

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 25, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:16 p.m. on June 25, 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, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Lisa Riley, Phil Thomas, Krista Weber, and Caleb White. Public present included Layla Merrifield, Executive Director of the WTC District Boards Association; Morna Foy, WTCS President; Conor Smyth, WTCS Director of Strategic Advancement; Linda Erickson; Sheri Ford; and future College President Jason Wood.

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, June 25, 2015

6:00 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting
Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The June 25, 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. Layla Merrifield, Executive Director for the WTC District Boards Association

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 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. Manpower Rental/Lease Agreement

OTHER ITEMS REQUIRING BOARD ACTION

- A. 2015-16 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale
- C. First Reading of Revision to Governance Policy 3.3: Compensation & Benefits
- D. 50th Anniversary Celebration

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Employee Benefit Consortium (Health Insurance) Update
- B. Information Technology 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 Discussing compensation items per Wis. Statutes 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 May 28, 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}

Layla Merrifield, the new Executive Director for the Wisconsin Technical College District Boards Association, addressed the Board outlining her background and thanking the Board members for eagerly participating in the District Boards Association conferences and activities.

Eileen Nickels thanked Diane Messer for her service to the District Board for the past three years. Linda Erickson was introduced as the replacement for Ms. Messer as the School District Administrator member.

After reviewing the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda including the June 25, 2015, agenda; May 28, 2015, Board minutes; financial reports; 26 contracts totaling \$67,525.41; employment recommendations of Stephen Goss-Instrumentation & Control Tech/Electromechanical Technology Instructor and Teresa Stanek-LTE Public Safety Administrative Assistant; resignations of Dennis Cooley, Executive Director of the Foundation, and Laura Nyberg-Comins, Dean of Students; and a rental/lease agreement between ManpowerGroup US and the College for lease of one on-campus office. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2015-16 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY16 budget was built on a decrease of 0.1 percent (\$27,000) in revenue and an estimated enrollment of 1565 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$126.06. Mr. Prange moved to approve the budget as presented with an operating budget of \$23,568,000. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried and the 2015-16 Budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$2,500,000 in general obligation promissory notes. The \$2,500,000 included up to \$755,000 in building remodeling and improvement projects and up to \$1,745,000 for acquiring moveable equipment. Mr. Moyer moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Messer seconded the motion. The motion unanimously carried and the resolution was approved and the sale of the bonds was set for July 13, 2015.

Dr. Ford presented a revision to Governance Policy 3.3: Compensation & Benefits. A policy revision had been approved in April 2015; however, this revision clarifies the statement and includes the compensation guidelines adopted by the Board. Ms. Messer moved to approve the first reading of the revision to Governance Policy 3.3: Compensation & Benefits. Mr. Moyer seconded the motion; motion unanimously carried.

Dr. Ford outlined the intent of the 50th Anniversary Committee noting that their objectives are to reconnect with alumni and improve the College's alumni records and to launch fundraising to move the College forward for the next 50 years. The 50th Anniversary of the College is July 1, 2017, and Dr. Ford asked the Board to support the celebration of the 50th by allocating dollars to the Committee. Mr. Kohlenberg moved to approve allocating \$12,500 in fiscal years 2016 and 2017 for the 50th Anniversary of the College. Ms. Mickelson seconded the motion; motion unanimously carried.

Mr. White and Krista Weber, Director of Human Resources, provided an update on the Employee Benefit Consortium. The Consortium will go live on July 1. Ms. Weber shared that four meetings were held for staff and retirees to introduce UMR, the new third party administrator for health insurance. Information was presented on UMR and The Alliance health network at those meetings.

Lisa Riley, Continuous Improvement Coordinator / Information Technology Supervisor, presented a report on the Information Technology department. Highlights of the report included the implementation plan for Laserfiche, the Enterprise Content Management system recently purchased; website development including revisions to the program webpages to enhance search engine optimization, improving the load time of the site, and improving accessibility for ADA compliance; and data security including an off-campus back-up site has been secured at Clare Bank in Montfort.

Ms. Weber updated the Board on recent staffing noting current open positions include Midwife Clinical Coordinator, Early Childhood Education Instructor, Dental Assistant Instructor, Learning Services Assistant, Grants Coordinator, Safety Instructor, Cook, Dean of Students, Executive Director of the Foundation, and part-time lab assistant for Electrical Power Distribution. The Resident & Student Life Manager position has recently been filled with an internal transfer.

Mr. White reviewed the enrollment reports with the Board. The College should finish FY15 with approximately 1525 FTEs. The application report reflected student registration slightly behind the same time last year.

Dr. Ford presented the College President's Report including the following:

- The Entrepreneurship Committee, chaired by Paul Bell, Business Management Instructor, is designed to identify students who are interested in operating their own business.
- A Southwest Wisconsin Technical College Real Estate Foundation has recently been created. This foundation will be a subsidiary of the Foundation and is designed to protect the Foundation's endowment. A Memorandum of Understanding is being developed for the College, the Foundation, and the Real Estate Foundation.
- The WiSys Technology Foundation agreement is complete. WiSys will manage the College's Intellectual Property.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing wage and compensation items per Wis. Statutes 19.85(1)(c). Mr. Prange seconded the motion. Upon roll call vote where all members present voted affirmatively, the meeting was adjourned to Closed Session at 8:10 p.m. Upon the meeting reconvening in Open Session at 8:36 p.m., Mr. Tuescher moved to approve an increase in base wages for all regular employees who are not at or beyond the top of their wage/salary range with those for whom a 1.6% increase would take their wage/salary over the top will receive a wage/salary increase to the top of the range, but less than 1.6%. Ms. Fitzsimons seconded the motion. The motion was unanimously carried. Ms. Fitzsimons moved to accept the adjustment of the noncredit adjunct scale to include a new wage range of \$17.00 to \$30.00 per hour and remove the mileage cap for reimbursement of miles traveled. Ms. Messer seconded the motion; motion unanimously carried.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 8:37 p.m.