

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 26, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on April 26, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

Melissa Fitzsimons, Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, Kristal Davenport, Doug Pearson, and Caleb White. Public present included Robert Callahan and Diane Messer.

Chairperson Kohlenberg called the meeting to order. Proof of notice of the meeting was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, April 26, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The April 26, 2012, 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 Meeting of March 22, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue

- E. 2012-13 Out-of-State Tuition Waivers
- F. 2012-13 ACCT Membership Renewal

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Bids
 - 1. General Education Building Annex HVAC Replacement
 - 2. General Education Building Roof Replacement
 - 3. Robotic Trainers
- B. Personnel
 - 1. Resignations
 - 2. Retirements
 - 3. Employment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2012-13 Budget Report
- B. 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. Approval of Closed Session Minutes of February 23, 2012, and March 8, 2012
- B. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}

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}

Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the March 22, 2012, Board minutes; financial reports; 15 contracts totaling \$12,553.38; remission of out-of-state tuition for a projected 560 credits for 20 needy and worthy students during the 2012-13 academic year; and renewal of the ACCT Membership in the amount of \$2,795 for 2012-13. Ms. Nickels seconded the motion; motion carried.

Doug Pearson, Director of Facilities, reported on current construction projects noting that the construction of the Public Safety Building is 99 percent complete with occupancy scheduled for May 30. Change orders for the project totaled \$37,775, which is 3.2 percent of the total budget. Change orders included pulling cables from the transmitter to the building for electrical, door hardware, the elimination of one water meter, increased insulation, soil replacement, and boxes for pulling cables from the teaching stations.

Mr. Pearson presented the bid for the General Education Building Annex HVAC replacement. Three bids were received for the project to replace the unit and tie the HVAC system into the building automation system and lower level HVAC system. Items noted were the bid was nonspecific for the type of system and the bid will be an owner-direct materials purchase. The system recommended for installation by the low bidder is not part of the Trane system but will connect and work with our current Trane system. Mr. Tuescher moved to award the bid for the Building 150 (General Education Annex) replacement project in the amount of \$145,619 to DS Mechanical LLC, Dodgeville, WI. The actual contract with DS Mechanical LLC will be \$113,019 with owner direct materials purchases of \$32,600. Mr. Isaacson seconded the motion. Upon a roll call vote with all members voting yes, the motion carried.

Bids were reviewed for roof replacement on the General Education Building by Mr. Pearson. Seven bids were received for the project. Mr. Moyer moved to award the bid for the Building 100 (General Education Building) Reroof Project including Alternates #1 and #2, in the amount of \$229,810 to Nations Roof North of Waukesha, Wisconsin. Ms. Fitzsimons seconded the motion; the motion unanimously carried.

Caleb White, Director of Fiscal Services, presented a review of the bid received for a robotic training system for the Electromechanical Technology program. Bid specifications were sent out to nine vendors with one bid proposal received. The bid received is for a system like the current system being used in the program. Mr. White reported that the instructors are pleased with the current system and that the bid was significantly less than the original quote. Ms. Fitzsimons moved to accept the bid from Rixan Associates of Dayton, Ohio, for two (2) complete systems with robots and two (2) systems without robots in the amount of \$86,224. Mr. Isaacson seconded the motion; motion carried.

Under Personnel, two resignations and two employment recommendations were brought before the Board by Laura Bodenbender, Director of Human Resources. Mr. Isaacson moved to approve the acceptance of the resignation of Becky Fernette, Human Services Instructor, effective June 30, 2012, with Ms. Fitzsimons seconding the motion. The motion carried. With regrets, Mr. Tuescher moved to approve the acceptance of the resignation of Jaime Klein, Director of Information Technology, effective June 29, 2012. Mr. Prange seconded the motion; motion carried.

Ms. Bodenbender presented an employment recommendation for the Director of Student Services position. Thirty-five applications were received and four candidates were interviewed. Ms. Fitzsimons moved to approve the employment recommendation for Laura Nyberg-Comins for the Director of Student Services at a salary of \$85,390 for the 2011-12 year, with Ms. Nickels seconding the motion. The motion carried.

The second employment recommendation was for a Supervisor for Teaching, Learning, and Academic Outreach. Dr. Ford explained that this position is part of the reorganization. The person will be supervising a newly created unit focused on helping teachers be better teachers, reaching out to K-12 districts and university partners, as well as overseeing basic education and GED/HSED. Mr. Tuescher moved to approve the employment recommendation for Julie Pluemer for the Supervisor for Teaching, Learning, and Academic Outreach at a salary of \$80,278 for the 2012-13 year.

Caleb White presented an update the FY 2012 budget and the status of planning for the FY 2013 budget. The FY2012 budget should be balanced by the end of the year which is good considering we experienced a district wide decline in assessed valuation, a reduction of 30 percent in State Aid, and fewer FTEs than projected. For FY 2013 the draft budget currently reflects an approximate \$500,000 shortfall. Budget managers have been asked to review their requested budgets for reductions.

Laura Bodenbender provided an update on staffing noting that the hiring committee has made a recommendation for a Vice President for Student and Academic Affairs and an offer will be extended. Positions will be posted for an Electromechanical instructor, a part-time lab assistant, a Human Services instructor, and an Accounting Assistant/Bursar. A Lead Evening Custodian has been hired and there is currently a position open for applications for an administrative assistant to the Vice President of Student and Academic Affairs.

Mr. White reviewed enrollment reports with the Board. The year-to-year FTE comparison report indicates an eight percent decrease in FTEs this year as compared to last year. The report showing enrollment throughout the Wisconsin Technical College System reflects an average of a 6.3 percent decline.

Under the Chairperson's Report, it was noted that one application was received for the open Employee Member (north) Board position. A public hearing and Board Appointment meeting will be held on May 17. Mr. Moyer asked the Board to consider attending the October 2012 ACCT Leadership Congress.

In the College President's Report, Dr. Ford shared that the College is submitting, on behalf of the Board, a nomination for Jerry Brunner of Hartung Brothers, Inc., for the District Boards Association TECh Award. Other items included a reminder of graduation on May 19, and discussion on the draft 2012-13 Board Monitoring Schedule. A different College unit will be providing a presentation to the Board each month to keep the Board better informed about the work of our different divisions and departments. A suggestion was made to jointly meet with the Foundation Board possibly having the Foundation Board meeting in the afternoon, a joint dinner, and then the District Board meeting.

Dr. Ford informed the Board that the College and Northeast Iowa Community College (NICC) are in the process of updating the reciprocity agreement and would like to hold a joint signing with the two Boards. The Board agreed to move the June meeting to Monday, June 18. The Board will be hosted by NICC's Board at a dinner in Dubuque and then will meet in Southwest Wisconsin for the Board meeting. The Board also decided to hold their annual Board Dinner in July at Hickory Grove Country Club in Fennimore.

Mr. Prange moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 7:53 p.m. The Board reconvened in open session at 9:21 p.m. with no action taken. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 9:21 p.m.

Melissa Fitzsimons, Secretary