staff present included Kris Wubben, Public Safety Supervisor; Tammie Engelke, Administrative Assistant; Gary Roberts, Criminal Justice Instructor; Tom Kretschman, Criminal Justice Instructor; Annette Biggin, Driver Education Coordinator; Karl Sandry, Lab Assistant – Public Services & Lead Fire Instructor; and Ken Bartz, PSC Outreach Coordinator & Lead EMS Instructor. Former students Justin McLimans (Criminal Justice), Caleb Aloisi (Criminal Justice), Erica Traver (Emergency Medical Services), and Zack Hake (Fire) shared experiences they had as students and how the experiences have helped them in their careers.

The 2015-16 College Performance Review was presented by Dr. Wood. The report included information on enrollment, learning, financial, strategic directions, and strengthening our service culture.

Jason Wood provided an update on College staffing noting that two positions are in various stages of the hiring process. The positions included a Communications Instructor and an LTE Academic Success Coach – Lead.

Enrollment reports were reviewed including the 2015-16 Comparison FTE, 2016-17 Comparison FTE, and 2016-17 Application Reports. Enrollment for FY2016 is up slightly from the previous year and preliminary data shows the FY2017 FTE count increased by eight percent from one year ago.

Mr. Tuescher moved to convene to Closed Session for the purpose of discussion of compensation items per Wis. Stats. 19.85(1)(c) and the approval of the April 28, 2016, Closed Session Minutes. Mr. Prange seconded the motion. Upon roll call vote with all members voting affirmatively, the Board meeting adjourned to Closed Session at 9:10 p.m.

The Board meeting reconvened to open session at 10:12 p.m. Mr. Tuescher moved to approve the administration's recommendation on salary as presented in Closed Session. Ms. Mickelson seconded the motion; the motion unanimously carried.

Ms. Nickels moved to adjourn the Board meeting. Mr. Tuescher seconded the motion; motion unanimously carried. With no further business to come before the Board, the meeting adjourned at 10:14 p.m.

Darlene Mickelson, Secretary