

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 26, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 5:17 p.m. on April 26, 2018, 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, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Linda Erickson and Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Chris Batchelder, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Sherry Kane-Johnsrud, John Kvigne, Tyson Larson, Jeff Middlein, Holly Miller, Brek Schneider, 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, April 26, 2018

5:15 p.m. – Board Meeting
Rooms 490, 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The April 26, 2018, 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of Personnel Issues per Wis. Stats. 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. Discussion of Executive Team Contracts per Wis. Stats. 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. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices per Wis. Stats. 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.}
 4. Final Notices of Non-renewal per Wis. Stats. 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.}
 5. Discussion of Post-Retirement Health Benefits and Employment Consideration of an Employee per Wis. Stats. 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.}
 6. Potential Program Expansion per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
- B. Closed Session Minutes from March 22, 2018

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 22, 2018
- C. Financial Reports
 1. Purchases Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2018-19 Out-of-State Tuition Waivers

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid: Building 200 Interior Renovation
- B. Program Approval: 50-620-1, Mechatronics Technician Apprentice
- C. Compensation Sustainability Plan
- D. Telecommuting Policy
- E. Flexible Work Schedule Policy
- F. Managed Time Off Policy
- G. Holiday Policy
- H. Master's Equivalency Compensation Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. FY2019 Budget Update
- C. Post-Retirement Health Benefits
- D. Draft Policy on Acting President Designation
- 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. Discussion of President's Performance Evaluation per Wis. Stats. 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.}

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 adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f); discussing executive team contracts, private conferences with individuals receiving preliminary non-renewal notices, final notices of non-renewal, discussing post-retirement health benefits, and employment consideration of an employee per Wis. Stats. 19.85(1)(c); discussing potential program expansion per Wis. Stats. 19.85(1)(e); and approving the Closed Session minutes from March 22, 2018. Mr. Kohlenberg seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 5:20 p.m. The Board reconvened to open session at 7:53 p.m. with no action taken.

After a review of the Consent Agenda, including the April 26, 2018, agenda; March 22 Board meeting minutes; financial reports; 14 contracts totaling \$39,787.93 in March 2018; and the remission of 756 credits for 28 needy and worthy students during the 2018-19 academic year, Mr. Bolstad moved to approve the Consent Agenda as presented. Mr. Tuescher seconded the motion; motion carried.

Mr. White presented the bid summary for the Building 200 Interior Renovation project. The bids were opened on April 18 with six bids received for the project. Mr. Moyer moved to award the bid for the Building 200 Interior Renovation project in the amount of \$61,324 to Otter Creek Construction, LLC, Highland, Wisconsin. Mr. Tuescher seconded the motion; upon a voice vote the motion unanimously carried.

Dr. Derek Dachelet, Executive Dean – Ag, Industry & Trades, presented a program approval request for a Mechatronics Technician Apprenticeship program, 50-620-1. Dr. Dachelet shared that industry requested this apprenticeship for an electrical, mechanical and electronics systems technician. The apprentice program will include three years of training over six semesters. Mr. Tuescher moved to approve the Mechatronics Technician Apprenticeship program, 50-620-1. Ms. Nickels seconded the motion. The motion was unanimously approved upon a voice vote.

The Board approved numerous Employee Handbook policies including:

- Krista Weber, Chief Human Resources Officer, presented the Compensation Sustainability Plan noting that the performance management component in the third phase of the plan has not been developed at this point. Mr. Bolstad moved to approve the Compensation Sustainability Plan as presented. Mr. Moyer seconded the motion; motion unanimously carried.
- Mr. Tuescher moved to approve the Telecommuting Policy as presented with Ms. Nickels seconding the motion. The motion unanimously carried.
- Mr. Kohlenberg moved to approve the Flexible Work Schedule Policy as presented. Ms. Mickelson seconded the motion; motion unanimously carried.
- Mr. Bolstad moved to approve the Managed Time Off Policy with the change in number of maximum days per year for hourly (non-exempt) employees that have reached a minimum of 16 years of service being increased to 256 hours or 32 days of Managed Time Off with exempt employees receiving 256 hours or 32 days at the start of their employment. Mr. Kohlenberg seconded the motion. The motion was unanimously approved.
- Ms. Nickels moved to approve the Holiday Policy as presented with Mr. Bolstad seconding the motion. The motion unanimously carried.

Ms. Weber along with Tyson Larson - Automotive Technician Instructor, Jeff Mittlein - Welding Instructor, and John Kvigne – Ag Power & Equipment Technician Instructor presented the Master's Equivalency Compensation Plan. This is the second phase of the compensation study that was conducted in 2016-17. The committee who worked on the plan proposed an advanced level (mid-tier) based on education, certifications, licenses, specialized training and occupational non-teaching experience. The current faculty scale is designed as a university system scale with a bachelor's level and a master's level. In many of the technical education areas there are no master's degrees in those career fields. The proposed plan would advance those on the bachelor's level based on the requirements of the various industries. A scoring mechanism has been developed. The projected cost for year 1 would be \$50,000 - \$75,000 with the average faculty member affected receiving between \$2,000 - \$3,000. Mr. Tuescher moved to approve the Master's Equivalency Compensation Plan as presented. Mr. Moyer seconded the motion; the motion unanimously was approved.

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, presented the FY2018 third quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Ms.

Clendenen noted that over \$450,000 had been received through March 31 from 855 donors, 472 applications were received for the 2018-19 scholarships, over \$190,000 will be distributed in scholarships in 2018-19, and to date the Spring Phonathon has garnered over \$32,000. The Trapshooting fundraiser will be held on April 28 with the Alumni and Retiree Awards and Donor Appreciation Dinner being held on May 18.

Mr. White presented an update on the FY2019 budget. The current projection for the General Fund of the 2018-19 budget is at (\$339,000). A more detailed budget projection will be presented at the May Board meeting with the final budget being brought to the Board for approval at the June Board meeting.

A discussion of post-retirement health benefits (OPEB) was held. The Board asked for a spreadsheet of options and how the options would affect the bottom line. The options will be brought back to the May Board meeting for approval.

Dr. Wood presented a draft Governance Policy on an acting president designation. The Board members were asked to provide feedback through Mr. Prange. The first reading of the policy will be brought back to the Board for approval.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of Disability Services Specialist, Lead Evening Custodian, and Evening Custodian.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3.09% increase in overall enrollment compared to the previous year. The 2018-19 Comparison FTE Report reflects a slight decrease in FTE from the previous year. The application comparison report for Fall 2018 reflected applications are slightly down compared to Fall 2017 applications at the same time last year.

Chairperson Prange reported on the District Boards Association meeting held in Southwest Tech's district noting that the tour of Biddick, Inc. was the highlight. He also noted the Internal Committee meeting focused on veterans.

Under the College President's Report, Dr. Wood reported that a dozen employees attending the Higher Learning Commission annual conference recently, Pete Hoffman will receive the inaugural Dale Parnell Teaching Excellence Award at the American Association of Community Colleges on April 28, and the U.S. Army Golden Knights will be parachuting into the Southwest Tech campus on July 2.

Mr. Moyer moved to adjourn to closed session for the purpose of discussing the President's evaluation per Wis. Statutes 19.85(1)(c). Mr. Tuescher seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:45 p.m. The Board reconvened to open session at 9:21 p.m. with no action taken.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 9:21 p.m.

Darlene Mickelson, Secretary