

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 26, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on January 26, 2017, 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:

Chuck Bolstad, Linda Erickson, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, and Donald Tuescher

Absent: Melissa Fitzsimons and Chris Prange

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Richard Ammon, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Deb Ihm, Kelly Kelly, Julie Pluemer, Krista Weber, and Caleb White. Guests present included Danielle Moyer and Jillian Runde from Wegner CPAs.

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, January 26, 2017

5:30 p.m. – Demonstration/Tour - Welding Lab (Room 522)

6:15 p.m. – Dinner in Room 490

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The January 26, 2017, 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 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 Regular Meeting of December 16, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2016 Financial Audit
- B. Foundation By-Laws

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Industry, Trades & Agriculture Report
- C. Business, Management & General Studies Report
- 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}

[Prior to the Board meeting, the Board of Directors received a tour of the recently remodeled welding labs and a demonstration on how the classroom has been "flipped" with lecture being conducted online. No official business was conducted.]

After a review of the Consent Agenda, including the January 26, 2017, agenda; December 16, 2016, Board minutes; financial reports; 11 contracts totaling \$27,189.43; the employment recommendation of Brooke Mitchell – Academic Success Coach-Nursing (part-time, limited term); the internal transfers of Heath Ahnen, Director of Information Technology and Anne Otto – Communications Instructor (full-time, limited term); and the resignation of Derek Kruempel – TAACCCT 4 Grant Coordinator, Mr. Tuescher requested the Treasurers Cash Balance report be pulled out of the Consent Agenda. Mr. Tuescher moved to approve the Consent Agenda with Ms. Nickels seconding the motion; motion carried. Mr. Tuescher questioned why the Treasurers Cash Balance showed a large negative balance. Mr. White explained that the College had received \$0 in tax levy as of December 31. Mr. Tuescher moved to approve the

Treasurers Cash Balance, with Mr. Bolstad seconding the motion. The motion unanimously carried.

Danielle Moyer and Jillian Runde of Wegner CPAs, Madison, WI, presented the audit report for FY2016. Ms. Moyer informed the Board that the audit has been given a clean opinion in regards to compliance, and the internal control report identified no material weakness or significant deficiency in internal controls. Ms. Runde reviewed the financials with the Board. Mr. Tuescher moved to approve the 2015-16 Financial Audit as presented. Ms. Mickelson seconded the motion. Upon a roll call vote with Mr. Moyer abstaining and the remaining Board members voting affirmatively, the motion carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented for approval the Foundation bylaw modifications. According to the Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Tech Foundation, and the SWTC Real Estate Foundation, bylaw changes to the Foundation must be approved by the District Board. Changes to the bylaws included a reduction to the number of directors due to the creation of the Real Estate Foundation Board and the addition of task forces. Ms. Nickels moved to approve the Southwest Tech Foundation bylaw changes as presented. Mr. Bolstad seconded the motion; motion unanimously carried.

Ms. Clendenen presented a quarterly Foundation report to the Board including fundraising totals, gift highlights, scholarships, appeals, events, and the Real Estate Foundation. Mr. Tuescher moved that a resolution be developed congratulating full-time staff for their excellent contributions to the Foundation during the Employee Giving Campaign. Mr. Bolstad seconded the motion; motion unanimously carried.

Dr. Derek Dachelet, Dean of Industry, Trades & Agriculture, and Deb Ihm, Ag Coordinator & Farm Business & Production Management Instructor, shared a report on the department strengths and areas for improvement and major activities which help the College achieve its strategic directions and college health indicators. Retention, graduation, placement, enrollment numbers, and division grants were highlighted; a review of new programs was communicated; and Business & Industry Services, Farm Business Production & Management, and Industry, Trades & Agriculture division priorities were shared.

Dr. Richard Ammon, Dean of Business, Management & General Studies, and Julie Pluemer, Supervisor of Pre-College Programs & Division Coordinator, presented a report on the division strengths and areas for improvement and major activities which help the College achieve its strategic directions and college health indicators. The presentation focused on updates on 2015-16 program goals; division initiatives for 2016-17 including programs, general studies, and pre-college activities; and plans for the future for the Business & Management programs, general studies; and pre-college areas.

Krista Weber provided an update on staffing. Current open positions include Paramedic Instructor, Financial Aid Assistant/Accounting Bursar, Electromechanical Outreach Instructor, two part-time Academic Success Coaches, Evening Custodian, Technology Support Specialist, and a Maintenance Technician.

The 2016-17 Comparison FTE Report and Fall 2017 application report were reviewed. The comparison FTE report reflected a decrease in overall enrollment of three percent with program enrollment showing an increase. The application report indicated a two percent decrease in numbers as compared to the previous year.

Under the President's Report, Dr. Wood congratulated the Foundation, faculty, and staff on the successful Employee Giving Campaign. Dr. Wood shared that 250 middle and high school students were on campus for a Skills USA competition. The Board asked that "shout outs" be sent to Ed Anderson for the Welding demonstration and tour, Caleb White and Kelly Kelly for a successful audit, and to the Foundation staff for the successful Employee Giving Campaign.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:40 p.m.

Darlene Mickelson, Secretary