

**MINUTES OF THE
RETREAT/MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 22-23, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting/retreat commencing at 12:16 p.m. on February 22, 2019, at Southwest Tech's Outreach Site located at 413 W. Spring Street, Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Cynde Larsen, Barb Tucker, Krista Weber, Caleb White, Kris Schoville, Tonia Breuer, Krista Demo, Amanda Vissers, John Pluemer, Lisa Riley, Haylee Freymiller, Denise Janssen, Lori Needham, Jody Millin, Cindy DiSalvo, Barb McCormick, and Amy Loy.

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 RETREAT/MEETING NOTICE/AGENDA
February 22-23, 2019**

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

**Friday, February 22, 2019
12:00 p.m. – Working Lunch / Board Meeting / Retreat**

AGENDA

OPEN MEETING

The following statement will be read: "The February 22-23, 2019, Board retreat/regular meeting of the Southwest Wisconsin Technical College District 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 cities of Fennimore and Dodgeville 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Accreditation Prep
 - 1. First Area of Improvement: Assessment of Student Learning

- WIDS Above the Line
 - WIDS Below the Line
 - Technical Skill Attainment
 - Instructional Vitality Process
2. Second Area of Improvement: Culture of Assessment
 - Connections to Planning
 - Team Action Plans
 - Professional Development
 - Involvement of Faculty and Staff

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 24, 2019
- 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 #1819-07 – Bullet Catch
- B. RFP: Economic Impact Study & Other Research Projects
- C. First Reading of Governance Policy 2.6: Acting President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. Staffing Update
- C. Administrative Services Report

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 Wis. Statutes 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 require a closed session.}.
 2. Discussing specific personnel issues per Wis. Statutes 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.}.
3. Discussing Executive Team contracts per Wis. Statutes 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.}
 4. Approval of Closed Session Minutes of January 24, 2019

RECONVENE TO OPEN SESSION

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 23, 2019. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 23, 2019
8:45 a.m. – Board Retreat**

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities
- B. District Board/President Dialogue
 1. College Financing
 2. Master Facilities Plan
 3. Market Parity/Impact Pay
 4. Outreach Sites
- C. Review of Retreat

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}

Faculty and staff provided presentations to the Board on assessment of student learning and the culture of assessment. Barb Tucker, Executive Director of College Effectiveness; Lisa Riley, State Reporting & Curriculum Coordinator; Amy Loy, Evaluation Facilitator; and Denise Janssen, Academic Programs & Health Occupations Administrative Assistant presented on the processes the College is using to address the two areas of improvement identified above. Faculty and staff provided a demonstration of assessment related to the following:

WIDS Above & Below the Line

Presenters: Medical Assistant Instructors Tonia Breuer and Kris Schoville

Technical Skill Attainment

Presenter: Dental Assistant Instructor Krista Demo

Team Action Plans

- Faculty Presenters: Math/Science Faculty Michael Madsen, John Pluemer, and Amanda Vissers and Cosmetology Faculty Cindy DiSalvo and Barb McCormick
- Staff Presenters: Administrative Professionals Haylee Freymiller, Denise Janssen, Jody Millin, and Lori Needham

After a review of the Consent Agenda, including the February 22-23, 2019, agenda; January 24, 2019, Board minutes; financial reports; nine contracts totaling \$26,889.26 in January 2019; an employment recommendation for Kyle McCorkle – Electrical Power Distribution Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Three bids were received from vendors for Bid \$1819-08 – Bullet Catch. Mr. Moyer moved to award the bid for the SWTC Bullet Catch project in the amount of \$138,000 to Action Target, Provo, UT. Ms. Fitzsimons seconded the motion; motion carried.

A Request for Proposals (RFP) was initiated in December 2018 for a consultant/partner to conduct multiple analysis needed to create a comprehensive Economic Impact Study for Southwest Tech and additional research projects. Five vendors submitted proposals. Mr. Bolstad moved to award the Economic Impact Study/Research Consulting Services contract for only Project #1 (Economic Impact Study) to Economic Modeling, LLC, Moscow, Idaho, for \$19,500. Ms. Nickels seconded the motion; motion carried.

Presented for approval was a first reading of the Governance Policy 2.6: Acting President due to another position being added to the list of those identified to serve as acting president. Mr. Tuescher moved to approve the first reading of Governance Policy 2.6: Acting President, as presented. Ms. Wonderling seconded the motion, motion carried.

Caleb White, Vice President for Administrative Services, and President Jason Wood presented information relevant to the budget assumptions and parameters. The 2019-20 budget parameters will focus on: Engage Students in High-Quality Learning; Enhance a Culture of Accountability; Promote our Economic Impact. Budget assumptions being made include a slight increase in district net new construction valuation and tuition rates, general state aid appropriation, grant funding, and health and dental insurance to remain flat, and gas and water/sewer utility rates to increase six percent. The budget is being built on a projected 1300 FTEs.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting two current open positions—Associate Degree Nursing Instructor and Ag Power & Equipment Technician Instructor. The enrollment report reflected a three percent decrease in FTEs compared to last year. The fall application report showed a decline of 11 percent in applications from the previous year.

Caleb White updated the Board on the OPEB buyout and impact, 2019-2022 budget forecasting including financing, and the ten-year facilities plan with updated financing.

Ms. Nickels moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and personnel issues per Wis. Stats. 19.85(1)(f) and Executive Team contracts per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 3:43 p.m. The Board reconvened to open session at 4:38 p.m. with no action taken.

Discussion followed on budget priorities with no action taken.

The Board recessed at 5:22 p.m. The Board had dinner and breakfast for social purposes only and no College business was conducted. The Board of Southwest Wisconsin Technical College reconvened the Board Retreat/meeting commencing at 8:45 a.m. on February 23, 2019, at Southwest Tech's Outreach Site located at 413 W. Spring Street, Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Krista Weber, and Caleb White.

The Board reviewed the list of budget priorities and provided feedback on their priorities. Other topics discussed included master facilities plan, market parity/impact pay, the outreach sites, and recruitment. No approvals were made on any of the topics.

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 11:33 a.m.

Darlene Mickelson, Secretary