

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
AUGUST 23, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:03 p.m. on August 23, 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, James Kohlenberg, Diane Messer, Darlene Mickelson, 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, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times.

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:

**REVISED BOARD MEETING NOTICE/AGENDA**

Thursday, August 23, 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 August 23, 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
- C. Oath of Office (Recently Appointed Board Members)

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 9, 2012
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control
- D. Contract Revenue

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Request for Approval of Outdoor Dining Terrace Project
  - 1. Resolution Approving Outdoor Dining Terrace Project
  - 2. Resolution Requesting State Board Approval of Outdoor Dining Terrace Project
- B. Request for Approval of Student Services Renovation Project
  - 1. Resolution Approving Student Services Renovation Project
  - 2. Resolution Requesting State Board Approval of Student Services Renovation Project
- C. Personnel
  - 1. Employment
  - 2. Layoff
- D. Friend of the College Award

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Administrative Services Report
- B. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. Final 2011-12
  - 2. Projected 2012-13
- 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) 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)}
  - (2) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of July 9, 2012

## **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)}

Recently appointed Board members Diane Messer and Darlene Mickelson signed the Oath of Office. After reviewing the Consent Agenda, Ms. Nickels moved to approve the Consent agenda, including the Board agenda; the July 9, 2012, Board minutes; financial reports; and 14 contracts totaling \$144,609.15. Mr. Prange seconded the motion, which was unanimously approved.

Board approval was sought to move forward with the renovation of the outdoor dining area. Caleb White, Vice President for Administrative Services, reviewed the plans for this area and noted that if the project is approved it will be on the September 12 WTCS Board agenda for approval. Construction will start October 8 and be complete November 30. Bids will be brought to the Board for approval at the September 27 Board meeting. Mr. White explained that alternate bids are included in the bid proposals for work that could possibly be completed in house. The estimated cost of the project is \$237,000. Mr. Tuescher moved to approve the renovation of the outdoor dining area with Ms. Nickels seconding the motion. The motion carried. Mr. Tuescher then moved to approve the submission to the State Board for their approval of the renovation of the Outdoor Dining Area. Ms. Nickels seconded the motion; motion carried.

Mr. White presented the renovation plans for the Student Services area and noted that renovating Student Services will improve student registration, student recruitment, financial aid, and cashier functions. The cost of the project is estimated at \$500,000 and this project will also be submitted for approval on the September 12 State Board agenda. Student Services will be relocated to a vacant area in Building 300 the middle of October and renovation will take place from October 22 through January 4. Mr. White also noted that bids are due September 25 and a recommendation will be presented to the Board on September 27. Mr. Tuescher moved to approve the renovation of Student Services. Ms. Fitzsimons seconded the motion; motion carried. Mr. Tuescher moved to approve the submission of the Student Services renovation to the State Board for their approval with Ms. Fitzsimons seconding the motion. The motion carried.

Under Personnel, there was one employment recommendation presented by Laura Bodenbender, Director of Human Resources. Ms. Bodenbender shared that ten applications were received and three candidates were interviewed for the Human Services Associate Instructor position. Ms. Nickels moved to approve the employment recommendation for Julie Antonson for the Human Services Associate Instructor position at a salary of \$58,198 for academic year 2012-13. Ms. Mickelson seconded the motion; motion carried.

Duane Ford presented a potential list of programs that may have less than 15 new students after the final add/drop period the beginning of September. In June 2012, the Board approved a strategy whereby program staff members are issued preliminary notice of non-renewal letters as soon as possible after September 1 and effective at the end of their contract next year in any program with fewer than 15 new students enrolled on September 1. Dr. Ford explained that the point of issuing the preliminary notices now is to give staff nine months to address low-enrollment issues and for the College to assist the staff in addressing these issues. According to Statute, a preliminary notice of nonrenewal must be given to instructional staff by April 30 with a final notice issued by May 15. Dr. Ford does not feel that waiting until the end of April to issue a preliminary notice allows the instructor time to make corrective action. Staff members in programs in their first three years will not be given preliminary notices.

