

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 24, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:01 p.m. on May 24, 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, Linda Erickson, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Miller, 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, May 24, 2018

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 24, 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 26, 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 ACCT Membership Renewal
- G. 2018-19 WTC District Boards Association Fee Assessment
- H. Clarity Clinic 2018-19 Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. Platteville Outreach Site Lease with Platteville School District
- B. Darlington Outreach Site Lease with the City of Darlington
- C. Prairie du Chien Outreach Site Lease with Workforce Connections, Inc.
- D. Post-Retirement Health Benefits

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2018 Budget Update
- B. Operations Council Monitoring 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
- 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 President's evaluation and personnel issues 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.}
- B. Approval of Closed Session Minutes of April 26, 2018

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}

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on the District Boards Association activities. Ms. Merrifield shared that the Fast Forward grant was approved for professional

development funds for dual enrollment teachers to meet the Higher Learning Commission accreditation requirements. Work continues with the Legislature on various issues. The budget development work group will start meeting to develop the proposal for the Wisconsin Technical College System's biennial budget request to the Governor. The next District Boards Association Conference is July 13-14 in Green Bay.

After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda as presented including:

- the May 24, 2018, agenda;
- April 26, 2018, Board meeting minutes;
- financial reports;
- 24 contracts totaling \$49,421.10 in April 2018;
- employment recommendations for Christena Bowers – Disability Services Specialist, Shawn Gard – Evening Custodian, and Connor Blaschke – Evening Custodian;
- the promotion of Ben Neuroth to Lead Evening Custodian;
- the retirements of Jeff Dornink – Animal Science/Dairy Herd Management Instructor, Steve McCauley – Electromechanical Technology Instructor, and Sondra Ostheimer – Business Technology Instructor;
- the renewal of the Association of Community College Trustees (ACCT) membership in the amount of \$3,337;
- the fee assessment in the amount of \$19,906.32 for the Wisconsin Technical Colleges District Boards Association; and
- the renewal of the Clarity Clinic lease for 2018-19.

Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a renewal lease agreement with Platteville School District to lease two classrooms at the OE Gray School Building. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$350 per month per rented room. Mr. White then presented a renewal lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2018, through June 30, 2019. Rent will be \$1,200 per year. A renewal lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI in the amount of \$2,400 annually was also presented. Mr. Tuescher moved to approve the 2018-19 leases with Platteville School District, the City of Darlington, and Workforce Connections, Inc. for Southwest Tech to rent space from the entities listed above. Mr. Kohlenberg seconded the motion; motion unanimously carried.

Over the past several months, input was sought from employees eligible for the post-retirement health benefit and previous Board meeting discussions have focused on the post-retirement health benefit. The post-employment health insurance benefit (OPEB) Election Agreement was reviewed and presented for approval. Mr. Tuescher moved to approve the OPEB Election Agreement as presented with Ms. Mickelson seconding the motion. The motion carried with one dissenting vote.

Caleb White presented an update on the FY2019 budget reviewing each of the six funds for the operational budget. The budget will be brought to the Board at the June 21 Board meeting for approval. The projection is to borrow \$4 million in 2018-19 for capital projects.

Mr. White and Heath Ahnen, Director of IT Services, presented a summary of the Operations Council – Fiscal Sustainability Board Monitoring Report. Mr. White highlighted the strategic initiative of 'Less Paper, Add More Value' including projects on LaserFiche, online time tracking, Graphic Web Design laptop program, student loan default rate, the budget, the audit, Moody's Investor Service Rating, and grants. Mr. Ahnen highlighted the strategic initiative of 'Putting the "Tech" in Technology' with the focus being on time savings, cost saving, and risk mitigation. Initiatives the IT Services department have undertaken this past year include green delivery of computer system (decreased time taken for deployment of new computers and decommissioning old computers) and consolidation of licensing by combining systems and discontinuing those that are no longer needed. Future plans include redesigning backup processes for data, redesign of the Bookstore, continued efforts in the less paper, more value initiative, and a review of the Student Information System.

Dr. Wood provide a report on the 2017-8 college performance. Highlights of the report included turning a weakness into a strength with the Higher Learning Commission accreditation; focused on adult student recruitment; trained employees on evacuation procedures followed with an all staff in-service training; focused on quality teaching and learning, moving forward on financial sustainability, and improved the overall employee satisfaction with working at the college. Dr. Wood reviewed the college health indicators and the results of the Executive Team, Leadership Council, Academic Council, College Council, and Operations Council strategic initiatives.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process included the positions of a part-time LTE Administrative Support Assistant, Automotive Technician Instructor, Electromechanical Technology Instructor, two part-time LTE Bookstore Assistants, and a Communications Instructor.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 3% 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 indicated applications are down compared to Fall 2017 applications at the same time last year.

Under the College President's Report, Dr. Wood updated the Board that it was discovered the coding for the time-off system has been done inconsistently in the past years. Moving forward with the new Managed Time Off (MTO) system, the MTO policy will be followed for coding purposes and in practice. The District Board asked that a shout out be given to Breanna Callahan for leading the graduation committee in another successful graduation.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's evaluation and personnel issues per Wis. Statutes 19.85(1)(c). Ms. Nickels seconded the motion. Upon a roll call vote with all members voting affirmatively, the

Board meeting adjourned to closed session at 8:49 p.m. The Board reconvened to open session at 10:46 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 10:46 p.m.

Darlene Mickelson, Secretary