

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 21, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on November 21, 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, and Donald Tuescher

Absent: Diane Messer and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Heather Fifrick, Amy Loy, Laura Nyberg, Barb Tucker, and Caleb White. Public present included Rob Callahan, Fennimore Times, and David Hartberg, CEO of Gundersen Boscobel Area Hospital & Clinics.

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 21, 2013

5:45 p.m. – Tour of Testing Center, Culinary Kitchen/Dining Room, & Human Resources  
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 21, 2013, 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 24, 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
  1. Employment
  2. Resignation

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

- A. RFP For Medical & Dental Clinic Services
- B. Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreements
  1. Full-time Academic Staff
  2. Regular Full-time and Regular Part-time Support Staff

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

- A. 2014-15 Budget Process
- B. Student Services Report
- C. Institutional Advancement Report
- D. 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

### **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 21, 2013, agenda; October 24, 2013, Board minutes; financial reports; 14 contracts totaling \$10,830.13; hiring of Matthew Schneider, College Admissions Representative and Annetta Smith, Human Resources Assistant; transfer of Ashley Crubel, Financial Analyst; and the resignation of Shari Johnson, Early Childhood Education Instructor. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the summary of the proposals received for medical and dental clinic services. The request for proposals (RFP) was advertised and health care facilities in the district were sent the RFP. Three proposals were received by the October 17 deadline. An internal committee reviewed the proposals and interviewed the top two candidates – Prairie du Chien Memorial Hospital and Gundersen Boscobel Area Hospital and Clinics. The proposal from Gundersen Boscobel Area Hospital and Clinics did not include dental services. Mr.

White recommended the request for proposals be awarded to Prairie du Chien Memorial Hospital for an initial period of one year. Medical clinic services are projected to start in February one to three days per week and dental clinic services are projected to start in April. Clinic services will be open to the public and eventually will be available five days a week. The medical clinic will be staffed with a nurse practitioner under the direct supervision of a doctor and dental services will be provided by a dentist and/or dental hygienist. Mr. Tuescher moved to award the request for proposal for medical and dental clinic services to Prairie du Chien Memorial Hospital for a one-year lease. Ms. Mickelson seconded the motion; motion carried unanimously.

Dr. Ford presented the Professional Staff Association contracts for approval. The contract reflects a 2.07 percent increase in base wages. It was noted that only base wage increases could be negotiated. Mr. Kohlenberg moved to approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Full-time Academic Staff. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the Professional Staff Association, AFT-Wisconsin Collective Bargaining Agreement for Regular Full-time and Regular Part-time Support Staff. Mr. Prange seconded the motion; motion carried.

Under Board Monitoring of College Effectiveness, the 2014-15 Budget Process was presented. Mr. White outlined the process noting that initial information should be available February 1 with the budget parameters and assumptions being brought to the Board for approval in February 2014. The initial budget projection will be reviewed with the Board in April 2014. In June 2014, the budget will be brought to the Board for approval.

Laura Nyberg, Director of Student Services, and Heather Fifrick, Resident & Student Life Manager, presented an update on Student Services including admissions, advising/counseling, career placement, career coaching, and student life. Ms. Nyberg noted the admissions process has been simplified with a move to using data to make decisions and the next step is to develop metrics for evaluation purposes. Two teams of two advisors each support the programs and have integrated financial assistance programs other than financial aid and non-traditional occupations, minority and other grant specific activities into advising. Career coaching and career placement have been added to the spectrum of services within Student Services. Ms. Fifrick noted that housing has been moved to Student Services. Activities under resident/student life include a landlord survey for the Fennimore community and the development of an athletic handbook. Next steps in Student Services include transcripts and verifications through the Student Clearinghouse, moving more departmental registration to the continuing education portal, improving student and potential student communications, and updating the website.

Barb Tucker, Director of Institutional Advancement, and Amy Loy, Evaluation Facilitator, presented a report on grant activities and the Quality Review Process. Ms. Tucker compared the number and dollar amount of grants for the current year to 2009-10. The number of grant awards remains consistent with an increase of \$1 million in grant funding over that time period. Ms. Loy explained the Quality Review Process noting that every three to five years each program or department undergoes a QRP with 10-12 programs/departments being reviewed each year. The QRP looks in-depth at the strengths and weakness on both a quantitative and qualitative level with a five-year

improvement plan being written to address any opportunities or challenges in the review.

An update on College staffing was provided by Laura Bodenbender, Director of Human Resources. Current open positions include an Online Support Specialist, Southwest Health Network Director, Accounts Payable, Logistics Instructor/Program Coordinator, and Evening Custodian. The positions are in various stages of the hiring process.

The Board reviewed the 2013-14 Comparison FTE Report and 2014-15 Application Report. Mr. White explained that program enrollment for this academic year remains flat. For 2014-15, 892 potential students have applied for admission to a program for Fall 2014.

Under the Chairperson's Report, Mr. Moyer volunteered to attend the ACCT National Legislative Summit in February 2014. The Board also decided not to nominate any Board member for the Board Member of the Year award.

Dr. Ford informed the Board:

- The IT back-up system is fully operational with back-up discs stored off-campus.
- The Foundation recently received a donation of \$10,000 from Districts Mutual Insurance and a \$75,000 donation from the Allen Eck estate.
- Franklin University will be co-locating on campus in Fall 2014.
- There have been two accidents at the intersection of Hwy. 18 and Bronson Boulevard in the last six months. The WI Department of Transportation feels there is a significant concern for the College's three intersections on Hwy. 18, and Senator Schultz has requested a site visit from the WI Dept. of Transportation regional director.
- In Workforce Advancement Training (WAT) grants, Southwest Tech's dollars received is sixth out of the 16 Wisconsin Technical Colleges.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting; Mr. Moyer seconded the motion. The motion carried and the meeting adjourned at 9:03 p.m.

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Darlene Mickelson, Secretary