

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 21, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 9:39 a.m. on December 21, 2012, in Room 490, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, and via teleconference. The following members were present via teleconference:

James Kohlenberg (joined at 9:50 a.m.), Diane Messer, Darlene Mickelson, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Melissa Fitzsimons, Russell Moyer, Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Rita Luna, Phil Thomas, Caleb White, and Kris Wubben.

Vice-Chairperson Nickels 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
AMENDED AGENDA
Friday, December 21, 2012**

9:30 a.m. – Regular Board Meeting
Room 490 – College Connection

The December 20, 2012, Board meeting was cancelled and has been rescheduled to Friday, December 21.

OPEN MEETING

The following statement will be read: “The December 21, 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 November 15, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Grant County Economic Development Corporation Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
- B. Reciprocity Agreement with Highland Community College

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Employee Handbook
- B. Strategic Projects

INFORMATION AND CORRESPONDENCE

- A. College President's Report

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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}

After reviewing the Consent Agenda, Mr. Tuescher moved to approve the consent agenda, including the Board agenda; the November 15, 2012, Board minutes; financial reports; and 24 contracts totaling \$35,678.01. Mr. Prange seconded the motion, which was unanimously approved.

Caleb White, Vice President for Administrative Services, reported that the FY 2012 Audit Report will be presented for approval at the January Board meeting.

Dr. Phil Thomas, Vice President for Student & Academic Services, presented a reciprocity agreement with Highland Community College for approval. Dr. Thomas indicated that the administrative details are very similar for the reciprocity agreement with Northeast Iowa Community College approved in June 2012. This agreement will provide an opportunity for district residents to have access to programs not offered at Southwest Tech and for Highland Community College residents to have access to programs not available at Highland Community College at in-state tuition rates. Mr.

Tuescher moved to approve the Highland Community College Reciprocity Agreement as presented. Ms. Mickelson seconded the motion; motion carried.

Dr. Ford updated the Board on the Employee Handbook, noting the Board subcommittee and faculty and staff members have reviewed the document and changes are being incorporated. The handbook will be sent to Mr. Jon Anderson, legal counsel, for his review. The handbook will be sent to the Board members in paper copy prior to the next Board meeting. The Board is scheduled to review the handbook at its January meeting with approval anticipated at the February Board meeting.

The list of current Strategic Projects will be reviewed in detail at the January Board meeting. Dr. Ford explained the intent of the Strategic Projects is to move the College forward in achieving the Strategic Directions approved by the Board last February. The Strategic Projects are driving the development of the budget for FY2014.

Under the President's Report, Dr. Ford stated the College is moving toward an RFP for the financial audit with the intent of developing a joint RFP with the Southwest Tech Foundation.

The Student Activities Center bid has been released to bidders. Changes to the project include flooring, ceiling, and the firewall. There is discussion on a jointly-funded position for housing/student activities to be funded through student activity fees and the Foundation.

Dr. Ford highlighted a new partnership with Northeast Iowa Community College (NICC) to create a Tri-State Advanced Manufacturing Center for Excellence. This new partnership will meet regional demands for workforce development, offer specialized training, consulting, technical assistance, research and development, and related activities. The College and NICC are creating a Memorandum of Understanding for this partnership, with Southwest Tech providing \$25,000 for administration of the Center.

A recommendation will be brought to the January Board meeting for an IT backup system. Staff members have been in discussion and will have a proposal developed.

With no further business to come before the Board, Mr. Tuescher, seconded by Ms. Mickelson, moved to adjourn the meeting. The motion carried, and the meeting adjourned at 10:00 a.m.

Melissa Fitzsimons, Secretary