

**MINUTES OF THE BOARD RETREAT AND  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OCTOBER 18, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the Board Retreat/meeting commencing at 12:45 p.m. on October 18, 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 (arrived at 12:57 p.m.), James Kohlenberg (left the meeting at 7:13 p.m.), Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Jane Wonderling (arrived at 2:54 p.m.)

Absent: Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Amy Campbell, Karen Campbell, Holly Clendenen, Katie Garrity, Holly Miller, Krista Weber, and Caleb White. Others present included Craig Woodhouse, Joe Mabry, and Mike Kaufman.

Chairperson Prange called the retreat 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, October 18, 2018

12:00 – 5:00 p.m. – Light Lunch/Board Retreat  
5:15 p.m. – Dinner  
6:00 p.m. – Regular Board Meeting  
Southwest Tech Campus

**12:30 – 5:00 p.m. – Board Retreat  
Southwest Tech Campus  
Room 492-493**

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The October 18, 2018, Board Retreat/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

### **BOARD RETREAT**

- A. Review of Board ENDS
- B. Governance Policies
- C. Strategic Directions – Raising the Bar
- D. President's Goals and Succession Planning
- E. Teambuilding Dialogue

### **5:15 p.m. – Dinner**

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

### **6:00 p.m. – Regular Board Meeting Southwest Tech Campus Rooms 492-493**

### **OPEN MEETING**

- A. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 27, 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. Fund & Account Transfers (2017-18 Budget Modifications)
- B. Resolution for Adoption of 2018 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. WTCS Employee Benefits Consortium

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

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. 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 property acquisition per 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 required a closed session.
  - 2. Approval of Closed Session Minutes of September 27, 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](mailto:accom@swtc.edu)}**

The Board reviewed the Ends from the Governance Policy Manual including the mission, vision, purposes, values, and college health indicators. Consensus of the Board was not to change the mission, vision, purposes, values, and college health indicators.

The District Board then reviewed the Governance Policies to determine revisions needed and prioritization of those revisions including new legal policies being discussed at the state level. A schedule of first and second readings of the policies that will change will be developed.

The District Board participated in various activities to update the Strategic Directions and establish priorities. The new Strategic Directions will influence the investments and activities of the college. College employees will determine how to meet the goals the Board establishes. Suggested strategic direction statements include: 1) Engage Students in High-Quality Learning; 2) Invest in Improving our Economic Impact; 3) Strengthen Integrity through Accountability.

There was discussion on the President's goals for 2018-19 and succession planning. The goals will be aligned with strategic and operational priorities and organized into two categories: process and outcome. Input into the selection of goals has occurred

through the evaluation of the president and through formal discussions with the Executive Team. The President's Goals will be brought back to the Board.

Dr. Wood outlined the Acting President role Mr. White has assumed and noted that the policy the Board approved in July has a second and third Acting President designation. The Board asked Dr. Wood and Mr. White to work on it and give the Board a recommendation. They noted that the second and third positions should focus on people skills and go through the same training as Mr. White.

The Board spent time discussing ways to strengthen the Board as team members. Topics discussed included whether a policy is needed for comprehensive coverage when Board members drive their own vehicles, first-generation college students when completing the FAFSA, attending meetings together as a group, strengthening relationships with K-12 districts, Fox Valley's Public Safety Complex, and employer partnerships.

The Board recessed at 5:07 p.m. for dinner for social purposes only and no College business was conducted.

After a review of the Consent Agenda, including the October 18, 2018, agenda; September 27, 2018, Board minutes; financial reports; 13 contracts totaling \$36,933.98 in September 2018; employment recommendations of Camille Chappell, Financial Aid Assistant/Accounting Bursar, and the retirement of Robin Lenz, Student Activities Coordinator, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2017-18 Budget Modifications. The General Fund and the Capital Fund have modifications to adjust functional level discrepancies. The remaining five funds kept within their functional level. Mr. Kohlenberg moved to approve the 2017-18 budget modification as presented. Ms. Mickelson seconded the motion. Upon a roll call vote where all members present voted affirmatively, the motion carried.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2018 in the amount \$5,171,722 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,516,722. Mr. White explained the tax levy increase is \$538,401 and the mil rate will be set at 1.2422, which equates to a two percent increase from the previous year. Ms. Fitzsimons moved to approve, as presented, the Resolution Providing for Tax Levy for the Year 2018 in the amount \$5,171,722 for operational expenses, \$5,345,000 for debt retirement for a total tax levy of \$10,516,722. Ms. Nickels seconded the motion. Upon a roll call vote where all members present voted affirmatively, the motion carried.

