

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JUNE 21, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:13 p.m. on June 21, 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, Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, James Kohlenberg, and Russell Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Miller, Kelly Kelly, 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, June 21, 2018

6:15 p.m. – Demonstration of Charger Hub / Dinner, Room 490  
7:00 p.m. – Budget Hearing, Rooms 492-493  
Immediately Following Budget Hearing – Regular Board Meeting  
Rooms 492-493

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The June 21, 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 May 24, 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. UMOS, Inc. Sublease
- G. Manpower Groups Sublease

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Compensation Increase for Staff
- B. 2018-19 Budget Approval
- C. Resolution Authorizing the Issuance Of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale
- D. First Reading of Governance Policy 2.6: Acting President
- E. Tuition Reimbursement Policy

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. College Council Monitoring Report
- B. 2018-19 Board Monitoring Schedule
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. ACCT Leadership Congress: October 24-27, 2018 – New York, NY
- 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 Contract 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 May 24, 2018

### **RECONVENE TO OPEN SESSION**

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

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. President's Contract

### **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](mailto:accom@swtc.edu)}

After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda as presented including the June 21, 2018, agenda; May 24, 2018, Board meeting minutes; financial reports; 103 contracts totaling \$1,374,247.30 in May 2018; the retirement of Sharon Terrell – Dining Services Cook; the resignations of Penny Demert-Neal – Nursing Instructor and Dionne Corcoran – Midwife Clinical Coordinator; and subleases with UMOS, Inc. for office space at the college's Richland Center outreach site and Manpower Groups for office space at the campus in Fennimore. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, and Krista Weber, Chief Human Resources Officer, presented a proposal for an increase in wages for employees based on the multi-level compensation sustainability plan. The first level of the plan relates to the Consumer Price Index (CPI) with the second level related to college-wide performance management based on an incentive when the college reaches goals based on the strategic directions. After discussing the compensation increase the Board asked that the second level piece be brought back to the Board at a future date with the specifics more defined. Mr. Tuescher moved to approve increasing the College's employee compensation by the current CPI rate of 2.13 percent. Ms. Fitzsimons seconded the motion. The motion carried.

Caleb White presented the 2018-19 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2019 budget was built on a decrease in revenue of 2.9% (\$690,000) and an estimated enrollment of 1,380 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$126.74. Mr. Tuescher moved to approve the 2018-19 Budget as presented with an operating budget of \$24,685,400. Ms. Nickels seconded the motion. Upon roll call vote where all members present voted affirmatively, the motion carried and the FY2019 budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$4,000,000 in general obligation promissory notes. The \$4,000,000 included up to \$1,255,000 for the public purpose of paying the costs of construction of builds and building additions or enlargements; up to \$475,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$2,270,000 for paying the cost of acquiring moveable equipment. Mr. Tuescher moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. With all members voting affirmatively in a roll call vote, the motion unanimously carried and the resolution was approved. The sale of the bonds was set for July 9, 2018.

At the April 26, 2018, a Governance Policy was proposed on an acting president designation. The proposed Governance Policy 2.6: Acting President was discussed and the Board suggested edits to the presented policy. The edits included a qualifying statement regarding unusual absence, notification by the President's Office of the acting president, and a statement noted that the order of positions for acting president will be examined when a vacancy occurs in the positions listed. Mr. Bolstad moved to approve the First Reading of Governance Policy 2.6: Acting President with Ms. Mickelson seconding the motion. Motion carried.

Krista Weber reviewed the proposed Tuition Reimbursement Policy with the Board. Discussion followed on the proposed increase in base salary for those completing a

bachelor's degree and master's degree. The policy will be brought back to the Board in July 2018 for approval.

Ms. Weber reviewed the College Council Board Monitoring Report. She highlighted the people involved in the College Council and the strategic initiative projects worked on by the council as well as the employee satisfaction survey results, strengths, weaknesses, and 2018-19 strategic initiatives. Strategic initiative projects implemented this past year included *Sustaining Competitive Competition, Maximizing the Value of our Benefits, and Improving Communication*. Other projects the College Council worked on this past year included the Wellness Fair, communication rights, mentor program revamp, coaching sessions, and professional development. Strategic initiatives the Council will focus on in 2018-19 include *Invest in Improving Employee Health and Wellness, Create Performance Management, and Develop Leaders*.

The draft 2018-19 Board Monitoring Schedule was reviewed by Karen Campbell, Executive Services Director. The final Board Monitoring Schedule will be brought to the Board at the July 9 Board meeting.

Krista Weber provided an update on College staffing noting positions in various stages of the hiring process. Interviews have been scheduled for the positions of Automotive Technician Instructor, Electromechanical Technology Instructor, 2 Bookstore Assistants, and a Communications Instructor. Position openings have been posted for Animal Science Instructor, Student Services Records Specialist, part-time Automotive Technician Instructor, Public Relations Manager, Academic Success Coach (0.75 LTE), Health/Science Academic Success Coach (0.75 LTE), Associate Degree Nursing Instructor, Disability Services Specialist (0.75), part-time LTE Administrative Support Assistant – Public Safety, and Regional Engagement Coordinator-Richland Center Outreach.

Holly Miller reviewed the 2017-18 Comparison FTE Report noting enrollment reflects a 1.6% increase in overall enrollment compared to the previous year. The 2018-19 Comparison FTE Report reflects a slight increase 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. Ms. Miller noted the individuals who applied for admission and have not moved forward after a certain number of touches have been removed from the Fall 2018 report. This is the first year this process was implemented and makes it difficult to compare the Fall 2017 number to the Fall 2018 number of applications.

The Chairperson's Report included the ACCT Leadership Congress being held in New York, NY, October 24-27, 2018. Mr. Prange asked that Board members let Karen Campbell know if they are interested in attending. Mr. Prange also shared that he serves on the District Boards Association Insurance Committee and noted that insurance premiums for the next fiscal year are indicating very little increase in premiums.

Under the College President's Report, Dr. Wood highlighted a Foundation Board Development Conference he, Holly Clendenen, and two Foundation Board members attended. Other items in the President's Report included the Jail Academy graduation took place on June 18, fundraising has started with employers for the 20/2020 initiative,

and the number one thing Dr. Wood has been hearing from employers is that there is a lack of workforce.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's contract per Wis. Statutes 19.85(1)(c). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:56 p.m. The Board reconvened to open session at 9:22 p.m. Mr. Bolstad moved to approve the President's Contract including moving from a three-year contract to a four-year contract due to a very positive evaluation and the significant and substantial achievements of the College over the past three years; Presidential compensation will include a \$20,000 raise, as part of the Board's commitment to bring the president's compensation to the 50<sup>th</sup> percentile of salary for WTCS presidents; and a one-time \$15,000 bonus for meritorious performance to be deferred compensation. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 9:24 p.m.

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Darlene Mickelson, Secretary