

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



The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. p.m. on February 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, Russell Moyer, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: William Carlin, Dean Isaacson, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Andrew Calhoun, Karen Campbell, Joyce Czajkowski, Derek Dachelet, Kristal Davenport, Jaime Klein, Doug Pearson, Barb Tucker, Caleb White, and Kris Wubben.

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, February 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 February 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

ADJOURN TO CLOSED SESSION

- A. Approval of Closed Session Minutes of January 26, 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 26, 2012
- C. Minutes of the February 3-4, 2012, Board Retreat
- D. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- E. Contract Revenue

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
- B. Computer Support Technician Embedded Technical Diploma in Associate Degree IT Programs
- C. First Reading of Governance Policies
 - 1. Policy 4.1: College Vision
 - 2. Policy 4.2: College Mission
 - 3. Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Parameters & Assumptions
- B. 2010-11 Strategic Direction Results
- C. Grants Update
- D. Staffing Update
- E. Information Technology (IT) Update

INFORMATION AND CORRESPONDENCE

- A. FTE 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

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 February 23, 2012, agenda; January 26, 2012, Board minutes; financial reports; and contract revenue totaling \$8,690.49. Mr. Moyer seconded the motion; motion carried.

Doug Pearson, Director of Facilities, provided the following update on construction projects on campus.

- Public Safety Complex: In the process of closing out the paperwork; Action Target has been on-site working on the firing range target system; the Bricklaying & Masonry students will be building the columns for the two pavilions with Maintenance staff building the roofs.
- Public Safety Building: Progressing per schedule with the exception of the late arrival of the air handler unit; working on design of asphalt parking lot
- Landscape Master Plan: The Plan has been revised and Mr. Pearson is talking to the landscape architects on what can be accomplished in Phase 1 for \$150,000.
- Buildings 300-400 Space Place: The design of the space plan will be completed simultaneously.
- Other Projects: Bid documents are being developed for the 100 Annex HVAC replacement and 100 roof replacement; the Electromechanical Technology lab renovation will be a summer project for Maintenance staff; an RFP for the Child Care Center playground will be sent out in the next month; carpet replacement is scheduled in Building 200 for this coming week; the College is receiving utility penalties due to the air compressor units in the Ag/Auto Building not using enough power to run efficiently.

Under Other Board Action, the Audit Report was tabled until the March Board meeting. Joyce Czajkowski, Dean of Business & Chief Academic Officer, presented a proposal for a one-year embedded technical diploma in Computer Support Specialist. The program is ladderred with the associate degree IT-Computer Support Specialist and IT-Network Communication Specialist programs. The associate degree programs have been modified to include industry-recognized certifications. Mr. Moyer moved to approve the Computer Support Technician, 31-154-1, embedded technical diploma program. Mr. Tuescher seconded the motion; motion carried.

The Board reviewed Governance Policies 4.1, 4.2, and 4.5 College Vision, Mission, and Strategic Directions as outlined in the District Board Governance Policy Manual. Mr. Moyer moved to approve the first reading of the Governance Policies 4.1, 4.2, and 4.5. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Director of Fiscal Services, presented information relevant to the 2012-13 budget assumptions and parameters. Mr. White outlined a change to the process noting that in the past the Board has approved specific activities and initiatives and this year the activities will be tied to the Strategic Plan. Budget assumptions and parameters were outlined including a stagnation of declining property values, a seven percent increase in health and dental insurance premiums, flat utility expenses, increased operational expenses for the Public Safety Complex, mileage reimbursement rate increase on 1-1-12, WRS increase to 11.8 percent, wage settlements unknown at this time, and projection of 1700 FTEs.

Barb Tucker, Director of Institutional Advancement, provided a report on the 2010-11 Strategic Direction results, noting that 2010-11 was the last year of the three-year Strategic Plan. Ms. Tucker also provided the Board with an update on grant activities for 2011-12 including AEFL, GPR, Perkins, Workforce Advancement Training, state, and federal grant programs. Ms. Tucker informed the Board that the College recently participated in two consortium grants, which have received funding. One of the grants is titled Bridges2Health Care and is a 12-college consortium, 3-year grant, with Southwest Tech's share at just around \$625,000. This grant is funded through the Dept. of Labor and Dept. of Education and will support workers in obtaining the necessary knowledge, skills, and credentials to achieve well-paying employment in health fields. The other consortium grant is through the Department of Labor and with Northeast Iowa Community College, several four-year Dubuque colleges, and numerous companies and has several components. Southwest Tech will receive almost \$1 million to train incumbent manufacturing maintenance workers on the machine-IT networks.

The Board heard a staffing report from Laura Bodenbender, Human Resources Director. Two Information Technology positions have recently been filled, an offer has been made for the Academic Success Center lab assistant position, the Director for Student Services and Vice President for Student & Academic Affairs positions have been posted, and a posting is being prepared for the Ag & Industrial administrative secretarial position.

Jaime Klein, Director of Information Technology (IT), provided an update on IT projects and infrastructure. She reported on a comparison of current systems and where we were at five years ago. Dr. Klein outlined projects currently being developed including connecting the fiber system for the Public Safety Complex; creating a new website; expanding ImageNow, implementing the Foundation development module in CAMS, and developing non-degree online registration; state and federal reporting systems, electronic degree audit, and an online application.

Caleb White reviewed the most recent FTE report which reflected an 11 percent decrease compared to a year ago. Applications for 2012-13 students reflect an increase of 50 applications for next year.

Under the Chairperson's report, Mr. Kohlenberg asked for volunteers to serve on an Employee Handbook Review Committee. Ms. Bodenbender explained the process for the development of the Employee Handbook and indicated this committee would be meeting in June and July with much of the work needed being done electronically. Board members volunteering included Mr. Kohlenberg, Ms. Sutton, and Ms. Fitzsimons.

Chair Kohlenberg informed the Board that Board positions representing Employee (South), Employer (South), and District School Administrator are up for election this spring. The Board Appointment Committee meeting will be held on April 12, 2012. Mr. Moyer updated the Board on his recent trip to the National Legislative Seminar in Washington DC noting the focus was on Pell grants and Perkins funding. They were able to meet with Senator Kohl and Representatives Kind and Johnson.

Dr. Ford reported on the following:

- The District Boards Association Tech Award nominations are due May 1.
- The Foundation Board has decided to move forward with potentially purchasing the Forseth property adjacent to the current Student Housing. The Foundation is also exploring the possibility of renting Student Housing to Trelay and their contractor for migrant housing during the summer.
- The College has been approached by a company to purchase a membership for grant writing capacity. This membership would garner the College eight to ten major grant proposals per year and access to research papers. Dr. Ford and Ms. Tucker are exploring the possibilities.
- A 1+1 AA/AS degree agreement is being explored with Nicolet Technical College where the students would be Nicolet students but Southwest Tech would provide the first year of courses. The goal is to have Nicolet offer the second-year courses on Southwest Tech's campus.
- The City of Fennimore, Grant County Economic Development, and Southwest Tech have been discussing the possibility of an innovation/incubator center. The City and Grant County Economic Development would like to see Southwest Tech's laboratories, equipment, and expertise available to potential entrepreneurs for innovation, testing, prototyping, and related activities. This is in the exploration phase, but Southwest Tech's commitment would only be to provide the space during noninstructional hours.

Ms. Fitzsimons moved to adjourn to closed session with Mr. Moyer seconding the motion. Upon a roll call vote with all members responding affirmatively, the meeting adjourned to closed session at 8:39 p.m. The Board reconvened in open session at 9:26 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 9:28 p.m.

Melissa Fitzsimons, Secretary