

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 25, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:03 p.m. on May 25, 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:

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

Absent: 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, Katie Garrity, Dan Imhoff, Holly Miller, Krista Weber, and Caleb White

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 25, 2017

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The May 25, 2017, 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 Regular Board Meeting of April 18, 2017
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items
- F. 2017-18 WTC District Boards Association Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid: Bookstore HVAC Replacement
- B. Bid: Karen R. Knox Learning Center Patio Project
- C. Outreach Site Lease with Platteville School District

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2018 Budget Update
- B. Foundation Report
- C. Year-End College Performance Review
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Master Plan Update
- 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 a student issue 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.}
 - 2. Discussing personnel issues 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}.
 - 3. 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 18, 2017

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}

Mr. Tuescher moved to approve the Consent Agenda, including

- The May 25, 2017, agenda;
- The April 18, 2017, Board minutes;
- Financial reports;
- Eighteen contracts totaling \$45,286.39;
- The employment recommendations of Kayla Mergen – Child Care Assistant, Colleen Donovan-Batson – Midwife Clinical Site Coordinator, and Dionne Corcoran – Midwife Clinical Site Coordinator;
- The resignations of Marlene Klein – Academic Success Coach and Ed Edwards – Academic Success Coach;
- The retirements of Jean Hennessey – Administrative Assistant and Bonnie O'Brien – Senior Data Analyst; and
- The membership renewal for 2017-18 to the Wisconsin Technical College District Boards Association in the amount of \$19,906.32.

Ms. Fitzsimons seconded the motion; motion unanimously carried.

Dan Imhoff, Director of Facilities, presented the bid summary for the air handling unit replacement for the Bookstore. One bid was received. Mr. Tuescher moved to award the bid for the Bookstore Air Handling Unit Replacement Project in the amount of \$22,000 to H&N Plumbing and Heating, Fennimore, WI. Ms. Mickelson seconded the motion; motion unanimously carried. In addition, the College will be direct purchasing the physical unit from Trane at a cost of \$59,485.

No bids had been received for the Library Memorial Plaza. The project was distributed to the regular contractor list. The project has been reposted and have distributed to landscape contractors with many inquiries for information already being received since the reposting. The bid results will be brought to the June 22, 2017, Board meeting for approval.

Southwest Tech will continue the lease agreement with Platteville School District to lease two classrooms at the OE Gray School Building. Ms. Nickels moved to approve the lease with Platteville School District for two classrooms at the OE Gray School Building for July 1, 2017, through June 30, 2018, at \$360 per month per rented room. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White provided an update on the FY2018 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 FY2017. Mr. White did not foresee the information presented changing drastically before the budget hearing in June.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented a Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives for July 1, 2016, through March 31, 2017.

Highlights include:

- Fundraising totals exceed the goal of \$360,000 by \$58,000;
- 21 new scholarship funds have been established, including 3 endowed scholarships;
- Spring phonathon has raised \$21,000 plus \$3,600 in outstanding pledges;
- Kick-off for the 50th Anniversary Patio Paver project has begun;
- May 19 was the Southwest Tech Alumni and Retiree Awards and Donor Appreciation Dinner;
- Participation in the five dairy breakfasts being held in the district is planned as 50th Anniversary Community Outreach events;
- Property has transferred ownership from the Foundation to the Real Estate Foundation;
- One of the older apartment buildings will be taken offline after summer 2017 and will be razed; another of the older apartment buildings will be razed in 2018;
- The Real Estate Foundation Board is developing a strategic plan; and
- Foundation Board members whose terms expire include Carol Rogers and Kevin Raisbeck.

The 2016-17 College Performance Review was presented by Dr. Wood. Information in the report included enrollment, financial, and student success. A staffing update was provided by Krista Weber, Director of Human Resources. Current open positions include a part-time online Health Information Technology Instructor. The FTE report showed FTEs currently at 1,326. The Fall 2017 Application Report was also reviewed.

Under the College President's Report, Dr. Wood presented a proposal for Vandewalle & Associates, Inc. to provide consulting services on planning and designing guiding principles and a framework for a campus facilities master plan. The cost of the consulting services would be \$15,000. Mr. Tuescher moved to award the consulting contract to Vandewalle & Associates, Inc., Madison, WI, in the amount of \$15,000 to plan and design guiding principles and framework for a campus facilities master plan. Mr. Bolstad seconded the motion; motion unanimously carried.

Campus happenings highlighted included an update on the hail damage from this spring, shout outs for Denise Janssen for coordinating Spring 2017 Graduation and Dan Scullion for helping a person caught in the rain on graduation day. Dr. Wood updated on the learning academy week noting the needle has moved in a positive direction to align WIDS, Schoology, and Technical Skill Attainment, the CNC students and Instructor Jason Robbins made a new College mace was used in graduation, and the annual meeting of the Board will be on July 10.

Linda Erickson inquired about the future of dual enrollment and shared concerns as a school district administrator. An agenda item will be included in the future regarding dual enrollment.

Mr. Tuescher made a motion to move to closed session for the following:

1. Student Issue per Wis. Stats. 19.85(1)(f)
2. Personnel Issues per Wis. Stats. 19.85(1)(c)
3. Presidential Evaluation per Wis. Statutes 19.85(1)(c)
4. Closed Session Minutes from April 18, 2017

Mr. Bolstad seconded the motion. Upon roll call vote with all members present voting affirmatively, the meeting adjourned to closed session at 8:06 p.m. The Board reconvened to open session at 9:16 p.m. with no action taken in open session.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:16 p.m.

Darlene Mickelson, Secretary