

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 23, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 7:01 p.m. on August 23, 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, Russell Moyer, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: James Kohlenberg and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Holly Clendenen, Katie Garrity, Connie Haberkorn, Holly Miller, Krista Weber, and Caleb White. Others present included legal counsel, Jon Anderson, Godfrey & Kahn.

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, August 23, 2018

5:45 p.m. – High School Partnerships Presentation

6:15 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The August 23, 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. Discussing a Legal Issue per 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.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 9, 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: Cold Storage Buildings
- B. Memorandum of Understanding: Southwest Wisconsin Technical College, SWTC Foundation, and Real Estate Foundation
- C. Resolution Authorizing the Issuance and Establishing Parameters to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes
- D. Reclassification Policy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- 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 a Legal Issue per 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 from July 9, 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}

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing legal issues per Wis. Stats. 19.85(1)(f). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 7:05 p.m. The Board reconvened to open session at 8:12 p.m. with no action taken.

After a review of the Consent Agenda, including the August 23, 2018, agenda; July 9, 2018, Board minutes; financial reports; four contracts totaling \$1,980.40 in July 2018; and employment recommendations of Jobert Bermudo - Electromechanical Technology Instructor, Brian Waldner – Automotive Technician Instructor, Ryan Weigel – Animal Science Instructor, Heather Day – Student Services Records Specialist, George Whiteaker – Part-time Automotive Technician Instructor, Katie Snitker – Academic Success Coach (0.75 FTE, LTE), Brian Molini – Health/Science Academic Success Coach (0.75 FTE, LTE), Dennis Cooley – Public Relations Manager, and Sherri Seitz – Student Services Admissions Specialist; promotion/transfer of Craig Woodhouse – Regional Engagement Coordinator – Richland County Outreach; and the resignations of Lori Wiest – part-time Bookstore Assistant and Breanna Callahan – Student Services Admissions Specialist, Ms. Fitzsimons moved to approve the Consent Agenda. Mr. Tuescher seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the results of the bid opening for Cold Storage Buildings. Six bids were received to add storage space to the storage building just to the east of the Ag/Auto Center and to add an additional storage building directly to the south of the existing maintenance building (1200). Mr. Tuescher moved to accept the low bid for the Cold Storage Buildings Project, in the amount of \$672,745 from Epic Construction of Kieler, Wisconsin, which includes the alternate bid for fencing and gates. Ms. Fitzsimons seconded the motion. Upon voice vote, the motion unanimously carried.

Dr. Wood presented the Memorandum of Understanding (MOU) between the college and the two foundations. Both the Foundation and the Real Estate Foundation boards have approved the MOU. Mr. Tuescher moved to approve the revised Memorandum of Understanding between Southwest Wisconsin Technical College, the SWTC Foundation, and the Real Estate Foundation, as presented. Mr. Bolstad seconded the motion; motion unanimously carried.

Mr. White presented the parameters resolution for the sale of \$4,000,000 General Obligation Promissory Notes explaining the resolution is to authorize having the sale and approving the sale of the \$4,000,000 as long as the interest rate is below four percent. Mr. White shared that the interest rate will coincide with the market on the day the notes are sold. Mr. Moyer moved to approve the Resolution Authorizing the

Issuance and Establishing to Award the Sale of Not to Exceed \$4,000,000 General Obligation Promissory Notes. Mr. Tuescher seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion was approved.

Krista Weber, Chief Human Resources Officer, presented a Reclassification Policy to be included in the Employee Handbook. She explained that this provides staff with an opportunity to ask for a reclassification due to taking on additional responsibility. A new job description would be completed and an analysis of the job description by the Human Resources office would be done of the job description. Requests will be reviewed in the spring to facilitate any changes in the upcoming fiscal year budget. Also included in the policy is a salary increase of 2.5 percent for degree attainment for non-faculty employees successfully completing a bachelor or master's degree with a minimum 3.0 grade point average. Faculty follow the Master Equivalency procedure for salary increases. Mr. Bolstad made a motion to approve the Reclassification Policy to include a statement that the degree attainment process follow a similar timeline as noted for reclassification changes. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

Holly Clendenen, Executive Director of College Advancement, presented the FY2018 fourth quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. There were 4,261 gifts received from 939 donors, which totaled \$624,246.26 for FY2018. FY 2019 fundraising goal has been set at \$700,000. Jerry Brunner, Becky Fernette, and Pete Hoffman completed their terms on the Foundation Board with Linda Parrish and Connie Haberkorn beginning their terms on the Foundation Board. Upcoming events include September 7 Charger Golf Classic, September 15 Farm to Tech Table Progressive Dinner, and November 15 Scholarship Reception. The Real Estate Foundation Board has approved building another duplex, and two two-story duplexes on the land where the four-plex that was razed last year was located. The Real Estate Foundation Board is looking for several more Board members.

Ms. Weber provided an update on College staffing noting that acceptances had been received for the Animal Science Instructor, Student Services Records Specialist, part-time Automotive Technician Instructor, Public Relations Manager, Health/Science Academic Success Coach (0.75 FTE, LTE), Academic Success Coach (0.75 FTE, LTE), and the Richland County Regional Engagement Coordinator. Interviews have been scheduled for a 0.75 FTE Disability Services Specialist position and a Safety Coordinator; and positions have been posted for an Associate Degree Nursing Instructor and a LTE part-time Administrative Assistant – Public Safety.

The Enrollment Report was reviewed with Holly Miller, Chief Student Services Officer, noting that FY2018 FTEs increased 1.6% from the previous year. Ms. Miller shared the FY2019 report reflects a decrease of 1.88 percent over the previous year.

Under the Chairperson's Report, Mr. Prange will be attending the annual District Boards Association planning meeting August 24-25.

The College President's report included an update on national rankings and college happenings. It was recently learned Southwest Tech was ranked #13 in the nation (out of 700) and #1 in Wisconsin by Forbes. The college moved to 41 in the Wallet Hub

rankings. The reason for going backwards was the College does not have a “promise” program. Dr. Wood outlined engagement activities being led by Craig Woodhouse, Richland County Regional Engagement Coordinator, in Richland Center noting that the September Board meeting will be held in Richland Center.

The second closed session was not needed. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Bolstad seconded the motion. The motion carried and the meeting adjourned at 9:05 p.m.

Darlene Mickelson, Secretary