

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 15, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on November 15, 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton

Absent: Diane Messer, 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, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times, and Student Senate President Brenda Grondin.

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, November 15, 2012

6:15 p.m. – Light Supper

7:00 p.m. – Regular Board Meeting  
Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The November 15, 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. Student Senate Report

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of October 25, 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. Outdoor Dining Service Bid
- B. Student Activity Center Bid
- C. Group Life & Long-term Disability Insurance Bid
- D. Personnel

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

- A. 2013-14 Budget Process
- B. Student Satisfaction Results
- C. Staffing Report

### **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 from September 27, 2012, and October 25, 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)}**

Student Senate President Brenda Grondin presented a Student Senate Report. Ms. Grondin highlighted activities the Senate has been involved with including the approval of the Student Activity Center; Welcome Week; Alcohol Awareness Month; a book fair; and offering bowl, drive-in movies, a magician act, a dueling pianos act, and intramurals free to

the students. Donations have been made to the Fennimore Rescue Squad and Operation Santa. Several officers attended Wisconsin Student Government meetings in Green Bay and LaCrosse.

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent agenda, including the Board agenda; the October 25, 2012, Board minutes; financial reports; and seven contracts totaling \$8,225.66. Ms. Fitzsimons seconded the motion, which was unanimously approved.

Caleb White, Vice President for Administrative Services, informed the Board that due to a discrepancy in one of the bid documents and one contractor being given incorrect information, all Outdoor Dining Services bids were rejected. Because bids received were higher than the cost projection, the scope of the project will be reviewed before being rebid.

Bids were received for the Student Activity Center Renovation Project. Mr. White informed the Board that the bids came in at 150% of the \$432,000 budget. Bids ranged from \$600,000 - \$700,000. Adjustments will be made to the project scope and the project will be rebid.

Five bids were received for the Group Life and Long-Term Disability Insurance RFP. An evaluation team reviewed the proposals and chose The Hartford proposal as the preferred option. Projected savings of The Hartford plan over the current plan are \$42,750. The Hartford proposal includes a three-year rate guarantee on all lines of coverage. Mr. Moyer moved, seconded by Ms. Nickels, to award the contract for group life and long-term disability insurance to The Hartford, Hartford, Connecticut, for a three-year period commencing December 1, 2012.

No personnel items were brought to the Board for action. Caleb White presented the 2013-14 Budget Process. Mr. White outlined the process noting that a preliminary budget will be presented to the Board in February, updates will be provided at the April and May Board meetings, and the full proposed budget will be brought to the Board for approval at the June Board meeting.

Barb Tucker, Director of Institutional Advancement, presented the results of the FY2012 Noel Levitz Student Satisfaction Survey to the Board. The instrument used to assess students was explained and the results were shown. Organizational strengths identified by the students included a well-maintained campus, availability of faculty, safety and security, supportive staff, classes deal with practical experiences and applications, and the skills learned are preparing the students for their career goals. The students identified organizational challenges as parking, quality of instruction, learning styles not considered in the classroom, registration conflicts, faculty do not provide timely feedback and are biased.

Laura Bodenbender, Director of Human Resources, updated the Board on College staffing noting interviews are occurring for the IT/Process Improvement Supervisor position and job postings are out for a Grants Support Specialist and Accounts Payable position.

Mr. White presented the FTE Comparison Report for FYs 2012 and 2013. The report indicated FTEs have decreased four percent from last fiscal year. Mr. White also reviewed a report comparing FTEs in the WTCS colleges. He projects a two percent decrease in FTEs for Southwest Tech compared to a statewide average decrease of 2.1 percent.

Chairperson Kohlenberg asked Board members to let Karen Campbell know if they plan to attend ACCT's National Legislative Summit in Washington, DC, February 2013. Mr. Moyer indicated he would like to attend.

Under the President's Report, Dr. Ford informed the Board that this geographic area in Grant County is not considered medically underserved and, therefore, the College does not meet the criteria to establish a Federally Qualified Health Clinic (FQHC) as discussed at the October 2012 Board meeting. Future plans include further investigation of collaborating with an existing FQHC or a hospital/clinic to offer services. The Presidents Association approved hiring a consultant to advocate on behalf of the WTCS for the next biennium budget request submitted to the Governor's Office.

Under Other Information Items, Mr. Moyer noted that the District Boards Association has been reviewing the current committee structure and is looking at implementing changes in July. Board members were asked to inform Mr. Moyer if they would be interested in serving as a Boards Association committee chair.

With no further business to come before the Board, Ms. Mickelson, seconded by Ms. Sutton, moved to adjourn the meeting. The motion carried, and the meeting adjourned at 7:45 p.m.

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Melissa Fitzsimons, Secretary