

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DECEMBER 20, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:05 p.m. on December 20, 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

Absent: Eileen Nickels, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Katie Garrity, CoraBeth Halverson, Kelly Kelly, Holly Miller, Jake Mootz, Jamisch Patel, Danielle Seippel, Krista Weber, Caleb White, and Jake Wienkes. Others present included Karen Bolstad.

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, December 20, 2018

5:45 – Tour of Information Technology Student Data Center and the College’s Data Center (Meet in the Main Entrance Reception Area) / Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The December 20, 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.”

- A. Roll Call
- B. Reports/Forums/Public Input

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 15, 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. Request for Proposals: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services
- B. First Reading of the following Governance Policies:
  1. Governance Policy 1.2: Governing Philosophy
  2. Governance Policy 1.5: Board Member's Role
  3. Governance Policy 1.11: Board Committees
  4. Governance Policy 2.3: Monitoring College Effectiveness
  5. Governance Policy 2.6: Acting President
  6. Governance Policy 4.5: College Strategic Directions and others

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

- A. 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

### **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 December 20, 2018, agenda; November 15, 2018, Board minutes; financial reports; ten contracts totaling \$74,235.50 in November 2018; employment recommendation for Connor Zingarelli – Communications Instructor and the resignations of Dan Kliebentsein – Evening Custodian and Emily Vogt – Nursing Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Kelly Kelly, Heath Ahnen, and Matthew Baute presented an overview and recommendation to award the Request for Proposal for an Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Service. The ERP Fit-Gap Analysis will be used by the College to evaluate current business processes in relation to our Student Information System (SIS), Financial/Human Resources software, the College Bookstore, and point-of-sale software used by our in-house café. Four proposals were received with two of the companies invited for interviews with the team. Mr. Tuescher moved to award the contract for Enterprise Resource Planning Fit-Gap Analysis Consulting Services to CampusWorks, Inc., Bradenton, FL, in the amount of \$35,000

plus expenses (\$6,300 estimated). Ms. Fitzsimons seconded the motion; motion unanimously carried.

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to several. The policies have been updated based on the Board's recommendations. Governance Policies 1.2: Governing Philosophy, 1.11: Board Committees, 1.5: Board Member's Role, 2.3: Monitoring College Effectiveness, 2.6: Acting President, and 4.5: College Strategic Directions were presented for the first reading. Ms. Fitzsimons move to approve the first readings of the Governance Policies 1.2, 1.11, 2.3, and 2.6 as presented; Governance Policy 1.5 be removed from the list of policies needing a revision, and to modify Governance Policy 4.5 by removing the goals listed in the policy. Ms. Mickelson seconded the motion; motion unanimously carried.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions in various stages of the hiring process. Positions include Electrical Power Distribution Instructor, Student Life Coordinator & Athletic Director, Associate Degree Nursing Instructor, and Evening Custodian. Holly Miller, Chief Student Services Officer, reviewed the 2018-19 Comparison FTE Report noting a decline in enrollment by 2.5% from the same time last year. Ms. Miller also reviewed the Fall 2019 Application Report, which is showing a slight decrease in numbers as compared to the previous year.

Under the Chairperson's Report, Mr. Prange shared that James Kohlenberg resigned from the Southwest Wisconsin Technical College Board of Directors effective December 11, 2018, due to health reasons.

Dr. Wood's President's Report included the following:

- Request for Proposal: Economic Impact Study/Research Consulting Services: The RFP closes on January 15, 2019, and will be on the January Board meeting agenda.
- Request for Proposal: Property Acquisition: The RFP closes on January 15, 2019, and will be on the January Board meeting agenda.
- Accreditation Update: The focused-visit report is due the end of February. The January 8 in-service is 95% focused on accreditation.
- February 22-23, 2019, Board Retreat: The retreat will be in Dodgeville with topics to include budget priorities, academic programs, master facilities plan, and outreach sites.
- College Happenings: Lab Science program - Looking at offering this program in the high schools starting in Richland Center and possibly Darlington. The Winter Graduation went well with 50 graduates participating in the ceremony.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 8:15 p.m.

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Darlene Mickelson, Secretary