

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 28, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:03 p.m. on May 28, 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, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Darlene Mickelson

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Penny Demert-Neal, Katie Garrity, Dan Imhoff, Mary Johannesen, Julie Pluemer, Phil Thomas, Colleen Watters, Krista Weber, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times, future College President Jason Wood, Marsha Parker, and four Nursing students.

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, May 28, 2015

5:30 p.m. – Tour of Student Housing

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 May 28, 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. 2015 All-USA Community College Academic Team Recognition

2. Student Haiti Trip

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 23, 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. WTC District Boards Association Annual Dues Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Platteville Outreach Site Lease (Platteville Schools)
- B. Darlington Outreach Site Lease (Darlington Schools)
- C. Request from the Foundation for Matching Funds for FY2016
- D. Bid for Welding Lab Renovation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. FY2016 Budget Update
- B. Teaching, Learning & Academic Outreach Update
- C. Year-End College Performance Review
- 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 Presidential Search Expenses 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.
- B. Approval of Closed Session Minutes of April 23, 2015

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}

Nursing Instructors Colleen Watters and Penny Demert-Neal along with four students who participated in the trip provided a presentation on their learning experience in Haiti.

Marsha Parker, IT-Programming/Software Developer recent graduate, was presented with the 2015 All-USA Community College Academic Team recognition.

Upon review of the Consent Agenda including the May 28, 2015, agenda; April 23 Board meeting minutes; financial reports; fifteen contracts totaling \$16,563.75; hiring of Randy Leibfried – Evening Custodian, Joe Randall – Electrical Power Distribution Instructor, Bart Wood – Electromechanical Instructor, and Rex Smith – Dining Services Manager; the resignation of Lena Robinson – Learning Services Assistant; the retirements of Beth Whitish – Early Childhood Education Instructor, Scott Swan – Engineering Technology Instructor, and Janet Weigel – Web and Software Development Instructor; and the 2015-16 Wisconsin Technical College District Boards Association Annual Dues Assessment in the amount of \$20,788.06, Ms. Messer moved to approve the Consent Agenda. Mr. Moyer seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a rental agreement with Platteville School District for lease of two classroom spaces for 2015-16. Mr. White noted the cost increased slightly from \$325 per month to \$340 per month. Mr. Kohlenberg moved to approve the 2015-16 lease with Platteville School District for two classrooms to be used as an outreach site. Ms. Messer seconded the motion, which unanimously carried.

Mr. White presented a rental agreement with Darlington Community Schools for lease of one classroom space. He noted the rent remains the same as FY2015. Mr. Tuescher moved to approve the 2015-16 lease with Darlington Community Schools for one classroom to be used as an outreach site. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Duane Ford, College President, presented two requests from the College Foundation for matching funds from the College. Dr. Ford explained that the District Board approved a Foundation Board request to match the first \$15,000 of employee payroll deductions during FY 2015 designated to the Foundation. Given that such deductions exceeded \$15,000 in FY 2015, the Foundation Board's first request was that the District Board authorize payment of the \$15,000 match. Mr. Tuescher moved to authorize that payment to the Southwest Wisconsin Technical College Foundation. Mr. Prange seconded the motion; motion unanimously carried.

The second request was to increase the match to \$20,000 or \$25,000 if the percentage of employee payroll contributions increase to 40-49% or 50% or greater, respectively. Discussion followed. Mr. Tuescher moved to approve the requests to increase the match to \$20,000 if the percentage of employee's making contributions through payroll deduction increases to 40-49% or increase the match to \$25,000 if the percentage increases to 50% or greater. Mr. Kohlenberg seconded the motion; motion was approved.

Dan Imhoff, Director of Facilities, presented the bid results and recommendation for the Welding Lab renovation. Mr. Imhoff stated two bids were received and opened on May

26, and college administration is recommending the low bid from Rock Church Construction, Inc. Mr. Moyer moved to award the Welding Lab Renovation project to Rock Church Construction, Inc., of Livingston, WI, with the low bid of \$470,000. Ms. Messer seconded the motion; motion unanimously carried.

Mr. White provided an update on the development of the FY2016 budget and reviewed each of the six funds. The final budget will be presented to the Board in June for approval.

Julie Pluemer, Supervisor for Teaching, Learning & Academic Outreach, presented a report focused on major activities and how they help the College achieve its seven Strategic Directions. The department consists of two units – the Center for Teaching and Learning and Basic Education/Outreach. Ms. Pluemer reviewed the two units. The Center for Teaching and Learning includes staff development, curriculum development, articulation with four-year colleges, online learning, and K-12 initiatives. Basic Education/Outreach incorporates basic education at the outreach centers and GED/HSED as well as credit and non-credit offerings at the outreach centers.

President Ford presented a review of year-end College performance based on the seven Strategic Directions, the 2015 Strategic Projects including Facilities, Information Technology, and Fiscal Services projects, and Southwest Tech Foundation metrics.

Krista Weber, Director of Human Resources, provide an update on College staffing noting there are seven open positions, including three instructor positions, three hourly positions, and one salaried professional position.

The enrollment reports were reviewed by Caleb White. He noted the 2014-15 year-over-year comparison is forecasting a seven percent decrease while the 2015-16 year-over-year comparison report reflects a three percent decrease. The 2015-16 application comparison report for fall starts shows applications are slightly higher than a year ago.

Under the Chairperson's Report, Ms. Nickels reminded the Board of the annual Board dinner on July 13 and asked those interested in attending the ACCT Leadership Congress in October to notify Ms. Campbell.

Included in Dr. Ford's President's Report were updates on activities in the region and around campus.

- The College has partnered with two groups, one centered in the Madison area and one centered in the Dubuque area, each aimed at achieving regional designation as an IMCP (Investing in Manufacturing Communities Partnership) through the U.S. Department of Commerce.
- The WTCS State Board approved a two percent increase in tuition for fall and spring, with summer tuition remaining at FY2015 rates.
- The Medical Laboratory Technician reaccreditation portfolio was accepted by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The Nick Kramer Bust will be transferred to the College from the City of Fennimore.
- The City of Fennimore approved increasing the police liaison hours to 20 hours per week and increased the per hour charge from \$25 to \$35.

- There will be a meeting in Prairie du Chien in June with manufacturers and educational partners to identify post-secondary training programs in Prairie and facility needs.
- The Foundation Board members and the Industrial Division are contributing \$10,000 to the Foundation for recruitment scholarships.
- Three players from the Charger Golf Team are competing in the National Golf competition.
- Five different school districts, manufacturers, and community members have come together in Richland County along with Southwest Tech and UW-Richland to address career and technical education and workforce needs in manufacturing.
- The Joint Finance Committee (JFC) has forwarded the shared services proposal for the WTC System Office with some modifications. The JFC has given the authority to the Wisconsin Technical Colleges to be able to award credit for teacher license renewal directly and Course Options has been repealed by JFC.

Mr. Tuescher moved to adjourn to Closed Session for discussion of presidential search expenses per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 9:00 p.m. The Board meeting reconvened in Open Session at 9:16 p.m. Mr. Tuescher moved to adjust by \$6,000 the presidential search consultant fee with Michael Best & Friedrich, LLP, in time versus total fee quote for the presidential search. Mr. Prange seconded the motion; motion carried.

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

Darlene Mickelson, Secretary