

**MINUTES OF THE
BOARD RETREAT / REGULAR MEETING OF THE
BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 24, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a Board Retreat/regular meeting commencing at 1:10 p.m. on October 24, 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, Diane Messer (arrived at 6:20 p.m.), Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the Board Retreat/Meeting included Dr. Duane M. Ford, College President; College Staff: Cindy Albrecht, Laura Bodenbender, Karen Campbell, Sue Crouch, Heather Fifrick, Mandy Henkel, Rita Luna, Laura Lee Nyberg, Doug Pearson, Julie Pluemer, Sue Reukauf, Lisa Riley, Dan Schildgen, Phil Thomas, Barb Tucker, and Caleb White. Public present included Rob Callahan, Chuck Stenner, Bill Wood, Pete Adam, Jim Stoeffler, Kari Wunderlin, and Jamie Nutter.

Chairperson Nickels 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, October 24, 2013

12:30 p.m. – Lunch

1:00 p.m. – Board Retreat

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The October 24, 2013, Board Retreat/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

BOARD RETREAT

- A. Review WI State Statute Chapter 38 Purposes
- B. Review Mission, Vision and Values
- C. Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Fennimore Community Panel

The Board will adjourn until 5:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 26, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2012-13 Budget Modifications)
- B. Resolution for Adoption of 2013 Tax Levy
- C. RFP For Medical & Dental Clinic Services

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. Student Services 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

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}

The College purposes, mission, vision, values, and strategic directions were reviewed and discussed. Dr. Ford reviewed the mission and purposes as stated in State Statutes Chapter 38. The current College mission, vision, values, and purposes were also reviewed with the Board.

The Board discussed changes to the vision and drafted a vision statement to read: *Southwest Wisconsin Technical College will be an innovative leader in career and technical education.* A mission statement was also drafted that read: *Southwest Wisconsin Technical College provides education and training opportunities focused on students, employers, and communities.* A suggestion was made to model the College purposes from State Statutes Chapter 38 purposes with a maximum of six purposes. Dr. Ford will gather input from faculty, staff, students, and other stakeholders on the vision, mission, and purposes. Input and recommendations will be brought back to the Board for approval at their February 2014 Board Retreat.

The Strategic Direction Statements and 2013 Strategic Projects were examined. The Facilities and Information Technology project lists were also reviewed. Dr. Ford explained that a new list of Strategic Projects will be developed for 2014 with some carryover from the current list.

Community members from the Fennimore area engaged with the Board for discussion of programming and services. Community members included:

- Mayor Chuck Stenner;
- Bill Wood, Fennimore Lumber Company & Design Center / Fennimore Industrial & Economic Development Committee President;
- Pete Adam, Energy Management Consultants;
- Jim Stoeffler, Rayovac;
- Kari Wunderlin, First Merit Bank / Fennimore Chamber 2014 President; and
- Jamie Nutter, Fennimore Community Schools.

Panel members provided input on Southwest Tech and its services. Feedback included the one-on-one attention students receive; many district residents are surprised and impressed with what the College has and does; positive responsiveness to the local school district needs; willingness to partner with the school district and businesses; excellent resource for manufacturers; commended the leadership through the years for growing the College and the community; and provides many resources to community residents.

Discussion followed on dual enrollment for high school students with Mr. Nutter noting that Fennimore High School participates in articulation (transcripted credit and advanced standing). All of the Youth Options requests received by the school district are for Southwest Tech courses.

Panel members feel that to meet the needs of business, curriculum in the construction areas should place more emphasis on estimating and material lists and that customer service training needs to be incorporated into all curricula. They would like more workshops offered for existing business staff on customer service and other topics.

Suggestions for better serving Southwest Tech's community included communicating to high school students and parents regarding articulated credits from the high school and articulation with four-year universities and colleges and purchasing items from local and district businesses

Discussion followed on the experience of the community with the student population. There is a need for more student housing. Some of the community landlords do not have a high turnover rate with renters and are not looking to rent to students because of the wear and tear on the property a higher rental turnover rate creates. The school district has seen a boost in enrollment when the student housing was built because the rental properties in town were more available for families to move to the community.

