

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 15, 2018**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 7:09 p.m. on November 15, 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 (arrived at 7:15 p.m.), James Kohlenberg (excused himself at 9:04 p.m.), Darlene Mickelson (arrived at 7:13 p.m.), Eileen Nickels, Russell Moyer (arrived at 7:16 p.m.), Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Matthew Baute, Amy Campbell, Karen Campbell, Katie Garrity, Connie Haberkorn, Holly Miller, Krista Weber, and Caleb White. Others present included John Mehan from Robert W. Baird & Co., Inc.

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, November 15, 2018

5:30 p.m. – Scholarship Ceremony and Reception

7:00 p.m. - Board Meeting

Southwest Tech Campus

Room 492-493 – College Connection

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The November 15, 2018, regular Board 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.”

**OPEN MEETING**

A. Roll Call

- B. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 18, 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. Resolution Providing for the Sale of Approximately \$7,955,000 General Obligation Refunding Bonds, Series 2019
- B. Fund & Account Transfers (2017-18 Budget Modifications)
- C. Grant County Economic Development Corporation Lease for 2019
- D. First Reading of Governance Policy 4.5: College Strategic Directions
- E. Wellness Initiative

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

- A. Board Monitoring Report – Student Access
- B. 2019-20 Budget Process
- C. Review of Governance Policy Revisions
- 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 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 October 18, 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)}**

After a review of the Consent Agenda, including the November 15, 2018, agenda; October 18, 2018, Board minutes; financial reports; three contracts totaling \$5,713.86 in October 2018; employment recommendation for Maria Kindrai – Associate Degree Nursing Instructor; the promotion of CoraBeth Halverson to Student Financial Assistance Manager, and the resignation of Jennifer Rice – part-time LTE Bookstore Assistant, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director for Robert W. Baird & Co., Inc., presented a plan to refinance \$7,955,000 in debt from the 2008 referendum as a cost savings measure for the College. Mr. Mehan explained the current bonds have interest rates ranging from 5.2% - 5.875%. The new bonds will not extend past the original maturity date and the rate will be approximately 3.85%, saving the College approximately \$178,000. Mr. Bolstad moved to approve the resolution authorizing the sale of approximately \$7,955,000 General Obligation Refunding Bonds, Series 2019. Mr. Tuescher seconded the motion; upon a roll call vote with all members voting affirmatively, the motion was carried.

Caleb White, Vice President for Administrative Services, presented a 2017-18 budget modification for refinancing of long-term debt. The budget modification affected the Debt Service Fund – 400. Mr. Kohlenberg moved to approve the 2017-18 budget modification to the Debt Service Fund-400, as presented. Mr. Tuescher seconded the motion. With a roll call vote and all members present voting affirmatively, the motion carried.

Mr. White presented the 2019 office space lease for Grant County Economic Development Corporation to lease two offices and furniture from the College. Mr. Tuescher moved to approve the 2019 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Ms. Nickels seconded the motion. The motion carried with Ms. Mickelson abstaining from voting due to a conflict of interest.

President Wood presented the first reading of Governance Policy 4.5: College Strategic Directions for 2019-2022. After discussing the policy, the Board made the following recommendations for changes to the policy.

1. Proposed Statement: Engage Student in High-Quality Learning - The Board consensus was to use the statement 'Engage Students with High-Quality Learning' versus "Engage Students with High-Quality Teaching.'

2. Proposed Statement: Invest in Improving our Economic Impact - The Board asked that the economic impact of what and who it affects be broadened for clarification and understanding.
3. Proposed Statement: Strengthen Integrity through Accountability - The Board consensus was to emphasize accountability instead of integrity.

The strategic directions statements will be refined, and the policy will be brought back to the December meeting for a first reading.

Wellness Project Team co-leads Amy Campbell and Connie Haberkorn presented the creation of an ongoing health & wellness program to include \$50 incentives in each of four wellness categories: social and environmental; physical well-being; financial well-being; and emotional well-being. A requirement for participants is that they must be enrolled in the College's health insurance plan. Up to \$200 will be deposited into the eligible employee's health savings account. The proposed budget for this wellness incentive program is \$40,000 annually. Mr. Bolstad moved to approve the funding as an employee benefit for the proposed ongoing health and wellness program, with Ms. Wonderling seconding the motion. The motion unanimously carried on a voice vote.

Holly Miller, Chief Student Services Officer, presented the Board Monitoring Report – Student Access noting the report focused on strategic initiatives related to increasing access to education through enrollment and retention efforts. Ms. Miller highlighted student access strategies including adult basic education's redesigned strategy to increase availability and pathways to post-secondary credentials and the College's partnership with CESA #3 for a program titled COLLEDGE Up that focuses on high school students bridging the achievement gap and increasing workforce development. Other strategies noted included workforce shortage strategies, a multi-year plan for supporting economically disadvantaged students, adding value to the student worker experience on campus, student attainment of Core Abilities, aligning guided pathways, and retention strategies through online learning, tutoring, and other retention strategies.

Mr. White outlined the 2019-20 budget process. The process begins mid-November and runs through the June Board meeting. The Board will review the College priorities and establish budget assumptions and parameters in February. Budget updates will be brought to the board meetings in the subsequent months until the June Board meeting where the public hearing on the proposed budget will occur and the Board will adopt the budget at its regular meeting in June.

Dr. Wood reviewed the governance policies highlighting the policies identified at the October Board retreat which needed updates. Dr. Wood introduced the addition of Chapter 5: Student Success. The first readings of most of the updated policies will occur at the December Board meeting. The Student Success policies will be discussed at the February 2019 Board Retreat.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions have been posted for a Communications Instructor Lead, Electrical Power Distribution Instructor, and a Student Life Coordinator & Athletic Director. Mr. White reviewed the 2018-19 Comparison FTE Report with the Board noting there is a slight decrease from the same time as last year. Ms. Miller reviewed the Fall 2019 Application Report, which is showing stable numbers as compared to the previous year.

Under the Chairperson's Report, Mr. Bolstad recapped the Association of Community College Trustees Leadership Congress he recently attended.

Dr. Wood summarized the Wisconsin Technical College System's (WTCS) State Board meeting held on campus November 12-13. 3M Prairie du Chien was the recipient of the WTCS Futuremaker Partner Award. While on campus, the WTCS Board saw a demonstration on the new human patient simulator with the Nursing students and viewed a discussion by the culturally diverse Midwifery students.

Other highlights shared by Dr. Wood included that Ms. Mickelson has been featured in the *Harvard Business Review* in an article that focused on retraining the workforce. Dr. Wood shared that Mr. Tuescher was nominated for the District Boards Association "Board Member of the Year" award.

Mr. Tuescher moved to adjourn to closed session to discuss property acquisition per 19.85(1)(e). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion was approved and the Board meeting adjourned to closed session at 9:04 p.m. At this time, Mr. Kohlenberg excused himself from the meeting and left campus. The Board reconvened to open session at 10:05 p.m. with no action taken.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 10:06 p.m.

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Darlene Mickelson, Secretary