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented for approval. The Code of Ethics Resolution lists the College President, Chief Academic Officer, Chief Student Services

Officer, Chief Human Resources Officer, and Vice President for Administrative Services as the positions to which the Wisconsin's Ethics Code applies. Mr. Moyer moved to approve the Code of Ethics Resolution, as presented, and Ms. Nickels seconded the motion. Upon voice vote, the motion carried.

Amy Campbell, Caleb White and Krista Weber provided an update on the Wisconsin Technical College Employee Benefits Consortium (WTCEBC) and detailed a Wellness Team employee benefit initiative. Northcentral Technical College will be joining the WTCEBC July 1, 2019, which brings the number of colleges participating in the consortium to eight. The consortium is searching for a director to oversee operations. A suite of voluntary benefits has been added to the options the Consortium provides. These voluntary benefits include vision, life, pet, and legal insurance as well as COBRA and a flex plan option. Health insurance benefit enhancements and updates include Tel-a-doc; Quality Path; Real Appeal; faux ER co-pay; and prescription updates.

Ms. Campbell and Ms. Weber presented a Wellness Initiative concept where employees currently on the College's health insurance plan would be eligible for a \$50 deposited to their health savings account for participating in any or all of the four different wellness categories: Physical Well-Being, Emotional Well-Being, Financial Well-Being, and Social & Environmental Well-Being. Each employee could earn up to \$200 annually.

Mr. White outlined the proposed changes to the dental insurance and asked for Board approval. The changes include coverage for crowns at 80 percent and a \$3,000 lifetime maximum benefits for orthodontic services. The total cost to implement the changes would be \$15,000 annually. Ms. Fitzsimons moved to approved, as presented, the enhancement to the College's dental insurance plan. Mr. Bolstad seconded the motion; motion carried on voice vote.

Holly Clendenen, Executive Director of College Advancement, presented the FY2019 first quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. There were 1,193 gifts received from 515 donors in the first quarter. FY 2019 fundraising goal has been set at \$700,000. The Foundation anticipates awarding \$203,645 through 385 scholarships in 2018-19. The Employee Giving Campaign ended on October 1 with 87 percent (149 full-time employees) of employees participating. Payroll deductions topped out at 105 with \$2,250 being donated per payroll. The Scholarship Reception will be held on November 15 starting at 5:00 p.m.

Mr. White reviewed the five-year Purchase Card Activity Summary report and a listing of the FY2018 >\$50,000 Vendors. For 2017-18, the College purchased just under \$2 million dollars using purchase cards. The rebate for that year is \$42,870.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Current positions in various stages of the hiring process include a Communications Instructor – Lead, an Associate Degree Nursing Instructor, and an additional Electrical Power Distribution Instructor.

Holly Miller presented the 2018-19 Comparison FTE Report. The current year FTE report compared to last year is showing a slight increase in FTEs. At the October 17 Open House, 213 applications were received.

Under the Chairperson's Report, Board members reported out on the District Boards Association conference held October 11 – 13, 2018. Under the President's Report, Dr. Wood updated on college happenings including Open House, the recent Trapshooting Team's success (2<sup>nd</sup> place at the conference tournament with the top male and female trapshooters), and noted that Southwest Tech will host the WTCS State Board meeting November 13-14. Mr. White stated there will be an RFP proposal brought to the Board for a fit-gap exercise, which will lead to process improvement and may lead to a recommendation for a new Enterprise Resource System.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e). Ms. Nickels seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 7:13 p.m. The Board reconvened to open session at 7:42 p.m. with no action taken.

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 8:33 p.m.

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Darlene Mickelson, Secretary