

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MAY 23, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:21 p.m. on May 23, 2019, in the Library at Darlington High School located at 11838 Center Hill Road in the City of Darlington, Lafayette County, Wisconsin. The following members were present:

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

Absent: Russell Moyer, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dennis Cooley, Katie Garrity, Katie Glass, CoraBeth Halverson, Kim Maier and Krista Weber. Public present included Layla Merrifield from the WTC District Boards Association.

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, May 23, 2019

6:00 p.m. – Dinner and Conversation with Darlington High School Hispanic Students

7:00 p.m. – Board Meeting

Darlington High School in the Library

11838 Center Hill Road

Darlington, WI

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The May 23, 2019, 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 and in the City of Darlington 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

1. Layla Merrifield, Executive Director of the WI Technical College District Boards Association

**CONSENT AGENDA**

A. Approval of Agenda

- B. Minutes of the Regular Board Meeting of April 25, 2019
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2019-20 ACCT Membership Renewal

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Concept Review: Non-Profit Leadership
- B. RFP: Program Gap Analysis/Research Consulting Services
- C. Property Purchase
- D. RFP: Platteville Lease
- E. Darlington Outreach Site Lease
- F. Prairie du Chien Outreach Site Lease
- G. 2019-20 Board Monitoring Schedule

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

- A. FY2020 Budget Update
- B. Fiscal Sustainability Monitoring Report
- C. Update to Quality Teaching & Learning Monitoring Report
- 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 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.}
  - 2. Discussion of President's Contract per Wis. Stats. 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.}
- B. Approval of Closed Session Minutes of April 25, 2019

## **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
  1. President's Contract

## **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)}**

Layla Merrifield, Executive Director of the WI Technical College District Boards Association provided an update on the Wisconsin Technical College District Boards Association and legislative activities. Items included an update on the biennial budget and the progress the Joint Finance Committee has made. Ms. Merrifield shared an overview of the summer District Boards Association conference, which will have in-services on boardsmanship and K-12 partnerships.

After a review of the Consent Agenda including the May 23, 2019, agenda; April 25, 2019, Board minutes; financial reports; 16 contracts totaling \$35,197.43 in April 2019; employment recommendations for Tiffany Cote' – Associate Degree Nursing Instructor, Jonna Schutte – Farm Business & Production Management Instructor, and Eric Rohn – Bookstore Merchandising Coordinator; the promotion of Katie Glass to Executive Director of Marketing; the resignation of Kendrick Henkel – Evening Custodian; the retirement of Sue Crouch – Library Coordinator; and the 2019-20 ACCT membership renewal, Ms. Fitzsimons moved to approve the Consent Agenda. Mr. Bolstad seconded the motion; motion carried.

Kim Maier, Director of Innovative & Alternative Learning, and Dennis Cooley, Public Relations Manager, presented the Concept Review to develop an associate degree program in Non-Profit Leadership. This program will have an embedded technical diploma in Office Management in the first year with the non-profit leadership being the focus of the second year. Mr. Bolstad made a motion to approve the Concept Review for an associate degree in Non-Profit Leadership, 10-196-6, with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Dr. Wood presented a proposal to contract with Economic Modeling, LLC, (EMSI) for a program gap analysis and program development opportunities by outreach location. Last December a Request for Proposals (RFP) was issued for a company to provide an economic impact study and other research consulting services of a program gap analysis, program development opportunities by outreach location, economic impact data for potential property acquisition, and other research projects as requested. The Board awarded the contract to EMSI on February 22, 2019 to conduct the economic impact study. The proposal is to contract with EMSI for projects 2 and 3 of the initial RFP. Mr. Tuescher moved to award the Program Gap Analysis/Research Consulting Services contract for Projects #2 and #3 to Economic Modeling, LLC, Moscow, Idaho, for \$19,000 (discounted due to bundle pricing received). Ms. Mickelson seconded the motion; motion unanimously carried.

