

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 13, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:30 p.m. on July 13, 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Linda Erickson, Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Sue Reukauf, Phil Thomas, Krista Weber, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times; Brad Viegut, Robert W. Baird & Co.

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**

Monday, July 13, 2015

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

**OPEN MEETING**

The following statement will be read: “The July 13, 2015, annual 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
- C. Oath of Office – recently appointed Board members

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 25, 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

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

- A. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Second Reading of Revision to Governance Policy 3.3
- D. Resolution to Assign General Fund Reserves
- E. Signatory Authority Policy for 2015-16
- F. Designate Official Newspaper
- G. Designate Depository for 2015-16
- H. Designate College Legal Counsel for 2015-16
- I. Election of Officers

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

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **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)}

Recently re-appointed Board member Donald Tuescher read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 13, 2015, agenda; June 25, 2015, Board minutes; financial reports; four contracts totaling \$1,522.00 in June 2015; the transfer of Stephanie Brown to the Resident Life & Student Resources Coordinator position; and the retirement of George Dulzo, Criminal Justice Instructor, in December 2015, Ms. Mickelson moved to approve the Consent Agenda. Mr. Kohlenberg seconded the motion; motion carried.

Brad Viegut from Robert W. Baird & Co. presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Viegut explained the process noting the Moody's Rating was Aa2. Six bidders provided bids ranging from 1.3497 to 1.5976 percent. Mr. Viegut recommended the Board approve Piper Jaffray with the low bid.

Mr. Moyer moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to Piper Jaffray at a rate of 1.3497 percent. Mr. Tuescher seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented for approval the College's Three-Year Facilities Plan. Mr. Imhoff reviewed the plan. Remodeling projects for FY2016 include Labs 415 and 413 roof replacement, lab 413 rooftop air handling unit replacement, replacing Building 100 and 200 ceilings, Welding Lab 505 renovation, and remodeling the former Academic Success Center space. Projects included in the plan for FY2017 are tunnel upgrades, bookstore air handling unit and roof replacement, Building 300 remodeling and sprinkler, Buildings 100 and 200 entrance replacement, and the construction of a Fire Safety shed. Projects slated for FY2018 include Building 500 air handling unit replacement, kitchen and cafeteria remodel and fire sprinkler, building 500 hall ceiling and light replacement, Public Safety Complex vehicle/farm equipment storage building, and rebuilding the James building. Discussion followed on the plan, with it being noted that this is a plan and priorities could change. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2015-2018 with Mr. Kohlenberg seconding the motion. The motion unanimously carried.

Mr. Kohlenberg moved to approve the revision to Governance Policy 3.3: Compensation and Benefits. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a resolution to the Board assigning authority to Mr. White to assign and un-assign fund balance reserves on behalf of the Board. He explained that the Board would be informed during the audit process of the assignments. Mr. Tuescher moved to approve the resolution authorizing Caleb White, Vice President for Administrative Services, to assign General Fund reserves. Mr. Kohlenberg seconded the motion. Upon a roll call vote with Mr. Kohlenberg, Ms. Mickelson, Ms. Nickels, Mr. Prange, Ms. Sutton, and Mr. Tuescher voting affirmatively and Mr. Moyer voting nay, the motion carried.

The Board reviewed the 2015-16 Signatory Authority Policy, which identifies the Board Officers, President or President's designees to commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. Mr. Tuescher moved to approve the 2015-16 Signatory Authority Policy identifying those individuals designated with the authority to sign official or legally binding documents. Mr. Prange seconded the motion; motion unanimously carried.

At the July 8, 2013, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2014-2016.

Mr. White made a recommendation to continue with First Merit Bank as the official depository. Mr. Tuescher moved to designate First Merit Bank, Fennimore, WI, as the official College depository for 2015-16. Ms. Mickelson seconded the motion; motion carried.

After the Board reviewed the recommendations for legal counsel, Mr. Prange moved to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the general legal

counsel; retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for labor relations; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, as Bond Counsel. Ms. Sutton seconded the motion; the motion was approved.

Elections for Officers of the Board were held. Mr. Moyer nominated Ms. Sutton for Chairperson. Mr. Tuescher nominated Mr. Kohlenberg for Chairperson. A ballot vote was held and Mr. Kohlenberg was elected the 2015-16 Chairperson.

Mr. Moyer nominated Ms. Sutton for Vice-Chairperson. Mr. Kohlenberg nominated Ms. Nickels for Vice-Chairperson. A ballot vote was held and Ms. Sutton was elected the 2015-16 Vice-Chairperson

Mr. Tuescher nominated Mr. Prange for Secretary. Mr. Moyer nominated Ms. Mickelson for Secretary. A ballot vote was held and Ms. Mickelson was elected the 2015-16 Secretary.

Mr. Kohlenberg nominated Mr. Prange for Treasurer. Mr. Moyer moved to close nominations. Mr. Tuescher seconded the motion and Mr. Prange was named Treasurer.

The Board reviewed the 2015-16 Board Monitoring Schedule. Dr. Wood asked the Board for any suggestions on reports and asked that the Board members complete a brief evaluation tool of the monthly reports.

Mr. Imhoff provided a report focusing on major activities and how the Facilities department assists the College in achieving its Strategic Directions. He reviewed the current Facilities project list and discussed developing a master facilities plan.

Krista Weber, Director of Human Resources, provided an update on College staffing noting open positions in the various stages of the hiring process.

The Enrollment Report was reviewed with Mr. White highlighting the 7.5% decrease from one year ago. The FY2016 report was compared to FY2015 which reflected a 7% downward trend.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Legislative—Eileen Nickels and Don Tuescher; Human Resources—Don Tuescher and Linda Erickson; Program—Missy Fitzsimons and Linda Erickson; Marketing/Public Relations & Awards—Rhonda Sutton and Chris Prange; Interdistrict/Interagency Cooperation—Jim Kohlenberg and Darlene Mickelson; Bylaws, Policies, and Procedures—Chris Prange and Darlene Mickelson.

In the President's Report, Dr. Wood shared his introduction and orientation plan with the Board and asked the Board members to assist in introducing him to two or three individuals from their communities.

Mr. Kohlenberg moved to adjourn the meeting, with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 6:47 p.m.

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Darlene Mickelson, Secretary