

**MINUTES OF THE  
ANNUAL MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 11, 2016**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:30 p.m. on July 11, 2016, 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:

Charles Bolstad, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Josh Bedward, Karen Campbell, Dan Imhoff, Holly Miller, Matt Schneider, Dan Scullion, Toby Washburn, Krista Weber, Caleb White. Public present included Karen Bolstad, Becky and Mike Fernette, Erin Kube from the WI Dept. of Transportation, John Mehan from Robert W. Baird & Co., and Rob Callahan, *Fennimore Times* Editor.

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/AMENDED AGENDA**

Monday, July 11, 2016

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 11, 2016, 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 28, 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. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Trapshooting Club
- D. Signatory Authority Policy for 2016-17
- E. Designate Official Newspaper 2016-19
- F. Designate Depository for 2016-17
- G. Designate College Legal Counsel for 2016-17
- H. Election of Officers

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

- A. Facilities Update
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Boards Association Committee Appointments
  - 2. ACCT Leadership Congress: October 5-8, 2016, in New Orleans, LA
- 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 selling property to the WI Department of Transportation 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.
  - 2. Approval of Closed Session Minutes of May 26, 2016, and June 28, 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)}

Re-appointed Board members James Kohlenberg and Darlene Mickelson and newly appointed Board member Charles Bolstad read and signed the Oath of Office.

After a review of the Consent Agenda, including the July 11, 2016, agenda; June 28, 2016, Board minutes; financial reports; 14 contracts totaling \$39,084.45 in June 2016; and the employment recommendations of Melissa Klinkhammer - Academic Success Coach Lead and Michael Mann – Evening Custodian, Mr. Tuescher moved to approve the Consent Agenda. Ms. Mickelson seconded the motion; motion carried.

John Mehan from Robert W. Baird & Co. presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting the College received a Moody's Rating of Aa2. Eleven bidders provided bids ranging from 1.0108 to 1.2295 percent. Mr. Mehan recommended the Board approve UMB Bank N.A. with the low bid. Mr. Moyer moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to UMB Bank N.A. at a rate of 1.0108 percent. Ms. Nickels seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2017 remodeling and capital projects. Remodeling projects include replacement of the rooftop air handling unit and the roof on the Bookstore, Building 300 sprinkler installation, and a remodel of the Information technology entrepreneurial center. Capital projects include construction of a facilities storage building, addition of an instrumentation lab in Building 600, and a memorial patio area. Projects for FY2018 include Building 500 air handling unit replacement, kitchen/cafeteria remodel and fire sprinkler, Building 100 and 200 entrance replacement, paint and flooring upgrades in the three tunnels, and the addition of an Electrical Power Distribution/Fire Safety building. Projects for FY2019 include replacement of Building 500 makeup air units number 4 and 5, replacement of the Room 519 dust collector, and a Student Success and Economic Development project. Ms. Fitzsimons moved to approve the 2016 – 2019 Three-Year Facilities Plan with Mr. Tuescher seconding the motion. The motion unanimously was approved.

The Trapshooting Team/Club was presented to the Board by Matt Schneider and Dan Imhoff, the trapshooting advisors. They noted there are currently 11 high schools in our district with trapshooting teams. Twenty-two students in 13 different programs have expressed the intent to join the Trapshooting Club. Mr. Tuescher made a motion to approve the Trapshooting Team/Club as a college-recognized student club. Ms. Fitzsimons seconded the motion. The motion unanimously carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2016-17 signatory authority policy was presented for approval. Mr. Moyer moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2016-17 with the authority to sign official or legally binding documents. Mr. Prange seconded the motion; motion carried.

Bid proposals were sent to all district newspapers to designate the College's official newspaper for FY's 2017 – 2019. Two bids were received. The recommendation was made to designate *The Dodgeville Chronicle* as the official newspaper based on

circulation numbers. Mr. Tuescher moved to designate *The Dodgeville Chronicle* as the official newspaper for FY 2017 – 2019 at a cost per column inch of \$4.25. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Mr. White recommended to continue with First Merit Bank as the official depository. Mr. White noted that the official depository is on a five-year cycle with an RFP being conducted in fiscal year 2017-18. Mr. Tuescher moved to designate First Merit Bank as the official college depository for fiscal year 2016-17. Mr. Bolstad seconded the meeting; motion unanimously carried.

After the Board reviewed the recommendations for legal counsel, Mr. Moyer 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. Nickels seconded the motion; the motion was approved.

Elections for Officers of the Board were held. Mr. Tuescher nominated James Kohlenberg for Chairperson. Mr. Prange seconded the motion. Mr. Prange moved that the ballot be closed and an unanimous ballot be cast for Mr. Kohlenberg. Mr. Bolstad seconded the motion, and Mr. Kohlenberg was elected Chairperson.

Mr. Moyer nominated Chris Prange for Vice Chairperson. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Prange. The motion carried, and Mr. Prange was elected Vice Chairperson.

Mr. Moyer nominated Darlene Mickelson for Secretary. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Ms. Mickelson. The motion carried, and Ms. Mickelson was elected Secretary.

Mr. Tuescher nominated Melissa Fitzsimons for Treasurer. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. The motion carried, and Ms. Fitzsimons was elected Treasurer.

Dan Imhoff provided a report focusing on strengths and areas for improvement as well as major activities in the Facilities Department. He highlighted projects that had been completed and new initiatives for FY2017. Dan Scullion, Toby Washburn, and Josh Bedward, staff members in the department, were also present for the presentation.

A staffing update was provided by Krista Weber, Director of Human Resources. Positions in various stages of the hiring process include Software Developer, two Communication Instructors, Accounting Instructor, three Nursing Instructors, a Nursing Assistant Instructor, and an Instructional Design Specialist.

The Enrollment Report was reviewed with Mr. White noted that FY2016 FTEs increased three percent over the previous year. He also noted that for FY2017 the trend is an increase of eight percent. He reminded the Board that the increase in FTEs will be tempered with the loss of the UW-Platteville remedial math contract. This loss will be reflected in the September report.

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—Chris Prange; Interdistrict/Interagency Cooperation—Jim Kohlenberg and Darlene Mickelson; Bylaws, Policies, and Procedures—Chris Prange and Darlene Mickelson.

Board members attending the AACT Leadership Congress October 5 – 8 in New Orleans, LA, will be Russell Moyer, Charles Bolstad, and Melissa Fitzsimons.

In the President's Report, Dr. Wood shared that six new programs have been recently approved for financial aid and that the College will receive \$300,000 in WAT grant funding for contracted training.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing selling property to the WI Department of Transportation per Wis. Statutes 19.85(1)(e). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 6:35 p.m.

The Board reconvened to open session at 6:45 p.m. Mr. Tuescher moved to approve selling Parcel 1 of Transportation Project Plat 1662-02-26 – 4.01 Amendment 3, recorded as Document 777242, and filed in Cabinet C, Page 63C, recorded in Grant County, Wisconsin, to the Wisconsin Department of Transportation in the amount of \$22,425.00. Mr. Bolstad seconded the motion; the motion unanimously carried.

Mr. Tuescher moved to authorize President Jason Wood to sign, on behalf of the District Board, the legal documents selling a small portion of land to the Wisconsin Department of Transportation for reconstruction of the intersection located at Highway 18 and Bronson Boulevard in the amount of \$22,425.00, pending approval of the Wisconsin Technical College System President. Mr. Prange seconded the motion; motion unanimously carried.

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 6:48 p.m.

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Darlene Mickelson, Secretary