

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 9, 2012**

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:30 p.m. on July 9, 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: Diane Messer and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Derek Dachelet, Katie Garrity, Laura Lee Nyberg, Doug Pearson, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times; Darlene Mickelson; and John Mehan, Robert W. Baird & Co.

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

Monday, July 9, 2012

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 9, 2012, 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 18, 2012
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control

D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. Borrowing Resolutions
 - 1. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Three-Year Facilities Plan
- C. Personnel
 - 1. Employment
- D. Designate Official Newspaper for 2012-13
- E. Designate Depository for 2012-13
- F. Designate College Legal Counsel for 2012-13
- G. 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

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. Approval of Closed Session Minutes of April 26, 2012

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}

Recently appointed Board members Melissa Fitzsimons and Donald Tuescher signed the Oath of Office. After reviewing the Consent Agenda, Mr. Tuescher moved to approve the Consent agenda, including the Board agenda; the June 18, 2012, Board

minutes; financial reports; and 97 contracts totaling \$496,870.10. Ms. Fitzsimons seconded the motion, which was unanimously approved.

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. Seven bidders provided bids ranging from 0.8633 to 1.1815 percent. Mr. Mehan recommended the Board approve UMB (United Missouri Bank) N.A. with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to UMB N.A. at a rate of 0.8633%. Mr. Prange seconded the motion. Upon a roll call vote with all Board members voting affirmatively, the motion carried.

Doug Pearson, Director of Facilities, presented the annual three-year Facilities Plan 2012-2015 required by the Wisconsin Technical College System. Mr. Pearson noted that Year One includes remodeling of site improvements (outdoor patio), renovation of Student Services and Student Activities Center, and carpet replacement; planning for the Library, Academic Success Center, and Center for Teaching & Learning renovation design; and HVAC replacement for the Cosmetology lab.

Year Two includes remodeling of the Kramer Building, Koenecke Roof Replacement, tunnel lighting and flooring, site improvements, Lenz Center and Cafeteria carpet replacement as well as capital improvements of a Public Safety Complex internal connector road. Year Three includes remodeling of the Library, Academic Success Center, and Center for Teaching & Learning, Building 700 renovation, and site improvements. After discussion, Mr. Tuescher moved to approve the Three-Year Facilities Plan 2012-2015. Ms. Fitzsimons seconded the motion; motion carried.

Duane Ford, President, presented two employment recommendations for Electromechanical Technology instructors. The two new instructors will replace Doug Phillips who retired and Jason Kolbe who will be providing contract and grant training. Mr. Tuescher moved to approve the employment recommendation for Mary Hudson for one of the Electromechanical Technology Instructor positions at a salary of \$51,378 for academic year 2012-13. Mr. Prange seconded the motion; motion carried. Mr. Tuescher moved to approve the employment recommendation for Joshua Klaas for one of the Electromechanical Technology Instructor positions at a salary of \$54,608 for academic year 2012-13. Responding to a question from the Board, Dr. Ford shared that the difference in pay is due to background training and work experience. Mr. Prange seconded the motion; motion carried.

On July 12, 2010, the Board approved the designation of *The Dodgeville Chronicle* as Southwest Tech's official newspaper for fiscal years 2011-2013; therefore, no bids were presented for approval.

Caleb White, Director of Fiscal Services, informed the Board that an RFP was sent out and six responses were received. After reviewing the proposals, Mr. White recommended Citizen's Bank be the official depository for 2012-13. Ms. Fitzsimons moved to designate Citizen's Bank, Fennimore, Wisconsin, as the official depository for 2012-13. Mr. Tuescher 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 2012-13 fiscal year. Ms. Fitzsimons seconded the motion; motion carried.

The election of officers for 2012-13 was held. Mr. Tuescher nominated James Kohlenberg for Chairperson. Mr. Moyer moved to close nominations and cast an unanimous ballot. Mr. Tuescher seconded the motion. The motion carried and Mr. Kohlenberg was elected Chairperson.

Mr. Moyer nominated Eileen Nickels for Vice Chairperson. Mr. Tuescher moved that nominations be closed and that a unanimous ballot be cast for Ms. Nickels for Vice Chairperson, seconded by Mr. Prange. The motion was carried and Ms. Nickels was elected Vice Chairperson.

Mr. Moyer nominated Melissa Fitzsimons for Secretary. Mr. Tuescher moved that nominations be closed and that a unanimous ballot be cast for Ms. Fitzsimons for Secretary, seconded by Mr. Prange. The motion was carried and Ms. Fitzsimons was elected Secretary.

Ms. Fitzsimons nominated Rhonda Sutton for Treasurer. Mr. Prange moved nominations be closed and that a unanimous ballot be cast for Ms. Sutton for Treasurer, seconded by Mr. Moyer. The motion carried and Ms. Sutton was elected Treasurer.

Board members reviewed the Board Monitoring Schedule and finalized the monthly meeting dates for 2012-13 noting a Board Retreat will be held in January.

Doug Pearson updated the Board on current and new activities, future directions, and continuous improvement in the Facilities Department. Items noted by Mr. Pearson included:

- The Public Safety Building has been completed. Several items are being completed at the Public Safety Complex including the paving and painting of the parking lot and the construction of the pavilion adjacent to the EVOC track. This fall a control burn is being investigated for the prairie seeding;
- Reroofing of the General Education Building and HVAC unit replacement on Building 150 is ongoing;
- The Manufacturing Center Electromechanical Technology lab is on schedule;
- Minor renovation in Building 700 for the plumbing apprentices and Electromechanical students is being completed;
- The College Connection and Kramer Administration Building renovations are in the design phase;
- The Koenecke Building carpet will be finished this summer.
- The air compressor unit being replaced in the Ag/Auto Center has been listed for sale on the State website;
- The Daycare Center playground is being installed;
- A walking trail around campus is currently being developed; and
- Student Housing work being done this summer includes painting of several units, replacement of siding on one of the older units; asbestos abatement work, and cleaning.

The Board thanked the people who have donated extra time and effort this year in the remodeling and building projects.

Dr. Ford provided the Staffing Update. He thanked Laura Bodenbender, Human Resources Director, for her work this past year with all the changes in staffing, Act 10, and the Employee Handbook. Dr. Ford informed the Board the new advisors are in place and with the one counselor we have a team of four people assisting students as advisors. In response to a question from the Board, Dr. Ford shared that the total number of full-time staff positions is less than FY 2012.

Caleb White reviewed the FTE Comparison report, which reflected a seven percent decrease from the previous year. Mr. White also reviewed the application comparison report and noted that maximum capacity has been increased for Graphic & Web Design and Electrical Power Distribution to accommodate waiting list students.

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

Under the College President's Report, Dr. Ford informed the Board that Manpower has become the new operator for the Workforce Investment Act (WIA) funds. The College will be leasing several offices to them. Dr. Ford has completed presentations to all five County Boards and plans to do this on an annual basis. Dr. Ford informed the Board that Dan Clancy, President of the Wisconsin Technical College System, has announced his retirement. The State Board will be conducting a presidential search for his replacement.

Mr. Tuescher moved to adjourn to closed session, with Ms. Fitzsimons seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 6:28 p.m. The Board reconvened in open session at 6:46 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 6:48 p.m.

Melissa Fitzsimons, Secretary