

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



The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on January 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:

William Carlin, Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons

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, Caleb White, Kris Wubben; and landscape architect Garret Perry.

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, January 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 January 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 December 22, 2011
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control
- D. Contract Revenue

## **CONSTRUCTION UPDATE**

- A. Public Safety Building

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Financial Audit
- B. Building 300-400 Space Plan
- C. Landscape Master Plan
- D. Community Service Courses
- E. Liquor License
- F. Personnel
  - 1. Employment

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing 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

## **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)}
- B. Closed Session Minutes of December 22, 2011

## **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)}

After reviewing the consent agenda, Mr. Carlin moved to approve the consent agenda including the January 26, 2012, agenda; December 22, 2011, Board minutes; financial reports; and contract revenue totaling \$42,103.21 for 21 contracts. Ms. Nickels seconded the motion; motion carried.

Doug Pearson, Director of Facilities, updated the Board on the current construction of the Public Safety Complex noting the complex is complete and he is working on closing out the paperwork. The contract with Olympic Builders was an owner-direct purchase of materials. The amount left over for the purchase of materials is being disputed by

Olympic Builders because they feel the money should go to them. Milestone was billing Olympic for materials for the Public Safety Building instead of Midwest Builders; this is being corrected.

Work is progressing on the Public Safety Building with a targeted completion date for the building being mid-March. Construction will be complete except for a section of the south wall and the mechanical room due to delay in delivery of an air handler unit. A change order summary was reviewed and indicated an additional \$19,991 in changes or 1.7 percent of the total project cost. The contingency was set at 10 percent of total cost.

Under Board action, Caleb White, Director of Fiscal Services, presented the seven fund balances for the 2010-11 budget. The full audit has not been completed yet due to the unavailability of an Other Post Employment Benefit (OPEB) actuarial report. The OPEB report should be completed and the full audit presented at the February Board meeting. In reviewing the fund balances, Mr. White noted that the Fund 1 (Operational) balance is up to \$5.5 million. Board policy states this fund balance needs to be at a minimum of 2.5 months of operational costs and is slightly above that benchmark. No action was taken on the 2010-11 Financial Audit.

Doug Pearson presented a space plan remodel for Buildings 300 and 400 and reviewed the plan modifications made from the last Board meeting. In addition, a revised three-year project summary with a total cost of \$6.2 million was presented. Board members expressed concern with the scope of the project and the cost. The Board toured the facilities proposed for renovation. After the tour, no action was taken. Revised plans will be brought back for Board approval.

Garrett Perry from Design Studio, Etc., presented detailed plans for landscaping of the Building 100 entrance, the Main Entrance, the Health/Science Center amphitheater area, and the back patio. Mr. Perry explained that the concept was to create a focal entrance and provide areas that would draw students outside. The total cost is estimated at \$3.25 million - \$3.5 million, which would be spread out over a 20-25 year plan. Concerns were expressed with parking for buses and the loss of general parking. The concept plans will be refined and 3D perspectives will be created. No action was taken.

Caleb White explained the history of community service courses noting that the College used to offer these courses, but lost money on the courses. He explained the different aid codes with 10, 32, 31, and 30 being credit courses. The 42, 47, and 60 aid codes are for noncredit courses with 42 aid code designated for general adult continuing education, aid code 47 courses are more vocational focused, and the aid code 60 courses apply to educational activities that are leisure in nature. The State regulates what can be charged for tuition on the different aid codes except for aid code 60 courses. Mr. White recommends offering these courses with offerings priced at market rates but with a floor of the cost recovery method currently employed by the College for contracts. Mr. Moyer moved to this recommendation; Mr. Tuescher seconded the motion. The motion unanimously carried.

Dr. Ford presented an update on the application for a Class B liquor license. The license would allow the College to host professional meetings, events, and fundraisers where it is desirable to serve liquor. It would also allow the College to fill a current hole in the Culinary Management curriculum, with Jeff Dombeck, Culinary Management

Instructor, designated as the College's official agent. Discussion followed on the need for the license in the Culinary program and whether this would affect Fennimore establishments. Mr. Tuescher moved to authorize the College to obtain a "Class B" liquor license, with Ms. Nickels seconding the motion. With one member opposing, the motion carried.

Laura Bodenbender, Director of Human Resources, presented personnel items. An employment recommendation was reviewed for the Medical Laboratory Technician Instructor position that became vacant at the end of the first semester. One applicant was interviewed and selected. Mr. Tuescher moved to approve the employment recommendation for Joan Young for the Medical Laboratory Technician Instructor at a salary of \$54,485 for the 2011-12 year. Mr. Moyer seconded the motion; motion unanimously carried.

Ms. Bodenbender outlined an employment recommendation for a Basic Education Instructor. She noted that 22 applications were received with 7 candidates interviewed. Mr. Carlin moved to approve the employment recommendation for Brenda Schwarzmann for the Basic Education Instructor at a salary of \$49,759 for the 2011-2012 year. Mr. Isaacson seconded the motion; motion unanimously carried.

The Board heard a staffing update by Ms. Bodenbender. Three support staff positions have been filled and the Director of Student Services position has been posted. Discussion followed on the staffing level in the Information Technology and Student Services departments.

Mr. White provided the Board with a comparison FTE Report from the previous year and a statewide FTE comparison report. The comparison FTE Report showed a seven percent downward trend compared to one year ago. The statewide trend reflects an average six percent decrease in FTEs.

Included in the President's Report was a review of the February 3-4 Board Retreat agenda, a report on the Prairie du Chien Correctional Institution (PDCCI) graduation, the Small Business Development Center (SBDC), and a police liaison. PDCCI graduated 15 students and are interested in expanding its class/program offerings.

The Southwestern Wisconsin Small Business Development Center will not be administered from Southwest Tech, but will continue with UW-Platteville administering the funding. Due to upcoming policy changes in funding disbursement, Dr. Ford would like to continue with the current partnership. The SBDC Director is on campus one day a week to provide support to entrepreneurs in starting their own business. Dr. Ford noted that while SBDC's mission is to help entrepreneurs start new businesses, local and regional economic development corporations market the region to existing businesses seeking new locations and work to retain the businesses we have

The Fennimore City Council approved a contract with the College to provide police liaison services on campus for six hours each week. The officer will work with Doug Pearson. The contract expires at the end of the academic year.

Mr. Isaacson moved to adjourn to closed session, with Mr. Carlin seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to

closed session at 9:45 p.m. The Board reconvened in open session at 9:54. With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 9:54 p.m.

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Melissa Fitzsimons, Secretary