

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 28, 2017**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on September 28, 2017, at the Southwest Tech Outreach site located at 316 W. Spring Street in the City of Dodgeville, Iowa County, Wisconsin. The following members were present:

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

Absent: Linda Erickson

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Barb Tucker, Krista Weber, and Caleb White.

Chairperson Prange 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, September 28, 2017

5:30 p.m. – Community Panel Discussion

6:30 p.m. – Light Supper,

7:00 p.m. – Regular Board Meeting

Location – Southwest Tech Outreach Center

Spring Gate Mall, 316 Main Street

Dodgeville, WI 53533

AGENDA

OPEN MEETING

The following statement will be read: “The September 28, 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 and the City of Dodgeville 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 August 24, 2017

- 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. AACC 2018 Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Lease for Southwest Wisconsin Workforce Development Board
- B. Board Resolution Recognizing State and National Rankings

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Compliance
- B. Wisconsin Technical College Employee Benefits Consortium Update
- C. Refinancing Referendum Borrowing
- D. Master Plan Update
- E. October Board Retreat
- F. 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 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}.
 - 2. Discussing Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
- B. Approval of Closed Session Minutes of August 24, 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}

Community members from the Dodgeville area engaged with the Board prior to the Board meeting for discussion of programming and services. Community members included:

- Michelle Helin, RN; Staff Development Coordinator; Upland Hills Health
- Phyllis Fritsch; Dodgeville Economic Development Specialist
- Jeff Jacobson; District Administrator; Dodgeville School District

Panel members provided input on Southwest Tech and its services. The three community members shared their thoughts on strengths, opportunities for improvement, and economic impact.

Ms. Fritsch noted that the City of Dodgeville business retention surveys show workforce needs are related to the technical skill level and that the businesses are positive about the training students receive from Southwest Tech. Southwest Tech's outreach site in Dodgeville has been noted as a positive thing for education in that it helps meet the needs of the community.

Ms. Helin from Upland Hills Health shared that the College does a great job training young adults in first careers and adults for second careers. Upland Hills Health is a clinical site for the health programs at the College and utilizes Southwest Tech for custom training.

Dr. Jacobson feels the mystique that Southwest Tech is a lesser place has been removed. Students are choosing to go to Southwest Tech. Dual credit options are available at Dodgeville High School and are a great feeder to Southwest Tech, but need to be promoted to the parents. Dr. Jacobson would like to see more articulation with the UW System from the Technical College System in addition to more Southwest Tech courses in the high schools. The Dodgeville Outreach Site provides the high school students in Dodgeville that do not finish high school a great alternative to earn their High School Equivalency Degree.

When asked about programming, the panel members feel there should be more internships and apprenticeships to strengthen the link between the business and the student. This will increase retention in the local areas if students see what opportunities are available in their local area. Upland Hills Health has contracted with an agency to provide nursing assistants for their facilities as they cannot find nursing assistants. Other industries in the area with unfilled positions are child care and automotive technician. Panel members asked that incumbent worker training continue to be offered even if the numbers of students are not always great and to continue offering during the day and evenings.

The third topic discussed was economic Impact. The panel felt apprenticeships and internships could be expanded as more interactions that are done with students and businesses could help fill worker shortage needs. Providing better education to small businesses on what is required for an internship may be beneficial. Job shadows are done at the hospital mostly with high school students. Upland Hills Health has not gone to only hiring BSNs and have not required that registered nurses with an associate degree have a bachelor's degree. Housing continues to be an issue in the Dodgeville area.

