

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JUNE 19, 2014**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:16 p.m. on June 19, 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, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Russell Moyer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Sue Reukauf, Lisa Riley, Phil Thomas, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times.

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, June 19, 2014

6:15 p.m. – Light Supper

7:00 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting  
Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The June 19, 2014, 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 Board Meeting of May 22, 2014
- 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. 2014-15 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. Request from the Foundation for \$15,000 in Matching Funds for FY2014 and FY2015
- D. Lease with Darlington Community Schools

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Information Technology Report
- B. Year-End College Performance Review
- 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

### **ADJOURN TO CLOSED SESSION**

- A. Compensation & Benefits {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- B. President's Performance Evaluation {Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility}
- C. Approval of Closed Session Minutes of May 22, 2014

### **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. Kohlenberg moved to approve the Consent Agenda including the June 19, 2014, agenda; May 22, 2014, Board minutes; financial reports; 60 contracts totaling \$408,721.25; resignations of Jenny Oyen-Administrative Assistant Public Safety, Donna Marchese-Assessment Specialist, Jessica Brogley-

Communications Instructor, and Heidi Deininger-Kinney-Associate Degree Nursing Instructor; and the retirement of Dorie Hopkins-Studnicka, Healthcare Lab Assistant. Ms. Messer seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2014-15 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The budget was built on an increase of 6.8 percent (\$1.558 million) in revenue and an estimated enrollment of 1700 FTE students. The 2014-15 Budget reflects a shift in revenue between local property tax and state aid. Due to 2013 Wisconsin Act 145, the local property tax revenue will decrease by almost 30 percent from the previous year while the state aid revenue will increase by 30 percent from the previous year. Mr. Tuescher moved to approve the budget as presented with an operating budget of \$24,756,000. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried and the 2014-15 Budget was approved.

Mr. White presented a resolution authorizing the borrowing of up to \$2,500,000 in general obligation promissory notes. The \$2,500,000 included up to \$1,500,000 in building remodeling and improvement projects and up to \$1,000,000 for acquiring moveable equipment. Mr. Tuescher moved to approve the Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor. Mr. Kohlenberg seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried and the resolution was approved and the sale of the bonds set.

Dr. Ford presented a request from the Southwest Tech Foundation Board of Directors for \$15,000 to match staff donations through payroll deduction in FY2014 and FY2015. Mr. Tuescher moved to approve matching \$15,000 for staff donations through payroll deduction for FY2014 and FY2015. Ms. Mickelson seconded the motion; motion unanimously carried.

The 2014-15 rental agreement with Darlington Community Schools for lease of one classroom space was presented to the Board for their approval. Mr. White explained that the College has leased the space for the past two years and would like to continue to do so for another year. The terms of the lease remain the same as the 2013-14 lease. Mr. Tuescher moved to approve the 2014-15 lease with Darlington Community Schools for one classroom. Mr. Prange seconded the motion; motion unanimously carried.

Lisa Riley, Process Improvement Coordinator/IT Supervisor, provided an overview of the Information Technology Department. Ms. Riley reviewed accomplishments for the last year including the launches of the continuing education portal in August 2013 and the new website in January 2014; implementation of the Unitrends backup system, the CAMS mobility portal, and the e-brochure; upgrading of the ITV classroom to high definition; and the installation of Business Analytics software and online timesheet applications. Goals for 2014-15 include the upgrade of the network infrastructure and expansion of wireless network; roll-out of Office 2013; an RFP for electronic document management; implementation of a Virtual Desktop Infrastructure (VDI); and continued improvement in customer service and response times to Help Desk tickets.

President Ford presented a review of year-end College performance based on the seven Strategic Directions, the 2014 Strategic Projects including Facilities and Information Technology projects, and Southwest Tech Foundation metrics.

Laura Bodenbender provided an update on College staffing. She highlighted the 24 open positions of which 14 are grant-funded positions and eight are replacement positions.

The District Board reviewed the 2013-14 and 2014-15 FTE reports and the 2014-15 Application Report. FTEs for 2013-14 have increased by almost two percent and early indications for FY2015 show an additional increase in FTEs.

Dr. Ford presented his president's report. He informed the Board that he and Russ Moyer are serving on the WTCS Biennial Budget Development Committee, which assists WTCS President Foy and the State Board in determining the next biennial budget request to the Governor; July 24, 2014, is the first meeting of the Legislative Council Study Committee on the review of Wisconsin Technical College System funding and governance; the AQIP Systems Portfolio was submitted to the Higher Learning Commission the end of May; and a renewal of accreditation for the Physical Therapist Assistant program was received by the College.

Ms. Fitzsimons moved to adjourn to Closed Session with Mr. Prange seconding the motion. Upon roll call vote where all members present voted affirmatively, the meeting was adjourned to Closed Session at 8:13 p.m. Upon the meeting reconvening in Open Session at 8:48 p.m., Mr. Tuescher moved to approve (1) an increase in base wages for all regular employees by 1.5 percent for 2014-15; (2) moving all participants (including retirees) to the high-deductible health insurance plan as of January 1, 2015; and (3) initiating a 10 percent premium sharing for all participants in the dental insurance plan effective January 1, 2015. Ms. Mickelson seconded the motion; motion unanimously carried. Mr. Tuescher moved to approve the President's performance evaluation and a 1.5 percent increase in base salary. Mr. Prange seconded the motion; motion carried unanimously.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 8:54 p.m.

---

Darlene Mickelson, Secretary