

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 20, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:21 p.m. on June 20, 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, 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: Paul Bell, Laura Bodenbender, Karen Campbell, Beth Cummins, Kristal Davenport, Lisa Riley, Phil Thomas, and Caleb White.

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 Minutes:

BOARD MEETING NOTICE/AGENDA

Thursday, June 20, 2013

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 20, 2013, 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 May 23, 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. 2013-14 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. Second Reading of Governance Policy 3.5: Financial Condition

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Information Technology Report
- B. State of College 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

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 May 23, 2013

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}

Under Reports/Forums/Public Input, Beth Cummins introduced herself as the new PSA President. She thanked the Board for the increase of base salaries for FY2014 and asked that discussion on salary steps and their importance be held sometime in the near future. Kristal Davenport, PSA Vice President for Faculty, expressed concern with workload calculations not being figured the same across the divisions and other employment relations concerns

Mr. Moyer moved to approve the Consent Agenda including the June 20, 2013, agenda; May 23, 2013, Board minutes; financial reports; 110 contracts totaling \$687,572.64 in May 2013; hiring of Louise Bradley as the Manufacturing Grant

Curriculum Coordinator, Matthew Baute as the ERP System Administrator, Steve Elliott as Day Maintenance, Todd Washburn as HVAC/Plumbing & Heating Maintenance, Glen Crary as an Electromechanical Technology Lab Assistant, and Jason Robbins as the full-time CNC Setup/Operator Instructor. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2013-14 Budget for approval. The budget had been outlined at the public hearing preceding the Board meeting. The budget was built on an increase of \$1.3 million in revenue, an estimated enrollment of 1725 FTE students, and no increase in the College's property tax levy. Mr. Tuescher moved to approve the budget as presented with an operating budget of \$22,848,000. Mr. Prange seconded the motion. The motion carried.

Mr. White also presented a resolution authorizing the issuance of up to \$2,500,000 in general obligation promissory notes. Mr. White explained that up to \$100,000 will be authorized for paying the cost of site improvements; \$1,243,000 for the purpose of paying the cost of building remodeling and improvement projects; and up to \$1,157,000 for paying the cost of acquiring moveable equipment. Mr. Tuescher moved to approve the resolution authorizing the borrowing of up to \$2,500,000, and set the sale of the general obligation promissory notes for July 8, 2013. Ms. Messer seconded the motion, which was unanimously approved.

The second reading of Governance Policy 3.5: Financial Condition was presented. The policy had not changed from the first reading at the May 23, 2013, Board meeting. Ms. Nickels moved to approve the second reading of Governance Policy 3.5: Financial Condition as presented with Ms. Fitzsimons seconding the motion. The motion carried.

Lisa Riley, Information Technology Supervisor/Process Improvement Coordinator, provided a report updating the Board on current and new activities, future directions, and continuous improvement in the Information Technology department. In FY2013, the Information Technology department has:

- implemented an Application Portal for prospective students to apply online;
- implemented the Unitrends backup appliance, with 95 percent of the migration to this new back-up system complete;
- developed a continuing education portal which is near completion of testing and will be phased in;
- upgraded student email;
- continued development of the new website;
- improved technology at outreach sites in Platteville and Dodgeville;
- improved admissions processes utilizing the application portal and CAMS prospects module; and
- improved usage of Image Now.

Duane Ford presented a State of the College report. Dr. Ford reminded the Board that they had set the Strategic Directions and the Strategic Projects spreadsheet was developed based on the Directions. At the October 2013 Board Retreat, the Strategic Directions will be reviewed. The Strategic Projects list was reviewed with those projects completed being noted.

Laura Bodenbender, Human Resources Director, provide an update on College staffing. Current open positions include two Accounting Instructors, Marketing & Public Relations Manager, an LTE position for a Health Career Success Coach. The positions are in various stages of the hiring process.

Under the Enrollment Report, the Board reviewed FTE comparison reports for FYs 2013 and 2014 and the Fall 2013 Application Report. FY2013 FTEs reflect no increase over the previous year. The early FTE report for FY2014 reflects a 12 percent increase over the previous year. The Application Comparison Report for Fall 2013 indicates 150 more students have been accepted compared to the Fall 2012 Application Report.

Under the President's Report, Dr. Ford reviewed the 2013-14 Board Monitoring Report schedule. A final Board Monitoring Report schedule will be available at the July Board meeting.

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 8:24 p.m. The meeting reconvened in open session at 8:56 p.m.

Mr. Tuescher moved to approve a 2.07 percent increase in base wages for employees. This wage increase reflects the Consumer Price Index rate. Ms. Nickels seconded the motion; motion carried. Mr. Prange moved to approve a two-year contract for Duane Ford, College President, with an additional five days of vacation (the total is now on par with other administrators and peer technical college presidents), a salary increase of \$5,000 (based on the average percentage increase awarded to other administrators for FY 2013 plus the 2.07% increase to be awarded to all employees in FY 2014) to \$150,000 for FY 2014 with FY2015 salary negotiated at the end of FY 2014, and a \$1,000 increase to \$23,000 for a tax deferred plan. Ms. Nickels seconded the motion; the motion was unanimously approved.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Mickelson seconded the motion; motion carried. The meeting adjourned at 9:01 p.m.

Melissa Fitzsimons, Secretary