Mr. Tuescher moved to issue preliminary notice of non-renewal letters dependent on new student numbers following the final add/drop day to instructors of programs with less than 15 new students. Ms. Mickelson seconded the motion; motion carried.

Derek Dachelet, Director of External Relations, introduced the idea of a "Friend of the College" award. This award would recognize an individual or organization that has gone above and beyond the normal to advance the mission and values of the College. The District Board or President will nominate, the District Board will approve, and a plaque and proclamation will be presented to the recipient at a District Board meeting. Discussion followed on the need to establish criteria, that the award not be given out on a regular basis, and the award not be given to employees. The guidelines will be defined and be brought back to the Board for approval. Nominations will be funneled through the President's Office. Ms. Nickels moved to recognize Sheriff Keith Govier with a Friend of the College Award. Mr. Prange seconded the motion; motion carried.

Caleb White provided an Administrative Services Report updating the Board on current and new activities, future directions, and continuous improvement for Fiscal Services, Financial Aid, Facilities, and Information Technology. Mr. White noted that each department has developed a mission statement. Some of the initiatives being addressed currently and in the near future include developing, documenting, and becoming more efficient in processes and procedures; employing enhanced features and systems in CAMS and Dynamics; developing a new website and redesigning the internal website; implementing the application portal; developing the non-degree portal; and construction projects including the outdoor dining terrace, Student Services renovation, and the Student Activities Center.

Discussion followed on several areas in the departments. The in-house back-up system for Information Technology (IT) should be in place in September and the off-site IT storage is moving forward. The new website's content management system will be Drupal allowing for enhanced usability and functionality. The website will be operational by the end of the semester.

Mr. White outlined the timeline for the Student Activities Center noting that if approved by Student Senate, the plans will be brought to the September Board meeting for approval. Last year the Student Senate voted to pay for the activity center with Student Activities Fees. The new center will be located in Room 415 (the former Automotive Technician Lab) and will feature an open area with glass windows to make it visible from the hallway.

Ms. Bodenbender provided an update on College staffing. In August, there were five positions filled including three full-time instructors and two limited-term positions. Current positions open included a temporary college receptionist, lead evening custodian, and a Manufacturing Skills Standards Certification (MSSC) Coordinator/Instructor.

Mr. White presented the final FTE Report for FY 2012, which reflected a seven (7.0) percent decline from FY 2011. Also presented was a comparison of FY 2012 FTEs throughout the Wisconsin Technical College System. The statewide average was a decrease of four point seven (4.7) percent. The application comparison report for this fall was reviewed. New applications are down slightly compared to last year. The waiting list numbers are also down as staff members have been working diligently to get the wait list students into classes.

Under the Chairperson's Report, Mr. Kohlenberg asked for nomination suggestions for the District Boards Association 2013 Board Member of the Year Award. The Board decided to not nominate anyone this year since Russ Moyer was the 2012 award recipient.

Dr. Ford reported on the newly released Sullivan Report to the Council on Workforce Investment and College Workforce Readiness Council. Tim Sullivan, a special consultant to Governor Walker, examined the current workforce, workforce development, economic development, and education to develop the report. Some of the highlights of the report included:

- Implementing real-time labor market information;
- Reducing state subsidies for students who already have four-year degrees;
- Establishing academic/career plans for all students;
- Establishing stackable credentials for two-year programs;
- Establishing core credits that could be established statewide;
- Expanding funding options for less-than-half-time two-year degree and certificate students; and
- Incorporating performance-based funding at all levels of education.

The Governor has not endorsed any of the recommendations but feels the report is a good conversation starter and will be further exploring the recommendations.

The President's Report also included an update on summer hours and the Development Director's salary. A satisfaction survey related to the four-day weeks during the summer will be completed by staff members in order to determine the sustainability of the four-day weeks during the summer. In the Fall of 2011, the District Board had agreed to fund part of Betsy Ralph's, Foundation Director of Development, salary and benefits for each year up to three years. The Foundation will be providing the funds for all of Ms. Ralph's salary and benefits starting immediately.

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 8:32 p.m. The Board reconvened in open session at 9:54 p.m. With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 9:55 p.m.

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Melissa Fitzsimons, Secretary