

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 23, 2014**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on January 23, 2014, 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:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and 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, Doug Pearson, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times; Scott Haumersen and Natalie Rew, Wegner CPAs.

Chairperson Nickels 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/AGENDA

Thursday, January 23, 2014

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The January 23, 2014, Board 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 December 19, 2013
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items
 - 1. Employment
 - 2. Resignations

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY 2013 Financial Audit
- B. Request for Approval of Library Area of Building 300 Renovation
 - 1. Resolution Approving Library Area of Building 300 Renovation Project
 - 2. Resolution Requesting State Board Approval of Library Area of Building 300 Renovation Project
- C. Request for Approval of Cosmetology Renovation
 - 1. Resolution Approving Cosmetology Renovation Project
 - 2. Resolution Requesting State Board Approval of Cosmetology Renovation Project
- D. Request for Approval of Rental of Facilities in Richland Center, WI
 - 1. Resolution Approving Lease
 - 2. Resolution Requesting State Board Approval of Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Transition Plan for Facilities Projects
- B. Industry, Trades & Agriculture Report
- C. 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

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 it, Mr. Prange moved to approve the Consent Agenda including the January 23, 2014, agenda; December 19, 2013, Board minutes; financial reports; 11 contracts totaling \$18,543.65; hiring of Stephanie Brown as Advisor, Tonya Archie as LTE Logistics Instructor/Program Coordinator, and Christal Foreyt, Nursing Instructor; transfer of Emily McBee, Day Care Manager/Early Childhood Instructor; and the resignation of Doug Pearson, Director of Facilities, and Jessica Esser, Bursar. Ms. Mickelson seconded the motion; motion carried.

Mr. Scott Haumersen and Ms. Natalie Rew of Wegner CPAs presented the 2012-13 Financial Audit. They reviewed the independent auditor's report, journal entries

adjustments, internal control, statement of net position, unrestricted net position, revenue sources, functional expenditures, general obligation debt, other post-employment benefits, and OMB A-133 Single Audit. The College complied with all compliance requirements and no material weaknesses, internal control, or other significant deficiency was identified. Mr. Moyer moved to approve the FY2013 Financial Audit, as presented, with Mr. Tuescher seconding the motion. Motion carried.

Doug Pearson, Director of Facilities, presented a proposal to renovate the library area to include the library, academic success center, student support services, media services, and the food pantry. The area will become the College's "Learning Center" and will improve academic support services. The renovation cost is projected at \$1.45 million. Mr. Tuescher moved to approve the renovation of the library area of Building 300. Ms. Fitzsimons seconded the motion; motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of the library area. Mr. Kohlenberg seconded the motion; motion carried.

Mr. Pearson reviewed a proposal to renovate the cosmetology classroom and lab workstations. The Phase I renovation would provide more classroom space for first-year students, replace the existing workstations with updated stations, and replace the HVAC unit. The estimated cost for the renovation is projected at \$250,000. Phase 2 of the renovation is slated for FY2015 and would include moving the reception area. Ms. Fitzsimons moved to approve the renovation of the cosmetology classroom and workstations. Ms. Messer seconded the motion; motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of the renovation of cosmetology. Ms. Mickelson seconded the motion; motion carried.

The lease for the Richland Center outreach site was presented. Mr. Pearson noted the current lease expires June 30, 2014. There is a need for two classroom spaces at this facility and other spaces in Richland Center were looked at, however, it would be cost prohibitive to renovate. The outreach staff members have developed partnerships with the other agencies located at the site for referrals and felt this is a valuable resource for them and wish to maintain the close proximity with these agencies. The owner of the current site has agreed renovating the site to provide one large/two smaller classrooms. Caleb White is working with the partner agencies to sublet space. The \$2300 monthly lease cost will remain the same as the current lease. Mr. Moyer moved to approve the lease of 3,600 square feet of space located at 26220 Executive Lane, Richland Center, WI, to provide an off-site classroom/office space. Mr. Kohlenberg seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the lease on an off-site classroom/office facility in Richland Center, WI. Ms. Fitzsimons seconded the motion; motion carried.

Doug Pearson provided an overview of facilities projects and the plan to move the projects forward after he leaves his position the end of January. Facilities personnel have been assigned to the projects and the architect and engineers will have a greater presence on campus until Mr. Pearson's position is replaced.

A report on the Industry, Trades & Agriculture division was presented by Derek Dachelet, Dean of the division. Mr. Dachelet highlighted enrollment numbers for Fall 2014, an OSHA audit of the shops, donations and industry partnerships, credit-for-prior learning and articulation, the Tri-State Advanced Manufacturing Center for Excellence,

moving the Farm Business & Production Management program to a more flexible, entrepreneurial model, and a LERN program review of Business & Industry Services.

The LERN program review assessed the contracting operation and staff productivity. Areas needing to be addressed from the program review include becoming less grant dependent, production costs, and the need for dedicated sales staff. Focus areas for Business & Industry Services include more WAT grants, Fast Forward grants, food safety/wiring code training, monthly continuing education for maintenance mechanics, and lean principles for government.

Mr. Dachelet reviewed programming opportunities in Industry, Trades & Agriculture. Programming being explored are a one-year diploma in maintenance mechanic, an associate degree in instrumentation and controls technology, a 15-month Electromechanical Technology program, the CNC Setup/Operation program, growth of apprentice programs and an agriculture career pathway.

Laura Bodenbenber, Director of Human Resources, provided the Board with an update on staffing. She noted Stephanie Brown, Tonya Archie, and Christal Foreyt were hired and approved under the Consent Agenda. Emily McBee is transferring to the Day Care Manager/Early Childhood Instructor position. Interviewing is taking place for two Financial Aid Specialist/Accounting Bursar positions, and the Director of Facilities position has been posted.

The Board reviewed the latest 2013-14 Comparison FTE and 2014-15 Application Reports. Enrollment numbers remain flat as compared to FY2013 enrollment.

The Chairperson's Report included an overview of the District Boards Association conference held mid-January.

Dr. Ford reported to the Board that he will be making advocacy visits to business and industry asking for them to share with legislators, agencies, and others the value the technical college brings to the district, students, and employers. Dr. Ford shared that the Governor's State of the State Address included a proposal for property tax relief for the College's taxpayers.

The Board was informed of several events on-campus this spring. Southwest Tech will be hosting an Advancing Wisconsin Manufacturing Seminar Series March 21 with Wisconsin Manufacturers & Commerce (WMC). The WTCS Office will hold an event on campus March 25 to celebrate agriculture. The focus of the day will be the technical colleges' engagement with agriculture.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting; Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 8:46 p.m.

Darlene Mickelson, Secretary