

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JANUARY 22, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on January 22, 2015, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Heather Fifrick, Laura Nyberg, Sue Reukauf, Phil Thomas, and Caleb White. Public present included Melissa Gile, Student; Paul Gabriel, District Boards Association; Rob Callahan, Fennimore Times editor.

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 MEETING NOTICE/AGENDA**

Thursday, January 22, 2015

6:00 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

**REVISED**

**OPEN MEETING**

The following statement will be read: “The January 22, 2015, 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 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. Paul Gabriel, Wisconsin Technical College District Boards Association

**CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the Regular Meeting of December 18, 2014

C. Financial Reports

1. Purchase Orders Greater than \$2,500
  2. Treasurer's Cash Balance
  3. Budget Control
- D. Contract Revenue  
E. Personnel Items

### **PRESIDENTIAL SEARCH**

- A. Search Update
- B. Search Committee
  1. Search Committee Charge

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

- A. WTCS Health Insurance Consortium
- B. Student Services Report
- C. 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. Discussion of Presidential Search Committee per Wis. Stats. 19.85(1)(e) (f). {(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.} ((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.}.

### **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)}

Paul Gabriel, Wisconsin Technical College District Boards Association Executive Director, updated the Board on the District Boards Association and the 2015-17 Biennium Budget for the State of Wisconsin. Mr. Gabriel thanked Russ Moyer for his leadership as the District Boards Association President and Don Tuescher for leading the Human Resources Committee as co-chair.

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent Agenda including the January 22, 2015, agenda; December 18, 2014, Board meeting minutes; financial reports; 12 contracts totaling \$280,549.30; hiring of Dennis Cooley, Executive Director of the Foundation; and the resignation of Laura Bodenbender, Director of Human Resources, and Mindy Johnson, Career Connections Supervisor. Mr. Tuescher seconded the motion; motion unanimously carried.

Board Chairperson Eileen Nickels provided an update on the Presidential Search noting that recruitment for the position began on December 23. Michael Best & Friedrich has established an online secure extranet for the Presidential Search Committee to review applicant materials. Deadline for submission of documents for initial consideration is February 3, 2015, with the Presidential Search Committee slated to meet on February 9 to begin the review and initial interview process.

Ms. Nickels presented the Presidential Search Committee charge for approval. Mr. Kohlenberg moved to approve the committee charge as "Recommend the finalists for the position of the next President of Southwest Tech to the Board members on the Search Committee who may advance the finalists in the process for further evaluation by the District Board of Trustees." Ms. Fitzsimons seconded the motion; the motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented an update on the WTCS Health Insurance Consortium. Six colleges have submitted notice of their interest in joining the consortium. The committee developing the consortium has defined accounting practices, procedures, and policies and recently met with the stop loss gap and pharmacy providers.

Laura Nyberg, Dean of Students, and Heather Fifrick, Resident & Student Life Manager, presented a report on Student Services major activities and how they help the College achieve its Strategic Directions. Student Services components of career placement, pre-admissions, admissions, advising and counseling, learning resources, and resident and student life were outlined. Each area was reviewed including outcome measures and strategies to achieve these outcomes. Activities recently accomplished or in the process of being accomplished in the past year include Credit for Prior Learning, a four-step admissions process, degree audit, career assessments, a proactive approach to counseling and advising, writing a resident/student life plan, increasing career placement activities, creating a professional development workbook, building an additional student housing duplex to house eight students, and renovation/ construction of the Karen R. Knox Learning Center.

President Duane Ford updated the Board on College staffing noting current open positions include the Financial Aid Assistant/Accounting Bursar, Human Resources Director, Adult Career Pathway Coordinator, Farm Business & Production Management

Instructor, Electrical Power & Distribution Instructor, Career Connections Manager, and part-time Health Information Technology Virtual Tutors. These positions are in various stages of the hiring process. The position of Executive Director of the Foundation was recently filled.

The Board of Trustees reviewed the FY 2015 FTE report and 2016 application report. FTEs have decreased slightly as compared to last fiscal year at this time. Applications for Fall 2015 enrollment are currently projected at a six percent decrease compared to one year ago.

Chairperson Nickels provided an update on the state legislative day held mid-January and shared that Senator Marklein and Representative Tranel will hold a listening session on Southwest Tech's campus on February 2.

President Ford asked for Board members' input on the Board Retreat agenda and provided a reminder of the Statute 118.22 timeline for nonrenewal of certified staff members. He disclosed that the out-of-state online tuition rate will become effective with classes in the summer semester 2015 and that two disclosures of intellectual property have been signed.

Mr. Kohlenberg moved to adjourn to Closed Session with Ms. Fitzsimons seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:07 p.m. The Board meeting reconvened in Open Session at 8:18 p.m. Mr. Tuescher moved to accept the candidates selected for the Presidential Search Committee as determined in Closed Session. Ms. Messer seconded the motion; the motion unanimously carried.

With no further business to come before the Board, Mr. Kohlenberg moved to adjourn the meeting with Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 8:19 p.m.

---

Darlene Mickelson, Secretary