

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 20, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on November 20, 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, 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: Matthew Baute, Laura Bodenbender, Karen Campbell, Derek Dachelet, Mandy Henkel, Dan Imhoff, Sue Reukauf, Deb Thomas, Phil Thomas, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times editor.

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, November 20, 2014

5:45 p.m. – Tour of Karen R. Knox Learning Center

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

**OPEN MEETING**

The following statement will be read: “The November 20, 2014, Board 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 October 27, 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. RFP For Enterprise Content Management (ECM) and Document Imaging System
- B. Request to Change Online Out-of-State Tuition
- C. Acceptance of President's Retirement

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

- A. 2015-16 Budget Process
- B. Institutional Advancement 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. Discussion of Presidential search per 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}.
  2. Approval of October 27, 2014, Closed Session Minutes

### **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 November 20, 2014, agenda; October 27, 2014, Board meeting minutes; financial reports; six contracts totaling \$6,192.21; hiring of Amy Poteet, Online Specialist, and the resignation of JoAnn Peterson, Farm Business & Production Management Instructor. Mr. Prange seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, reported that the RFP for Enterprise Content Management and Document Imaging System bids were received and opened. A committee reviewed the proposals and decided to reject all proposals. The committee will develop a new, more firm RFP and open it up for bids.

Mr. White presented a recommendation to request authorization from the Wisconsin Technical College System to set out-of-state tuition for distance education courses at a variable alternate rate. Mr. White explained that Statute 38.24(3)(f) authorizes each technical college's district board to request from the WTCS State Board authority to charge 0 to 150 percent for out-of-state tuition to students for alternative delivery courses. In 2006, the District Board requested the System Office waive the alternative delivery out-of-state tuition. With an increase in online course offerings that are attractive to out-of-state students, to offer a competitive pricing structure, and to cover additional costs by different states to serve out-of-state students, administration recommends requesting authorization from the System Office. Mr. Tuescher approved the recommendation to request authorization from the System President to set the out-of-state tuition rate for all distance education courses at a variable alternate rate ranging from \$0 per credit up to the uniform out-of-state tuition rate established by the State Board. Ms. Fitzsimons seconded the motion; motion carried unanimously.

Ms. Nickels presented Duane Ford's letter of retirement for Board approval. Mr. Tuescher moved to accept President Duane M. Ford's letter of retirement effective June 30, 2015, with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Mr. White outlined the 2015-16 budget process noting that initial information will be available in February with the budget parameters and assumptions being brought to the Board for approval in February 2015. The initial budget projection will be reviewed with the Board in April 2015. In June 2015, the final budget will be brought to the Board for approval.

Barb Tucker, Director of Institutional Advancement, presented an overview of Institutional Advancement including grants, Quality Review Process (QRP), and data. Grant funds received have increased 30 percent from FY2014. Ms. Tucker reviewed the federal Trade Adjustment Assistance Community College and Career Training (TAACCCT) grants. The four TAAACCT grants the College is a partner in focus on healthcare, manufacturing, supply chain, credit for prior learning, and computer training.

Ms. Tucker presented the ten programs and five service areas being reviewed in the Quality Review Process this fiscal year. She also reviewed the data collected for various federal and state agencies. Matthew Baute, Computer Programmer/Software Developer, demonstrated a data dashboard currently under development.

Laura Bodenbender, Human Resources Director, provided the Board with an update on staffing. She noted Amy Poteet, Online Specialist, was hired and approved under the Consent Agenda. Current open positions include the Counselor, Welding Instructor, part-time Administrative Assistant, Foundation Director, and Math/Science Instructor.

In reviewing the enrollment report, Mr. White noted that FTEs compared to one year ago reflect a four percent decrease. Eleven of the sixteen colleges are experiencing decreased FTEs this year. The application comparison report for January 2015 reflects a slight increase in applications with the report showing a slight decrease for August 2015 applications.

Under the Chairperson's Report, Mr. Moyer volunteered to attend the ACCT National Legislative Summit February 9-12, 2015.

Dr. Ford shared the 2013 high school graduate report from the WTCS which shows how many graduates enroll directly in a Wisconsin Technical College. Southwest Tech's district leads the state in percentage of high school graduates attending Wisconsin Technical College System colleges. Also included in the President's Report, was a plan for intellectual property management for the College and an update on the WTCS healthcare consortium.

Ms. Fitzsimons made a motion to adjourn to closed session for the purpose of discussing the Presidential Search per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion; upon roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 7:55 p.m. Upon reconvening to open session at 8:38 p.m. the Board consensus was to contract with Michael Best & Friederich as an executive search firm to conduct the Presidential Search to provide services through the hire process based on the 2010 RFP and the 2014 Proposal One in the Presidential Search Process Proposal Request for an amount not to exceed \$45,000, plus up to \$4,000 in expenses.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting, with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 8:39 p.m.

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Darlene Mickelson, Secretary