

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MARCH 26, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on March 26, 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:

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

Absent: Melissa Fitzsimons and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Ken Bartz, Karen Campbell, Tammie Engelke, Pam Johnson-Loy, Sue Reukauf, Karl Sandry, Phil Thomas, Krista Weber, Caleb White, and Kris Wubben.

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, March 26, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The March 26, 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

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussion of Presidential Finalist Qualifications, Interview Content and Contract Update 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 Board Retreat/Regular Meeting of February 27-28, 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
- F. Lease with Southwest Wisconsin Workforce Development Board

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

- A. WTCS Health Insurance Consortium
- B. WTCS Request for Approval – Remodeling of Welding Lab
  - 1. Resolution Approving Welding Lab Renovation Project
  - 2. Resolution Requesting State Board Approval of Welding Lab Renovation Project
- C. Second Reading of Board Governance Policy 4.5: College Strategic Directions
- D. First Reading of Board Governance Policy 3.3: Compensation and Benefits

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

- A. Public Safety Report
- B. 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 Preliminary Notices of Non-Renewal 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.}

2. Discussion of Dining Services 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

## **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)}**

Mr. Tuescher moved to adjourn to Closed Session for discussion of presidential finalist qualifications, interview content and contract update relating to presidential search per Wis. Stats. 19.85(1)(e). Ms. Mickelson seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:01 p.m.

The Board meeting reconvened in Open Session at 7:34 p.m. After reviewing the Consent Agenda, Ms. Messer moved to approve the Consent Agenda including the March 26, 2015, agenda; February 27-28, 2015, Board retreat/meeting minutes; financial reports; six contracts totaling \$5,056.68; and a six-month sublease agreement for the Southwest Wisconsin Workforce Development Board to rent office space at the Richland Center Outreach site. Ms. Mickelson seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, reported on the Wisconsin Technical College Employee Benefit Consortium. The College proposes to join five other Wisconsin Technical Colleges in the initial formation of the consortium. Mr. White reviewed the cost savings information with the Board and informed the Board that the College will be issuing a Request for Proposals for a third party administrator. Mr. Moyer moved to approve Southwest Wisconsin Technical College joining the Wisconsin Technical College Employee Benefit Consortium. Mr. Tuescher seconded the motion; the motion unanimously was approved.

Mr. White reviewed the proposed remodeling of the Welding Lab, Room 507. The remodeling would renovate the lab into a prep area for the remaining two Welding labs. Mr. White reported the budget is \$515,000, with the majority of the cost allocated for the exhaust system. The proposed timeline for completion is the end of the summer. Mr. Tuescher moved to approve the renovation of the Welding Lab with Mr. Kohlenberg seconding the motion. The motion unanimously was approved. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of the Welding Lab. Mr. Kohlenberg seconded the motion; motion was unanimously approved.

The Board reviewed the second reading of Board Governance Policy 4.5: College Strategic Directions. Dr. Ford shared that the directions were redrafted based on the comments from the Board Retreat. Ms. Messer moved to approve the revision, as presented, to Policy 4.5: College Strategic Directions. Mr. Moyer seconded the motion; the motion carried.

The first reading of a change to Board Governance Policy 3.3: Compensation and Benefits was reviewed. The change was necessary to remove references to the collective bargaining agreements. Mr. Tuescher moved to approve the first reading to the revised Governance Policy 3.3: Compensation and Benefits. Mr. Prange seconded the motion; motion carried. The policy will be brought to the April Board meeting for final approval.

Kris Wubben, Public Safety Supervisor, presented a report on Public Safety major activities and how they help the College achieve its seven Strategic Directions. Ms. Wubben introduced staff from the department that were present including Ken Bartz, Tammie Engelke, Pam Johnson-Loy, and Karl Sandry.

Public Safety consists of criminal justice-law enforcement, emergency medical services training, fire service training, and driver education. Each area was reviewed including type of training offered and students served. Ms. Wubben reviewed efforts which have improved efficiencies, including the development of electronic CPR cards, redistribution of training sites, and addition of a computer-based training manikin. The College is the only district in Wisconsin with HeartCode BLS online classroom training with testing via voice-assisted manikins. Current and future activities include:

- aligning the delivery of programs to a more uniform structure;
- expanding the hours needed for the law enforcement academy;
- increasing the pool of EMS instructors to support expanded offerings;
- increasing professional development opportunities for fire instructors to enhance the quality of instruction;
- working with UW-Whitewater to offer online driver education instructor training;
- evaluating the need for programming in fire/medic and paramedic; and
- improving processing efficiency, record retrieval, and cross training to allow for exceptional customer service.

Krista Weber, Director of Human Resources, provided an update on College staffing. Ms. Weber noted the Farm Business & Production Management Instructor, Electrical Power Distribution Instructor, Electrical Power Distribution Lab Assistant, Career Services Manager, Evening Custodian, Electromechanical Technology Instructor, Instrumental & Controls Technology/Electromechanical Instructor, and Midwife Clinical Coordinator positions are in various stages of the hiring process.

The Board reviewed the enrollment reports which reflected a five percent decrease in FTEs compared to last fiscal year and a decrease of 2.5 percent in applications for Fall 2015.

Dr. Ford shared the following in the President's Report.

- The College is working with the WiSys Technology Foundation to develop an intellectual property management agreement. WiSys is an organization that manages intellectual property for the UW System, except for UW-Madison and UW-Milwaukee.
- The College is participating in the experimental site initiative through the U.S. Department of Education, which allows the College to award financial aid to students seeking to receive credit for prior learning.

- Southwest Tech was awarded \$837,000 (requested \$893,000) in FY16 GPR Grants from the Wisconsin Technical College System.
- The State Board delayed action on setting 2015-16 tuition. Tuition and material fee rates for Summer 2015 were set at a rate equal to 2014-15. Rates for Fall and Spring will be adjusted depending on State Board and Legislative action.

Under Other Information, Mr. Moyer reminded the Board of the upcoming District Boards Association Spring meeting and provided an update on the search for the District Boards Association Executive Director position.

Mr. Tuescher moved to adjourn to Closed Session with Mr. Kohlenberg seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 8:28 p.m. The Board meeting reconvened in Open Session at 8:46 p.m. with no action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 8:46 p.m.

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Darlene Mickelson, Secretary