The formal District Board meeting was then call to order at 7:00 p.m. After a review of the Consent Agenda, including the September 28, 2017, agenda; August 24, 2017, Board minutes; financial reports; 11 contracts totaling \$41,339.94 in August 2017; the employment recommendation of Jake Wienkes, Technology Support Specialist; the resignation of April Vaassen, Academic Success Coach; and the 2018 renewal membership to the American Association of Community Colleges, Mr. Moyer moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a sublease for Southwest Wisconsin Workforce Development Board to rent 138 square feet of office space at Southwest Tech's Richland Center Outreach Site. Ms. Fitzsimons moved to approve the sublease with Southwest Wisconsin Workforce Development Board from October 1, 2017 through September 30, 2018 in the amount of \$292.35 per month. Ms. Mickelson seconded the motion; motion unanimously carried.

Southwest Wisconsin Technical College received notice recently of two state and national rankings based on educational outcomes. Mr. Moyer moved to approve the Board Resolution recognizing Southwest Tech as #1 in the state two years in a row and #3 in the nation by bestcolleges.com and wallethub.com, respectively. Mr. Bolstad seconded the motion; motion carried.

Barb Tucker, Director of College Effectiveness, reviewed the board monitoring report on Compliance. The focus of the report was on the Higher Learning Commission accreditation, individual program accreditations, and federal compliance. Strengths identified in the report included a positive overall performance record by the College; significant college-wide support and progress in the area of assessment and teaching and learning; and improved internal alignment through the creation of councils, health indicators, and strategic initiatives. Opportunities for improvement include expanding institution-wide knowledge of accreditation; providing evidence and documentation of protocol or procedures related to teaching and learning and college functions; and being early in the alignment process related to strategic initiatives, health indicators, and council work.

Southwest Tech joined the Wisconsin Technical College Employee Benefits Consortium in July 2015. Caleb White and Krista Weber provided an update on the history, financial status, and future of the Consortium. Southwest Tech has fared better than the projected financial goals with the first three-year average annual premium increase at 2.2% compared to the 7.7% average annual premium increase over the previous ten years. Nicolet College will be joining the Consortium January 1, 2018, which will bring membership to seven of the WTCS colleges.

Mr. White presented a proposal for refinancing the 2008 referendum borrowing. He shared that in 2008 \$8 million was borrowed and \$23.9 million was borrowed in 2009. Several years ago the \$8 million was refinanced. John Mehan from Robert W. Baird & Co. has recommended that now is the time to look at refinancing the \$23.9 million due to the potential rise in interest rates and decreased loan principal. A resolution will be brought to the Board for approval and the sale of the bonds will be scheduled.

Dr. Wood provided an update on the Facilities Master Plan identifying three priority areas – expanding housing beds by 60; remodeling event center space, and building a

permanent structure at the Public Safety Complex that would include trapshooting. Mr. White shared financing options for the potential projects. The Board asked that more information be presented to the Board including costs.

The Board discussed the half-day retreat on October 26, 2017. Agenda items will include a review of Board ENDS, President's goals, and teambuilding dialogue.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Positions in various stages of the hiring process included replacement positions for a Farm Business & Production Management Instructor and a LTE Midwifery Instructor.

Mr. White presented the 2017-18 Comparison FTE Report noting a 3 percent increase in FTEs compared to the previous year.

Under the Chairperson's Report, Mr. Prange provided an overview of the District Boards Association planning meeting. Mr. Moyer provided a summary from the ACCT Leadership Congress he recently attended.

Jason Wood updated the Board on several happenings around the College. He summarized the 50th Anniversary Celebration and congratulated the Medical Lab Technician program team on the recent successful accreditation visit. Dr. Wood shared that the claim with the company responsible for the August 2016 data center shutdown has been resolved with the College receiving full compensation. The Board discussed closing the College on November 22, 2017, as a way to show their support for all the countless hours that have and continue to be put into celebrating the College's 50th Anniversary. The Board asked that a formal proclamation be presented at the October Board meeting.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(c) and Internal Revenue Service potential action and items related to the issue per Wis. Statutes 19.85(1)(g). Mr. Kohlenberg seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 9:11 p.m. The Board reconvened to open session at 9:38 p.m. with no action taken.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 9:38 p.m.

Darlene Mickelson, Secretary