

**MINUTES OF THE
REGULAR MEETING/BOARD RETREAT OF THE
BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 27-28, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a Board Retreat/regular meeting commencing at 12:30 p.m. on February 27, 2015, at the Quality Inn, located at 1345 Business Park Road, Mineral Point, Iowa County, Wisconsin. The following members were present:

James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Dennis Cooley, Jake Mootz, Phil Thomas, Krista Weber, and Caleb White. Public present included Marion Smith, Michael Best & Friedrich.

Chairperson Nickels 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 27-28, 2015
Mineral Point, WI**

**Friday, February 27, 2015
11:45 a.m. – Lunch
12:30 – Board Meeting/Retreat
Quality Inn, Mineral Point, WI
1345 Business Park Road
Mineral Point, WI 53565**

AGENDA

OPEN MEETING

The following statement will be read: "The February 27-28, 2015, 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 Cities of Fennimore and Mineral Point 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

PRESIDENTIAL SEARCH

- A. Search Update

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of proposed contract terms, compensation, and finalist interview content relating to Presidential Search per Wis. Stats. 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.}.

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 22, 2015
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. WTCS Health Insurance Consortium
- B. Budget Parameters & Assumptions
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Executive Director Introduction and Report
- B. Administrative Services Report
- C. Student & Academic Affairs Report

The Board will adjourn until 8:30 a.m. on Saturday, February 28, 2015. The Board will have a dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 28, 2015
8:30 a.m. – Board Retreat
Quality Inn, Mineral Point, WI
1345 Business Park Road
Mineral Point, WI 53565

OTHER ITEMS REQUIRING BOARD ACTION

- A. Conference Attendance by Board Members
- B. Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Strategic Projects
- B. President's Time

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}

The first agenda item included an update on the Presidential Search process by Marion Smith, Consultant from Michael Best & Friedrich. Ms. Smith shared that semi-finalist interviews have been completed with background and reference checks being conducted now. The search timeline is on schedule for finalist interviews to be held March 30, 31, and April 1. Ms. Smith reviewed common legal and practical issues in an interview process. Mr. Prange moved to adjourn the meeting to Closed Session for discussion of proposed contract terms, compensation, and finalist interview content relating to the Presidential Search, per Wis. Stats. 19.85(1)(e). Ms. Messer seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 12:52 p.m. The meeting reconvened to open session at 2:14 p.m. with no action taken.

After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the February 27-28, 2015, agenda; January 22, 2015, Board meeting minutes; financial reports; 16 contracts totaling \$8,385.00; the hiring of Margaret Chubb-Financial Aid Assistant/Accounting Bursar, Krista Weber-Director of Human Resources, Kim Maier-Adult Career Pathway Coordinator, and Lisa Foust, Kandi Gillitzer, and Cara Jones as Health Information Technology Virtual Tutors; and the resignations of Brian Reuter, Evening Custodian, and Mary Hudson, Electromechanical Technology Instructor. Mr. Prange seconded the motion; motion unanimously carried.

Dennis Cooley, the new Executive Director for the Southwest Wisconsin Technical College Foundation, reviewed his background in development for the past 16 years. Mr. Cooley outlined the strengths and weaknesses he sees in the Foundation. He feels the Southwest Tech Foundation has a strong cash position, but an endowment of only \$1.65 million. He would like to grow the endowment dollars and introduced a new scholarship program where alumni and friends from the 30 school districts with Southwest Tech's district can set up their own scholarship fund or pool their gifts with others to create scholarships to assist incoming Southwest Tech students. Dr. Ford

informed the Board that the Foundation Board recently approved moving the Executive Director supervision to the Foundation Board. The President will no longer supervise this positions.

The Board heard an update on the development of the WTCS Health Insurance Consortium. Caleb White explained the WTCEBC governance structure noting vendors have been selected for legal, accounting, prescription drug vendor, and stop loss vendor. The third party administrators will stay separate. Although the college's will use their collective size to leverage savings and cost sharing, each college will maintain their own fund balance within the consortium.

Mr. White reviewed how the stop loss premium and internal pooling will be determined. The stop loss configuration will have three levels with the College paying up to the first \$100,000 per occurrence, the consortium will pay claims between \$100,000 and \$250,000 per occurrence along with an aggregating specific deductible of \$500,000 with the stop loss vendor covering claims over \$250,000 once the aggregating specific deductible has been meet. Actual costs will be allocated to the consortium members on a PEPM basis with a banding multiplier applied for stop loss and internal pooling shared layer claims costs. The initial stop loss multiplier will be based on each college's experience, with Southwest Tech's multiplier being high due to a high number/dollar claim experience last year. Mr. White indicated the consortium should save the College money this next year and further down the road should save even more. A recommendation for approval to join the Health Care Consortium will be brought to the Board in the next few months. The president of each member college will determine who will be on the Board of Directors representing that College.

