

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MAY 23, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:18 p.m. on May 23, 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, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer

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, Katie Garrity, Karyl Nicholson, Phil Thomas, Caleb White, and Kris Wubben. 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 Minutes:

**BOARD MEETING NOTICE/AGENDA**

Thursday, May 23, 2013

5:45 p.m. – Light Supper

6:30 p.m. – Law Enforcement Academy Graduation

7:15 p.m. – Regular Board Meeting

Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The May 23, 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
  - 1. Paul Gabriel, Executive Director of WTC District Boards Association

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 18, 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
- F. WTC District Boards Association Annual Dues Assessment

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Bid for Building 200 Re-Roof
- B. RFP for Auditing Services
- A. Request for Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
  1. Resolution Approving Culinary Arts/Human Resources/Testing Center Remodeling Projects
  2. Resolution Requesting State Board Approval of Culinary Arts/Human Resources/Testing Center Remodeling Projects
- C. First Reading of Governance Policy 3.5: Financial Condition

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

- A. Status Update on 2013-14 Budget
- B. Review of Three-year Facilities Plan
- C. Health, Education & Public Services Report
- D. State of College Report
- E. 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 April 18, 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](mailto:accom@swtc.edu)}**

Ms. Nickels moved to approve the Consent Agenda including the May 23, 2013, agenda; April 18, 2013, Board minutes; financial reports; 21 contracts totaling \$18,410.82 in April 2012; retirements of Lily Long, Kerry Long, Jenny Strand, and Nancy Kies; promotion of Derek Dachelet to the Dean of Industry, Trades & Agriculture position; and the fee assessment of the WTC District Boards Association annual dues assessment for 2013-14 in the amount of \$19,116.08. Mr. Prange seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the bid summary and recommendation for reroofing the Koenecke Building (Building 200). Invitations to bid were provided to seven vendors with four vendors submitting bids. Mr. Tuescher moved to accept the recommendation and approve the low bid for the Building 200 Re-roof Project including Additives I and II in the amount of \$209,535 from Performance Roofing of Richfield, Wisconsin. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented the recommendation and summary of bids received for the Auditing Services Request for Proposal (RFP). The scope of the RFP included the performance of audits of financial accounts and records covering fiscal years ending June 30, 2013, 2014, and 2015, with an option to renew for two more fiscal years, for the purpose of rendering an auditor's opinion regarding the fairness of the financial statements in accordance with general accepted auditing standards and accounting principles. Seven proposals were received from vendors. Mr. Tuescher moved to award the RFP for Auditing Services to Wegner CPAs, Madison, Wisconsin, with a five-year cost of \$67,500. Ms. Fitzsimons seconded the motion. The motion carried with Mr. Prange and Mr. Moyer abstaining.

The Request for Approval for Culinary Arts, Human Resources, and the Testing Center renovation projects was presented to the Board for approval. A resolution approving the renovation of 1,475 square feet of space for Culinary Arts; 2,460 square feet of space for Human Resources; and 4,300 square feet for the Testing Center located on the College campus in Fennimore, Wisconsin, was presented for consideration. Mr. White detailed the individual areas noting that the Culinary Arts remodeling would create a dining area and modify offices into storage and prep areas for the Culinary Arts program, Human Resources would move from their current location to the former Bursar and Business Office area, and the current Testing Center would be remodeled into a larger area and space to accommodate Pearson Vue and Prometrics Testing. The estimate for the Culinary Arts/Human Resources project is \$255,000 with approximately \$120,000 being put out for bid. The Testing Center project is estimated at \$330,000. Mr. Tuescher moved to approve contracting for the design and renovation of the Culinary Arts, Human Resources, and Testing Center areas of Buildings 200 and 300 of the college campus, Fennimore, Wisconsin, to improve facilities to operate a Culinary Arts program, to increase efficiency and provide a more centralized location for Human Resources, and to meet requirements for Pearson Vue and Prometric testing. Ms. Nickels seconded the motion; motion carried. Mr. Moyer motioned to approve the submission to the State Board for their approval of the renovation of the Culinary Arts and Human Resources areas of Building

300 and the Testing Center in Building 200 located on the College campus in Fennimore, Wisconsin. Ms. Fitzsimons seconded the motion; motion carried.