At the April 25, 2019, Closed Session Board meeting, the Board authorized the college to negotiate the price with the goal of purchasing the property located at 12805 County Road F, Fennimore, WI, adjacent to the Public Safety Complex. Dr. Wood presented a resolution authorizing the College to purchase the above property for \$225,000 and include the property acquisition in the College's Three-Year Facilities Plan. Mr. Tuescher moved to approve the resolution contingent on a clean environmental assessment. Ms. Nickels seconded the motion; motion unanimously carried.

The College initiated a Request for Proposals to lease property in Platteville, WI, beginning January 1, 2020. One proposal was received for a 3,000 square foot property for \$1,500 per month for five years. Dr. Wood presented an overview of the property noting the property is an empty shell and we will finish it out to our preference. If the company that is renovating and adding on to the property would finish it out, it would be to their preference and the lease amount would be higher. Mr. Tuescher moved to approve the lease concept with the cost of the build out to be brought back to the Board before the lease is approved. Ms. Nickels seconded the motion; motion unanimously carried.

The next lease presented was a continuation of the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2019, through June 30, 2020. Rent will be \$1,200 per year. Mr. Bolstad moved to approve the 2019-20 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI, for an annual fee of \$1,200. Ms. Fitzsimons seconded the motion; motion unanimously carried.

A lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually for July 1, 2019 through June 30, 2020 was presented by Dr. Wood. Mr. Tuescher moved to approve the 2019-20 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually. Ms. Mickelson seconded the motion; motion unanimously carried.

The 2019-20 Board Monitoring Schedule was reviewed with the Board. Mr. Tuescher moved to approve the 2019-20 Board Monitoring Schedule as presented. Ms. Fitzsimons seconded the motion, which was unanimously carried.

Jason Wood presented an update on the FY2020 budget. Dr. Wood noted there were new funds added for serving K-12 students and outreach, which includes a new student recruitment model. It was noted that borrowing for capital expenses would be in November or December as most of the capital expenses will be for a new Enterprise Resource Planning system.

Dr. Wood and CoraBeth Halverson, Student Financial Aid Manager, highlighted the Board Monitoring Report on the Operations Council – Fiscal Sustainability. Noted were the strategic initiatives. The Bookstore Redesign project has laid the groundwork for OER (Other Educational Resources) to help reduce the cost of educational resources for students. The Bookstore will be redesigned and moved with OER in mind. The process reimagine and redesign phase for the new Enterprise Resource Planning system is set to occur over the next two months. Also noted in the board monitoring report was the college's draft student loan default rate which will be finalized in

September. It is at 4.5% and has decreased steadily each year for the last four years, where it was at 17.0%.

Dr. Wood provided an update on the Quality Teaching & Learning Monitoring Report presented at the March 23, 2019, Board Meeting. In the report the Technical Skill Attainment (TSA) data was incorrect regarding Phase II completion of TSA for the college programs. The corrected information is TSA March 2019...TSA Phase II = 52 programs (96%). Dr. Wood also informed the Board the focused visit with the Higher Learning Commission went extremely well.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing including positions in various stages of the hiring process. Those positions include a Building Trades-Carpentry Instructor, Café Food Service Worker, Evening Custodian, Maintenance – Carpenter, IT Support Specialist, Administrative Assistant – Facilities, Child Care Lab Assistant, and Graphic & Web Design Instructor/Marketing Specialist.

The Board reviewed the 2018-19 and 2019-20 Comparison Enrollment Reports. Enrollments are down and a recruitment plan is being developed to counter this trend.

Under the Chairperson's Report, Mr. Prange noted he and several other Board members had attended the Donor Appreciation and Alumni Recognition event. Dr. Wood shared in the President's Report that graduation was a great weekend and thanked the Board members who were able to attend.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing personnel issues per Wis. Stats. 19.85(1)(f) and discussing the President's contract 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 9:00 p.m. The Board reconvened to open session at 9:12 p.m.

Ms. Fitzsimons moved to increase President Wood's salary by \$15,000, which puts him at 50 percent of the WTCS presidents' salaries, and award President Wood with a one-time performance bonus of \$15,000. Mr. Bolstad seconded the motion; motion unanimously carried.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:17 p.m.

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Darlene Mickelson, Secretary