

**MINUTES OF THE
BOARD RETREAT/REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 23-24, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 12:14 p.m. on February 23, 2018, in the Platteville Public Library Community Room located at 225 W. Main Street, City of Platteville, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Linda Erickson (arrived at 2:20 p.m.), Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: James Kohlenberg and Russ Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Cynde Larsen, Holly Miller, Barb Tucker, Krista Weber, Caleb White, Kim Maier, Julie Pluemer, Mary Johannesen, Kelsey Wagner, Chantel Hampton, Katie Glass, Ken Bartz, Mandy Henkel, Deb Ihm, Kim Schmelz, CoraBeth Halverson, Connie Haberkorn, Mary Schmitz, Ben Neuroth, and Haylee Freymiller. Public present included Connie Valenza, Platteville Schools District Administrator, and Karen Kurt, Platteville City Manager.

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 RETREAT/MEETING NOTICE/AGENDA
February 23-24, 2018**

**Platteville Public Library Community Room
225 W. Main Street
Platteville, WI 53818**

**Friday, February 23, 2018
12:00 p.m. – Working Lunch / Board Meeting / Retreat**

AGENDA

OPEN MEETING

The following statement will be read: “The February 23-24, 2018, Board retreat/regular meeting of the Southwest Wisconsin Technical College District 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 cities of Fennimore and Platteville 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. Conversations with the Community
Invited guests include Connie Valenza, Platteville Schools District Administrator, and Karen Kurt, Platteville City Manager.
Staff members Mary Johannesen – Dual Enrollment with Platteville Schools, Julie Pluemer – Adult Basic Education and Other Courses Offered in Platteville, and Kelsey Wagner - Student Success Coach for Platteville High School will also be present for the discussion.
 - 2. Showcases
 - a. Kim Maier – Alternative Delivery Successes
 - b. Cynde Larsen – Quality Teaching and Learning: Assessment Practices
 - c. Chantel Hampton – Dissertation Research: Improving Course Completion

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 18, 2018
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid – Building 500 Rooftop Unit Replacement
- B. Bid – Building 400 Bookstore Roof

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. 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 specific personnel issues 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. Approval of Closed Session Minutes of January 18, 2018

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Leadership Development & Succession Planning
- B. Board Monitoring Schedule
- C. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 24, 2018. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 24, 2018
8:45 a.m. – Board Retreat
Holiday Inn Express
55 S. Elm Street
Platteville, WI 53818

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Administrative Services Report
 1. Post-Retirement Health Benefits – Status and Strategy
 2. 2018-2021 Budget Forecasting
 3. Facilities Master Planning
- B. Budget Priorities
- C. Review of Retreat

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}

Platteville Schools District Administrator Connie Valenza and Karen Kurt, Platteville City Manager, engaged in a discussion with the District Board on economic development and opportunities to strengthen the ties with the College. Staff members Mary Johannesen, Julie Pluemer, and Kelsey Wagner provided an overview of what the College does in the Platteville area related to dual enrollment with the high school, adult basic education, courses offered in Platteville, and interactions with Platteville high schools students.

Kim Maier, Director of Innovative and Alternative Learning, presented on successes with alternative delivery. Ms. Maier highlighted how alternative delivery has made a difference in increasing student success and student access. The department has moved from Blackboard to Schoology as the learning management system to offer online classes allowing for a consistent look to all classes. Course completion has

increased one percent while online only programs have experienced 119 percent growth in the last four years. Priorities for 2018-19 include increasing course completion rates by two percent and an annual ten percent increase in enrollment of online courses. Cynde Larsen, Director of Health Occupations and Student Learning Assessment, presented on quality teaching and learning. She outlined the assessment practices the college is engaging in noting that assessment is a proactive response rather than a reactive one. Chantel Hampton, Social Sciences Instructor, has been approved to do research for her dissertation on improving course completion through incentivization. Ms. Hampton shared the focus of her research with the District Board.

After a review of the Consent Agenda, including the February 23-24, 2018, agenda; January 18, 2018, Board minutes; financial reports; two contracts totaling \$8,262.50 in January 2018; employment recommendation for Tim Lyne – Evening Custodian; transfer of Cora Beth Halverson to the position of Assistant Student Financial Aid Manager, the promotion of Katie Glass to Marketing Manager; and the resignation of Snehal Shirke, Communications Instructor, Mr. Tuescher moved to approve the Consent Agenda as presented. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a bid summary for the Building 500 Rooftop Unit Replacement. Two bids were received. Mr. Tuescher moved to award the bid for the Building 500 Air Handling Unit Replacement Project in the amount of \$48,430 to Geisler Brothers Company, Dubuque, Iowa. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Mr. White presented the bid summary for the Building 400 Roof. Four bids were received for the project. Ms. Fitzsimons moved to award the Building 400 Bookstore Roof Replacement bid to the low bid in the amount of \$55,121 from Hernandez Roofing of Milwaukee, WI. Mr. Tuescher seconded the motion; motion unanimously carried.

