

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 28, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:30 p.m. on April 28, 2016, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, 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. Jason S. Wood, College President; College Staff: Richard Ammon, Tonya Archie, Karen Campbell, Holly Clendenen, Kristal Davenport, Katie Garrity, Holly Miller, Karyl Nicholson, Lisa Sterrett, Barb Tucker, Krista Weber, and Caleb White. Public present included Jon Anderson, College Legal Counsel from Godfrey & Kahn.

Chairperson Kohlenberg 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, April 28, 2016

5:45 p.m. - Dinner

6:30 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The April 28, 2016, 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. Private Conferences with Individuals Receiving Preliminary Non-renewal Notices 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. Final 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.}

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 24, 2016, and Special Board Meeting of March 30, 2016
- 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. 2016-17 Out-of-State Tuition Waivers
- G. 2016-17 Membership to Association for Community College Trustees

OTHER ITEMS REQUIRING BOARD ACTION

- A. Request for Proposals: Learning Management System
- B. Request for Proposals: Auditing Services
- C. Bid for Building 400 Rooftop Air Handler Project

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Cost for Feasibility Study of Facilities Master Plan
- B. FY2017 Budget Update
- 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 Personnel 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.}
- B. Approval of Closed Session Minutes of March 24, 2016, and March 30, 2016

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}

Under Reports/Forums/Public Input, Danielle Partyka asked to address the Board. Ms. Partyka, a currently enrolled student, spoke about the resources and consistency the Library staff bring to the student experience.

Mr. Tuescher made a motion to adjourn to Closed Session for the purpose of private conferences with individuals receiving preliminary non-renewal notices per Wis. Stats. 19.85(1)(c) and final notices of non-renewal per Wis. Stats. 19.85(1)(c). Ms. Fitzsimons seconded the motion. Upon roll call vote where all members voted affirmatively, the Board meeting adjourned to Closed Session at 6:33 p.m.

The Board meeting reconvened to open session at 8:07 p.m. with no action taken on Closed Session items.

Mr. Tuescher moved to approve the Consent Agenda, as presented, including:

- the April 28, 2016, agenda;
- March 24, 2016, minutes of the regular Board meeting; March 30, 2016, minutes of the special Board meeting;
- financial reports;
- 12 contracts totaling \$167,605.13 in March 2016;
- internal transfers for Danielle Seippel – Registrar, Brian Kitelinger – Industrial Occupations & Safety Compliance Lab Assistant, Julie Pluemer – Supervisor of Pre-College Programs & Division Coordinator, Kim Maier – Innovative & Alternative Learning Manager, and Cynde Larsen – Associate Degree Nursing Instructor & Division Manager;
- the resignations of Jessica Helms – Marketing & Public Relations Assistant and Deb Thomas – Enrollment Services Specialist;
- the retirement of Denise Johanning - Nursing Assistant Instructor;
- the remission of out-of-state tuition for 700 credits for 25 needy and worthy students during the 2016-17 academic year; and
- the renewal of the 2016-17 membership to the Association for Community College Trustees for \$3,146.

Mr. Prange seconded the motion; motion carried.

Lisa Riley, Supervisor for Information Technology & Continuous Improvement, presented the Request for Proposals: Learning Management System. Ms. Riley explained the process used and noted that seven proposals were received. An internal evaluation team brought two vendors to campus for demonstrations with faculty and staff. After discussion, Mr. Moyer moved to award the Request for Proposals for the Learning Management System (LMS) to Schoology at a total cost of operations for five years of \$166,477.61. Mr. Tuescher seconded the motion, which unanimously carried.

Caleb White, Vice President for Administrative Services, reviewed the Request for Proposals for Auditing Services. Four proposals were received with the two highest ranked vendors brought to campus for interviews. Ms. Fitzsimons moved to award the RFP for Auditing Services to Wegner CPAs, Madison, WI for a three-year total cost of \$69,450. Ms. Mickelson seconded the motion. Upon voice vote with Mr. Moyer abstaining, the motion carried.

Mr. White reviewed the two bids received for the rooftop air handler project for Building 400. He noted this project is being coordinated with the reroofing of the building. Mr. Tuescher moved to award the bid for Rooftop Replacement Unit 412 Project in the amount of \$125,000 to Thermo/Dynamics, Inc., Spring Green, WI. Ms. Nickels seconded the motion. The motion carried on an unanimous voice vote.

Dr. Wood shared a proposal for costs for a feasibility study of the Facilities Master Plan. This topic will be discussed at the May Board meeting.

Mr. White reviewed the General Fund budget summary for FY2017. He noted at this point in time, there is a \$400,000 deficit. The general fund summary and other fund summaries will be brought to the Board for review at the May Board meeting. The final budget for FY2017 will be presented for approval at the June Board meeting.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included a part-time Child Care Assistant, Communications Instructor, and Marketing Specialist. The Software Developer position will be placed on hold for the immediate future.

A review of the year-over-year FTE comparison report and application report was presented by Caleb White. Mr. White indicated that the FTE report reflects an approximately two percent increase in FTE compared to the previous year. The application report comparing Fall 2017 to Fall 2016 applications indicated a slight decrease in applications received.

Dr. Wood's report to the Board included a summary of the interactive classroom activities he has participated with the Cosmetology, IT-Computer Support Technician, Criminal Justice, Medical Laboratory Technician, and Physical Therapist Assistant programs.

Under Other Information Items, Mr. Moyer noted that the ACCT Award nominations are now being accepted.

Mr. Tuescher moved to convene to Closed Session for the purpose of discussion of personnel per Wis. Stats. 19.85(1)(c) and the approval of the March 24, 2016, and March 30, 2016, Closed Session Minutes. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:52 p.m.

The Board meeting reconvened to open session at 9:04 p.m. with no action taken. Dr. Wood continued his President's Report noting that in the preliminary proposed FY2017 budget there is a salary increase included. Dr. Wood also shared that administration plans to move forward with the compensation analysis RFP and have budgeted \$250,000 for implementation of the study.

Ms. Fitzsimons moved to adjourn the Board meeting. Mr. Prange seconded the motion; motion unanimously carried. With no further business to come before the Board, the meeting adjourned at 9:09 p.m.

Darlene Mickelson, Secretary