Mr. White presented information relevant to the budget assumptions and parameters for the FY2016 Operational Budget. Priority initiatives include continued implementation of new programming, expanding training opportunities through Learn Your Way, increasing the number of adults served, enhancing the outreach sites, improving access to metrics, successfully implementing the health insurance consortium, and improving technology and processes for efficiency. Budget assumptions include a slight increase in district net new construction valuation, increase of 8 percent in health coverage, increase in utility rates, off boarding several large grants, slight decrease in Wisconsin Retirement System contribution rate, and an estimated 1450 FTEs.

Krista Weber, Director of Human Resources, provided the Board with a status report on staffing. Six positions approved in the Personnel Report were recently filled. Open positions in various stages of the hiring process include Farm Business & Production Management Instructor, Electrical Power Distribution Instructor, Electrical Power Distribution Lab Assistant, Career Connections Supervisor, Evening Custodian, and Electromechanical Technology Instructor.

Caleb White presented the 2014-15 Comparison FTE and 2015-16 Application Reports. Enrollment numbers reflect a decrease of approximately 5 percent in programs and 7 percent overall as compared to FY2014 enrollment. The application report reflected a five percent decrease in applications compared to the previous year.

A nomination for the District Boards Association 2015 Technical Education Champion (TECh) Award was discussed. The Board gave consensus to nominate Paul Gabriel, Executive Director of the District Boards Association.

Board Member Russ Moyer provided an update on his recent attendance at the ACCT National Legislative Summit. Sue Reukauf, Marketing & Public Relations Manager, provided a written report to the Board on the conference.

The District Boards Association 2015 Officer Nominations were discussed. Mr. Moyer will submit a nomination for Ed Lukasek from Western Technical College.

Mr. White provided a report on the Administrative Services department. Mr. White reviewed facilities projects for 2015-16, long-range plans for maintenance of facilities, emergency response/disaster recovery planning, information technology future projects, the different core business functions encompassed in fiscal services and future projects/themes for fiscal services.

Phil Thomas, Vice President for Student & Academic Affairs, provided an overview of Student & Academic Affairs. Dr. Thomas's report focused on the various departments within Student & Academic Affairs and FTE metrics. Included in the report were a breakdown of full-time and part-time credit students including average credit by type, recent and future program development and strategies for developing future programming, an overview of Student Services, and status of accreditation efforts.

Mr. Tuescher moved to recess the meeting until February 28, 2015, at 8:30 a.m. Ms. Mickelson seconded the motion and the meeting recessed at 4:50 p.m. The Board had dinner and breakfast for social purposes only with no College business being conducted at these events.

The Board of Southwest Wisconsin Technical College met in open session of a Board Retreat/regular meeting reconvening at 8:34 a.m. on February 28, 2015, at the Quality Inn, located at 1345 Business Park Road, Mineral Point, Iowa County, Wisconsin. The following members were present:

Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, James Kohlenberg, and Diane Messer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President, and Karen Campbell, Executive Assistant to the President/District Board.

The Board discussed conference attendance guidelines for Board members. Southwest Tech Board members have strong participation in the District Boards Association quarterly meetings. Mr. Moyer moved to allow up to four Board members to attend national conferences without full Board approval. Mr. Tuescher seconded the motion; motion unanimously carried. A conference follow-up report was also discussed with the recommendation made that Board members provide a report at the subsequent Board meeting.

Dr. Ford outlined the process used in development of the proposed 2015-18 Strategic Directions noting four open discussion sessions were held with faculty, staff, and administrative team members to provide input on the current and future strategic directions. The proposed directions included increase college access; improve student completion and success; strengthen partnerships; create a cohesive culture; prioritize customer service and effective communication; and advance quality, efficiency, and sustainability. Discussion followed on the proposed directions. The Board recommended separating quality, efficiency and sustainability as well as customer service and effective communication. The 2015-18 Strategic Directions will be brought back to the Board for further discussion and possible approval at the next meeting.

The College's 2015 Strategic Projects list was reviewed with the Board. The list was developed from suggestions made by staff members across the campus with Information Technology, Facilities, and Administrative Services developing individual department lists. The strategic projects will guide the College in budget preparation.

Dr. Ford updated the District Board on the proposed state budget. Concerns include a proposed tuition freeze on high-demand programs; increasing outcomes-based funding to 100 percent and adding a tenth criterion; and WTCS administrative consolidation with the State of Wisconsin for IT, human resources, and budget/finance.

Other reports presented by Dr. Ford included the organizational development project and salary advancement considerations. Dr. Ford reviewed the summary of the employee satisfaction survey and the survey recently completed by Honkamp Krueger and shared the planned actions to improve the College. A draft salary advancement system was discussed with no formal action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 11:51 a.m.

Darlene Mickelson, Secretary