Governance Policy 3.5: Financial Condition was presented for approval. Changes were proposed to correspond to a modification to the Wisconsin Administrative Code. Modifications presented included changing 1c under "Furthermore, the President may not:" from "Make any purchase over \$25,000 without receipt of sealed bids, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code" to read "Make any purchase over \$50,000 without receipt of sealed bids or proposals, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code or the purchase is made via a cooperative purchasing contract whose competitive purchasing process has been recognized as acceptable by the Wisconsin Technical College System." Ms. Fitzsimons moved to approve the first reading of Governance Policy 3.5: Financial Condition, as presented, with Ms. Mickelson seconding the motion. The motion carried.

Mr. White reviewed the preliminary budget amounts for all six funds utilized by the College and presented a status update on the 2013-14 Budget. The projected budget reflected a \$300,000 deficit for the FY2014 budget. Discussion followed on the fund balance and it was noted that the College's fund balance is healthy and should remain flat. The public hearing on the budget will take place prior to the June 20 Board meeting with the final budget being presented for approval on June 20.

Caleb White reviewed the Three-year Facilities Plan which incorporated renovations completed this fiscal year. He informed the Board of the scheduled projects for FYs 2014, 2015, and 2016.

Katie Garrity, Dean of Health, Education & Public Services, provided a report updating the Board on current and new activities, future directions, and continuous improvement in Health, Education & Public Services. Items highlighted for Public Safety included:

- Receiving state approval for the burn tower so local firefighters can test in Southwest Wisconsin;
- Initiating a collegiate shooting program for Criminal Justice students;
- Use of the fire arms ranges by local law enforcement, Department of Corrections, and the DNR;
- Enrolling 22 recruits for the summer Police Academy;
- Receiving two-year certification for the Law Enforcement Academy;
- Receiving a \$10,000 grant for the Drivers Ed program to train on adverse weather driving;
- Working on an organizational plan for the Public Safety department to improve efficiencies; and
- Piloting online registration for Motorcycle Safety.

Ms. Garrity reported that the Health division generated 383 FTEs, achieved a 100 percent pass rate for the registered nurses state licensure for the last two years; and have ten Physical Therapist Assistant students eligible for state testing.

Accreditations received in the Health division this past year included:

- Nursing-Associate Degree accredited through 2016 by the National League for Nursing Accrediting Commission (NLNAC);
- Medical Laboratory Technician accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) through April 2015;
- Medical Assistant accredited through 2015 by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); and
- Physical Therapist Assistant accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) for the next five years.

In addition an initial accreditation application has been submitted for the Direct Entry-Midwife program through the Midwifery Education Accreditation Council (MEAC).

Other initiatives funded through grants for the division included expanding nursing assistant to home health care, providing tutoring and remedial support for nursing students; and providing multiple entry points in health care for adult learners through the Bridges to Health Care program.

The State of the College Report was deferred to the June meeting. Laura Bodenbender, Human Resources Director, provided an update on College staffing. Interviews are being conducted for the Manufacturing Grant Curriculum Coordinator, ERP System Administrator, HVAC/Plumbing & Heating, and Day Maintenance positions. Positions currently being advertised for include two Accounting Instructors, CNC Setup Instructor, Marketing Manager, and a Culinary Arts Instructor.

Under the Enrollment Report, the Board reviewed FTE comparison reports for FYs 2013 and 2014. FY2013 FTEs have increased slightly over the previous year. The early FTE report for FY2014 reflects a significant increase over the previous year. The Application Comparison Report for Fall 2013 is on par with the Fall 2012 Application Report.

Items included in the President's Report were:

- A Sponsorship Policy is being developed to garner support from businesses for programs. This policy will set guidelines for the Foundation and College to sell sponsorships in return for specific activities or specific naming rights.
- The WTCS Human Resources Directors have made a recommendation that QTI provide human resource planning services that have been provided by Michael Best in recent years.
- Monthly division/department reports will include more depth about fewer projects instead of trying to provide an update on the entire division or department.
- A Gold Collar certification event will be held May 30 at Cabela's in Prairie du Chien. Morna Foy, WTCS President, and Governor Scott Walker plan to attend.
- Southwest Tech received second place in the national ACT recognition for College and Career Readiness.

- The 50<sup>th</sup> Anniversary Committee had their initial meeting with two main goals identified. The goals are connecting with alumni and building a larger friend/donor base.

Mr. Prange moved to adjourn to Closed Session with Ms. Mickelson seconding the motion. Upon roll call vote where all members voted affirmatively, the meeting adjourned to Closed Session at 8:29 p.m. The meeting reconvened in open session at 9:15 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion; motion carried. The meeting adjourned at 9:18 p.m.

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Melissa Fitzsimons, Secretary