

**MINUTES OF THE  
ANNUAL MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 8, 2013**

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:31 p.m. on July 8, 2013, 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, Darlene Mickelson, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer, Russell Moyer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Laura Bodenbender, Karen Campbell, Derek Dachelet, Laura Nyberg-Comins, Doug Pearson, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times.

Chairperson Kohlenberg 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**

Monday, July 8, 2013

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

**OPEN MEETING**

The following statement will be read: “The July 8, 2013, annual 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 Regular Meeting of June 20, 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

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Borrowing Resolutions
  - 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Bid for Building 200 and 300 Interior Renovations
- C. Three-Year Facilities Plan
- D. Signatory Authority Policy
- E. Designate Official Newspaper for 2013-16
- F. Designate Depository for 2013-14
- G. Designate College Legal Counsel for 2013-14
- H. Election of Officers

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Boards Association Committee Appointments
- 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](mailto:accom@swtc.edu)}**

Recently re-appointed Board members James Kohlenberg, Darlene Mickelson, and Rhonda Sutton read and signed the Oath of Office. After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda including the July 8, 2013, agenda; June 20, 2013, Board minutes; financial reports; 19 contracts totaling \$31,492.16 in June 2013; hiring of Sue Reukauf as the Marketing & Public Relations Manager and Mary Johannesen as the Career Prep & Youth Options Specialist; the promotion of Stephanie Foster to Counselor; and the retirement of Noreen Edge, Information Technology Lab Assistant. Ms. Nickels seconded the motion; motion carried.

John Mehan, Managing Director from Robert W. Baird & Co., presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting there were multiple bidders due to the College's Aa2 Moody's rating and attractive debt structure. Eight bidders provided bids ranging from 1.2672 to 2.3004 percent. Mr. Mehan recommended the Board approve BOSC, Inc. (Bank of Oklahoma Securities Corporation) with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to BOSC,

Inc. at a rate of 1.2672%. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Doug Pearson, Director of Facilities, presented the bid summary for the Building 200 and 300 Interior Renovations. Mr. Pearson noted that bid documents were sent to three contractors and all the bid houses in the State of Wisconsin. One bid was received for the projects. Mr. Tuescher moved to award the Building 200 and Building 300 interior renovations project to Joe Daniels Construction, Madison, Wisconsin, with the low bid of \$489,900 (including tax and performance bond savings). Ms. Mickelson seconded the motion; motion carried.

Mr. Pearson reviewed the Three-Year Facilities Plan 2013-2016 with the Board. Mr. Pearson noted this is an annual plan required by the Wisconsin Technical College System. Ms. Fitzsimons moved to approve the Three-Year Facilities Plan 2013-2016, with Ms. Nickels seconding the motion. The motion carried.

Dr. Ford presented a Signatory Authority Policy for the Board's approval. The Governance Policy was changed this past year in that a Signatory Authority Policy is to be brought forth at each annual meeting. Ms. Fitzsimons moved to approve the Signatory Authority Policy identifying those individuals designated for 2013-14 with the authority to sign official or legally-binding documents. Mr. Prange seconded the motion; motion carried.

The Board reviewed the bid for the newspaper of record for 2010-13. Only one bid, from *The Dodgeville Chronicle*, was received. The cost included in the bid was consistent with the previous year's cost. Mr. Tuescher moved to designate *The Dodgeville Chronicle* as the official newspaper for 2013-16. Ms. Mickelson seconded the motion, motion carried.

Mr. Tuescher moved to designate Citizen's Bank/First Merit Bank, Fennimore, as the official depository for 2013-14. Ms. Fitzsimons seconded the motion; motion carried.

Mr. Tuescher made a motion to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, Wisconsin, as General Legal Counsel; and Jon Anderson of Godfrey & Kahn, Madison, Wisconsin, for Labor Relations for the 2013-14 fiscal year. Ms. Nickels seconded the motion; motion carried.

The election of Board officers for the 2013-14 fiscal year was held. Mr. Tuescher nominated Eileen Nickels for Chairperson. Mr. Prange moved to close nominations and cast an unanimous ballot. Mr. Tuescher seconded the motion. The motion carried and Ms. Nickels was elected Chairperson.

Ms. Nickels nominated Jim Kohlenberg for Vice-Chairperson. Ms. Nickels moved to close nominations with Ms. Fitzsimons seconding the motion. Upon voice vote, the motion carried and Mr. Kohlenberg was elected Vice-Chairperson.

Ms. Fitzsimons nominated Darlene Mickelson for the position of Secretary. Mr. Tuescher seconded the motion. Nominations were closed. Upon voice vote, the motion carried and Ms. Mickelson was elected Secretary.

Ms. Fitzsimons nominated Chris Prange for Treasurer. Mr. Tuescher seconded the motion and nominations were closed. Upon voice vote, the motion carried and Mr. Prange was elected Treasurer.

The 2013-14 Board Monitoring Schedule was reviewed by the Board. Consensus of the Board was to hold the February Retreat in Richland Center, Wisconsin.

Doug Pearson provided an update on the Facilities Department. A review of custodial supplies has been completed with the recommendation to change the cement floor sealer. Mr. Pearson noted that the College has been contracting the cleaning of the Public Safety Complex and Buildings 600 and 700 with Southwest Opportunities Center. Mr. Pearson reviewed energy consumption and the work order system noting that the service technicians are using iPads to assist with communication. Mr. Pearson also reviewed the mowing schedule of the Public Safety Complex.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Current open positions include two Accounting Instructors, Financial Aid Assistant/Accounting Bursar, two Administrative Assistants, Assessment Specialist, Student Services Specialist, Enrollment Services Specialist, Foundation Assistant, and an LTE position for a Health Career Success Coach. The positions are in various stages of the hiring process.

Under the Enrollment Report, enrollment figures for 2012-13 reflected a decrease of 1.5 percent from the previous year. Enrollment figures for 2013-14 reflected an increase of over five percent from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws, Policies, and Procedures—Chris Prange; Legislative—Don Tuescher; Program—Missy Fitzsimons; Human Resources—Eileen Nickels and Diane Messer; Marketing/Public Relations & Awards—Rhonda Sutton; and Interdistrict/Interagency Cooperation—Darlene Mickelson and Jim Kohlenberg.

Dr. Ford reported on the following under the President's Report:

- The Wisconsin Technical College System Office has contracted with a consultant to assist with the process of drafting a performance-based funding formula.
- The President's Cabinet is having a retreat to look at the data the College collects and reports and how that data is used.
- The College is starting to develop the AQIP Systems Portfolio, which is due May 2014.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn. Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 6:29 p.m.

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Darlene Mickelson, Secretary