Budget priorities and assumptions were presented to the Board. Mr. White highlighted the assumptions noting that the budget is being built on slight increases in district net new construction values, tuition rates, and general state aid appropriation; an increase in gas, electric, and water/sewer utility rates; health/dental coverage estimated to remain flat; reductions in grant funding; a rate decrease for Wisconsin Retirement System; 1380 FTEs; and proposing a 2.12% increase to base pay equivalent to the CPI.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions that have been recently filled included an Evening Custodian, Nursing Instructor, and an Assistant Financial Aid Manager. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 2.86% increase in overall enrollment compared to the previous year. The application comparison report for Fall 2018 reflected applications are comparable to Fall 2017 applications at the same time last year.

Mr. Bolstad reported on the ACCT National Legislative Summit noting that discussions with legislators focused on funding for student success and completion, the Higher Education Act Reauthorization – Prosper Act; and increasing funding for Perkins Basic State Grants and Adult Education & Family Literacy (AEFL) grants.

Under the President's Report, Dr. Wood informed the Board that the child care center has been cited for failing to have background checks accessible three times in a 1.5

year period and must complete a compliance plan. Other notable items included the Board Appointment process will begin soon, Caleb White received the WTCS Eagle Award, Pete Hoffman – Ag Power Instructor - will receive a national Faculty Excellence Award from the American Association of Community Colleges; Southwest Tech will be featured in a story for a Harvard publication; and Credit for Prior Learning is being used as a recruitment tool for adult students. Dr. Wood also reported that WIDS is complete with 100% above the line and is at 70% below the line with the goal to be at 100% by August 2018; 99% of courses are in the Schoology template; and Technical Skill Attainment compliance is being worked on diligently.

Mr. Bolstad moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and approving the Closed Session minutes from January 18, 2018. Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 2:58 p.m. The Board reconvened to open session at 3:23 p.m. with no action taken.

A group of staff members, members of the executive team, and Board members engaged in an activity designed to develop an initial look at leadership development and succession planning. The Board members and Dr. Wood engaged in a dialogue focused on the state of the college. No action was taken on either activity.

The Board recessed at 5:32 p.m. until the morning on Saturday, February 24, 2018. The Board had dinner and breakfast for social purposes only and no College business was conducted.

The meeting reconvened at 9:01 a.m. at The Holiday Inn Express, meeting room, located at 55 S. Elm Street, Platteville, Wisconsin. The following members were present:

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

Absent: James Kohlenberg and Russ Moyer

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

The updated Board Monitoring Schedule and Board Monitoring Report template were reviewed with the Board. The Board encouraged the continued use of the report template.

Mr. White presented information on the current status of the underfunded liability related to post-retirement health benefits and potential strategies for cost reduction. He reviewed information contained within the actuarial report from Key Benefits Concepts, LLC. Mr. White also shared the history of the benefit and that two groups of employees have been or are in the process of being bought out at a portion of the designated benefit. The Board asked that more information be brought back to them with options and scenarios.

Mr. White presented the current status of the FY2019 operational budget development and three-year projections. The deficit as of 2/13/18 was at \$700,000. There is still work to be accomplished to balance the budget for approval at the June Board meeting.

The Board reviewed a draft ten-year master facilities plan. One of the first items to be considered is storage. Certain buildings that are used for storage are reaching the end of life and storage could be enhanced by consolidating it to one or two areas. Chairman Prange appointed Don Tuescher, Chuck Bolstad, and himself to serve on a subcommittee for the specific purpose of reviewing storage facilities plans including locations, cost estimates, and architectural drawings. This committee will meet once for the stated purpose.

Dr. Wood presented the budget priorities based on the strategic directions in alignment with the college health indicators. The 2018-2021 budget priorities include: 1) Increase Student Access and Improve Student Success; 2) Ensure Fiscal Sustainability; 3) Strengthen a Culture of Integrity.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Erickson seconding the motion. The motion carried and the meeting adjourned at 11:47 a.m.

Darlene Mickelson, Secretary