

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MAY 24, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:28 p.m. on May 24, 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, Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Joyce Czajkowski, Derek Dachelet, Deb Ihm, Joann Peterson, Ed Ruff, and Caleb White. Public present included Jill Ewers, Shelby Haile, and Darlene Mickelson.

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**

Thursday, May 24, 2012

5:45 p.m. – Light Supper

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

7:30 p.m. – Regular Board Meeting

Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The May 24, 2012, 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. Presentation of 2012 All-USA Community College Academic Team Nominees

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 26, 2012
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. WTC District Boards Association Annual Dues Assessment

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

- A. Bid for Building 600 Renovation
- B. Personnel
  - 1. Retirements
  - 2. Employment

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

- A. Status Update on 2012-13 Budget
- B. Farm Business & Production Management Program 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 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](mailto:accom@swtc.edu)}

Dr. Ford presented All-USA Community College Academic Team certificates to Jill Ewers and Shelby Haile, Accounting students. Mr. Prange moved to approve the Consent Agenda including the Board agenda; the April 26, 2012, Board minutes; financial reports; 13 contracts totaling \$5,034.60; and the WTC District Boards Association Annual Dues Assessment in the amount of \$18,909.87. Mr. Isaacson seconded the motion, which was unanimously approved.

Caleb White, Director of Fiscal Services, presented a summary of the bids received for the Building 600 renovation. Mr. White noted that the Electromechanical Technology lab was

not included in the remodeling completed in Building 600 with referendum dollars. The remodeling would allow one instructor to observe both labs. Two bids were received from local contractors. Mr. Tuescher moved to award the bid for the Building 600 Renovation Project to Rock Church Construction of Livingston, WI, with the low bid of \$34,648 (including the additional savings of \$867 for elimination of the performance bond requirement). Ms. Nickels seconded the motion; motion carried.

Under Personnel, Laura Bodenbender, Director of Human Resources, presented the retirement of George Schwarzmans, Science Instructor. Mr. Tuescher moved to approve the retirement of George Schwarzmans, Science Instructor, effective May 31, 2012. Ms. Fitzsimons seconded the motion; motion carried. Ms. Bodenbender also presented an employment recommendation for the Vice President for Student and Academic Affairs position. Nineteen applications were received with four candidates interviewed. Mr. Isaacson moved to approve the employment recommendation of Dr. Phil Thomas for the position of Vice President for Student and Academic Affairs at a salary of \$120,000 for FY 2013. Ms. Nickels seconded the motion; motion carried.

Mr. White reviewed the 2012-13 budget development presenting the six funds currently used as well as the capital projects fund. Mr. White is preparing the budget based on flat land valuations, a slight increase in state aids (due to grants) and contracting, an increase in health self-insurance of 16 percent, and a transfer from the fund balance. Mr. White proposed borrowing \$2.5 million for capital projects, which would be levied at the same rate as the previous year. Discussion followed on the self-insurance fund with Dr. Ford noting there is a feasibility study in process for the WTCS collaborative purchase of health insurance.

Deb Ihm, Farm Business & Production Management Instructor, recapped the changes made to the program and presented the impact of the modifications from the producers' and instructors' points of view. The producers identified courses and on-farm individualized instruction as still being offered in some format, access to non-biased expertise, and individual technical assistance available from the instructors as strengths. Several challenges to the producers have been the increased tuition costs and travel time over 30 miles for the program courses.

Ms. Ihm, Joann Peterson, and Ed Ruff, instructors of the program identified strengths as offering agriculture education for producers in Southwest Wisconsin; increased revenue for the College; and the opportunity with the selective courses to provide specific, time-sensitive topics as well as using those courses as a recruitment tool for the program courses. Challenges identified by the instructors included correlating priority program objectives with the available audience time frame, meeting Farm Service Agency requirements, being competitive with bordering college districts, balancing "Ag Program" structure versus "Ag Class" structure within the Technical College System, and setting technical assistance hours to help manage time.

Caleb White presented a history of direct income and expenses for the program. In reviewing the report, Mr. White noted that the direct net costs of the program for this current fiscal year have reduced the deficit by \$90,000 and the cost per FTE by \$5,000. The instructors have reduced on-farm instruction hours and mileage costs and have implemented other cost savings. The instructors have also applied for more grant funds to help cover the costs.

Ms. Ihm reviewed the action plan in moving forward with the program. She noted that four grant applications are in progress, the instructors are continuing to work with business and industry for partnership support, and are collaborating with the Ag Coordinator and Dean to address the challenges.

Ms. Bodenbender presented a staffing update noting the current vacant positions. These included a Human Services Instructor, Electromechanical Technology Instructor, part-time lab assistant, two advisors, and a financial aid assistant / accounting bursar.

Mr. White reviewed the current year FTE report, which indicates an eight percent decline for FY 2012. Also presented was an application report for FY 2013, which reflected a slight increase in applications compared to the current year.

In the College President's Report, Dr. Ford introduced Darlene Mickelson. Ms. Mickelson was elected by the Board Appointment Committee to serve the remainder of the Employee (north) Board position. Upon approval by the WTCS State Board, Ms. Mickelson will take office.

Dr. Ford shared with the Board that Student Senate met with him regarding a request for an activity center. He asked the Senate representatives to look at what other colleges are doing, find out what our students would like, and to develop a plan to present to the Board. The Board was also informed that the current caterer plans to terminate their contract July 3, and the College will be using caterers from Fennimore to provide service until the new vendor starts in August.

Dr. Ford also reviewed what has been done with programs with few applications for Fall 2012. Enrollment has been stopped in Marketing and IT-Computer Support Specialist while Bricklaying & Masonry is on the watch list with a recommendation being brought to the June Board meeting.

Mr. Moyer moved to adjourn to closed session, with Mr. Tuescher seconding the motion. Upon a roll call vote where all members voted affirmatively, the meeting adjourned to closed session at 8:56 p.m. The Board reconvened in open session at 9:39 p.m. Mr. Tuescher moved to approve administrative salary adjustments for 2013. Ms. Fitzsimons seconded the motion; motion unanimously carried. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Sutton seconded the motion. The motion carried and the meeting adjourned at 9:40 p.m.

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Melissa Fitzsimons, Secretary