

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

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:50 p.m. on June 28, 2016, in Room 3608 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, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Lisa Riley, Barb Tucker, Krista Weber, and Caleb White. Public present included Chuck Bolstad.

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**

Tuesday, June 28, 2016

5:30 p.m. – Light Supper

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting  
Room 3608 – Health/Science Center

**OPEN MEETING**

The following statement will be read: “The June 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

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 26, 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

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. 2016-17 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale
- C. Second Reading of Compensation Philosophy to be included in Governance Policy 3.3: Compensation & Benefits
- D. Bid for Outdoor Enclosed Cultivation Unit
- E. Bid for Mobile Welding Lab
- F. Prairie du Chien Outreach Site Lease with Workforce Connections

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Information Technology Report
- B. Accreditation Update
- C. 2016-17 Board Monitoring Schedule
- 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 Other Post-Employment Benefits (OPEB), President's Evaluation, and President's Contract 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}.
  2. Discussing Property Acquisition per Wis. Statutes 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 required a closed session.
  3. Approval of Closed Session Minutes of May 26, 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](mailto:accom@swtc.edu)}

After review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda including the June 28, 2016, agenda; May 28, 2016, Board minutes; financial reports; 80 contracts totaling \$1,000,758.22; internal transfer of Doris Pulvermacher-

Process Improvement Analyst/Supply Chain Instructor; resignations of Garry Kirk-Accounting Instructor, Yasmin Rioux-Communication Instructor, Randy Leibfried-Evening Custodian, and Amy Poteet-Online Specialist; and the retirement of Mark Randall-Business Management/Communication Instructor. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2016-17 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2017 budget was built on a decrease of \$500,000 in revenue and an estimated enrollment of 1,600 FTE students. The projected tax effect on \$100,000 of property value is estimated at \$125.34. Mr. Moyer moved to approve the 2016-17 Budget as presented with an operating budget of \$23,916,000. Ms. Fitzsimons seconded the motion. Upon roll call vote where all members voted affirmatively, the motion carried and the FY2017 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 \$430,000 in building remodeling and improvement projects and up to \$2,070,000 for acquiring moveable equipment. Mr. Prange moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale. Mr. Tuescher seconded the motion. With all members voting affirmatively in a roll call vote, the motion unanimously carried and the resolution was approved. The sale of the bonds was set for July 11, 2016.

Krista Weber, Director of Human Resources, presented the revised compensation philosophy that was initially presented to the Board on May 26. The College Council revised the philosophy to include the Boards' feedback. Mr. Moyer moved to approve the Compensation Philosophy as presented for it to be included in Governance Policy 3.3: Compensation & Benefits. Ms. Fitzsimons seconded the motion. Upon voice vote, the motion was approved with Mr. Tuescher dissenting.

Dan Imhoff, Director of Facilities, presented the bid summary for an outdoor enclosed cultivation unit for use in the Agri-Business programs. Four vendors were sent the bid specifications and one bid was received. The bid was within the estimate. Mr. Tuescher moved to accept the low bid from CEA Advisors for the Outdoor Enclosed Cultivation Unit in the amount of \$95,700. Ms. Mickelson seconded the motion; motion unanimously carried.

Bid specifications were sent to four vendors for a mobile welding lab. Mr. Imhoff explained that two bids were received, and that the unit is a trailer with a custom built lab. For the first year, the College will work with a local transportation company to pull and park the trailer at various locations. Mr. Moyer moved to accept the low bid from ITD-Innovative Trailer Design, Toronto, Ontario, for the Mobile Welding Lab in the amount of \$279,000. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Mr. White presented the lease agreement for one room from Workforce Connections, Inc., from LaCrosse, WI. This lease would allow the College to move the current outreach site from its current location to the new location allowing more synergy with Workforce Connections. Mr. Tuescher motioned to approve the one-year lease with Workforce Connections, Inc., LaCrosse, WI, for the outreach site in Prairie du Chien, WI. Mr. Prange seconded the motion; motion carried.

Lisa Riley, Information Technology Supervisor, presented a report outlining the three department goals for 2016-17. The goals include improving College security posture, improving communication within the College, and website evaluation and policies.

Dr. Wood provided an update on the November 14-16, 2016, accreditation visit by the Higher Learning Commission. This is the Comprehensive Quality Review and the end of an eight-year accreditation cycle. Board members asked that Dr. Wood provide a briefing in August and a more in-depth report at the October Board meetings to prepare the Board for the visit.

A draft of the FY2017 Board Monitoring Schedule was reviewed noting there will be a half-day retreat in October and a two-day retreat in February.

Krista Weber provided an update on staff. Ms. Weber noted the following positions were open and in the process of being filled: two communication instructors; one accounting instructor; three nursing instructors; one nursing assistant instructor; and one evening custodian.

The 2015-16 Comparison FTE and 2016-17 Comparison FTE Reports were reviewed by Mr. White. The 2015-16 report reflected a four percent increase in FTEs over the previous fiscal year. The FY2017 report currently shows an increase over FY2016, but Mr. White cautioned the Board that a large contract was not renewed which would affect the FTE numbers in the fall.

Under the President's Report, Dr. Wood noted that he and the Foundation staff have been out in the communities asking for investments in the College. Dr. Wood announced that the College along with Chippewa Valley Technical College and WI Indianhead Technical College have received an H1BVISA four-year grant to fund IT training for low-skilled young adults and a small number of incumbent workers. Southwest Tech's share is \$1,225,000.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing Other Post-Employment Benefits (OPEB), President's Evaluation, and President's Contract per Wis. Statutes 19.85(1)(c) and discussing property acquisition per Wis. Statutes 19.85(1)(e). Mr. Tuescher seconded the motion. Upon roll call vote where all members present voted affirmatively, the meeting was adjourned to Closed Session at 7:45 p.m. Upon the meeting reconvening in Open Session at 8:58 p.m., Ms. Erickson moved to have Chairperson Kohlenberg present the decision to Dr. Wood about salary and other compensation agreed to by the Board. Mr. Tuescher seconded the motion; motion unanimously approved.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 9:04 p.m.

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Darlene Mickelson, Secretary