Panel members communicated that the students have had a positive effect on the community. The agriculture community often hires the students for temporary, hourly employment. The panel iterated that the staff are involved in community organizations, support the community, and that the leadership at Southwest Tech is also involved in the community's economic development efforts.

The Board thanked the community members for participating and asked that they consider becoming more involved with Southwest Tech through advisory committees, the Foundation, and possibly running for the District Board. Dr. Ford shared that the College is pleased with the communication with the city and local businesses as well as the responsiveness of the police, fire, and EMS services.

The Board recessed at 4:49 p.m. for dinner where no College business was conducted. The meeting reconvened at 5:32 p.m. Mr. Kohlenberg moved to approve the consent agenda including the October 24, 2013, agenda; September 26, 2013, Board minutes; financial reports; seven contracts totaling \$4,570.62 for September 2013; the hiring of Nancy Flanagan as the limited-term Grant Support Specialist; and the transfer of Kelly Kelly to the Controller position. Mr. Prange seconded the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented 2012-13 budget modifications. Modifications recommended for approval included:

- General Fund – Grant funding increased the revenue and expenses and the expense for booking out the other post-employment benefits (OBEP) buyout of employees with 7-13 years of service caused modifications.
- Capital Projects – A \$250,000 transfer in from student activities fund for the renovation of the student activity center; and
- Enterprise Fund – The audit firm valued inventory differently than what was previous done requiring an increase in the inventory value and a decrease in the fund balance.

Mr. Tuescher moved to approve the 2012-13 budget modifications as presented. Ms. Fitzsimons seconded the motion; motion carried.

The 2013 tax levy was presented for approval. Mr. White requested the Board consider a 0.58 percent increase to the operational levy and a levy for refunded or rescinded valuation relating to the City of Dodgeville/Lands' End court action. The total levy increase would be \$221,380 for an increase of 1.42 percent from the 2012 levy. Mr. White noted that the College is no longer capped at 1.5 mil; instead the cap is the previous year's valuation plus or minus net new construction, which was an increase of 0.84 percent in the valuation and increases the levy by 0.58 percent. Mr. Moyer moved

to approve the 2013 tax levy with a tax for operational expenses in the amount of \$11,183,080 and a tax for debt retirement in the amount of \$4,640,000 with a total tax of \$15,823,080. Mr. Tuescher seconded the motion; motion carried.

The RFP for medical and dental clinic services was tabled until the November 21, 2013, Board meeting. The proposals were opened on October 17 and more time is needed to compare the proposals received.

Mr. White reviewed a summary report on the five-year history of purchase card activity and a list of the FY2013 >\$50,000 vendors. The purchase card activity showed a growth of \$900,000 and over 1300 transactions over the past five years. The rebate the College received this past year was \$26,000. Mr. White reassured the Board that transaction and dollar amount limits are in place and receipts and supervisor approval are required. The purchase card program is also audited annually by the external audit firm.

The vendors over \$50,000 report reflected the College paid out \$3.8 million to 30 vendors in FY2013. Mr. White shared that in past years the report included vendors paid \$25,000 or more, but was modified this year to \$50,000 and reflected a decrease in total number of vendors and total dollars spent included in the report.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Positions noted included:

- Welding Instructor – the position has been put on hold;
- College Admissions Representative – the position has been accepted and will be brought to the Board for approval at the November meeting.
- Human Resources Assistant – the position will be brought to the Board for approval at the November Board meeting.
- Grant Support Specialist (LTE) – Nancy Flanagan has accepted this position.
- Controller – Kelly Kelly has accepted the position.
- Financial Analyst – this position has been posted.
- Online Support Specialist (LTE) – this position has been advertised.
- Southwest Health Network Director – position has been advertised.

The 2013-14 Comparison FTE Report and WTCS Comparison Report were presented for review. Mr. White noted that current enrollment remains flat compared to the previous year. The WTCS Comparison Report reflects a statewide enrollment range of -4.5 to 3.1 percent increase from the previous year with an average 0.1 percent increase statewide. Southwest Tech showed an increase of 0.1 percent. Discussion followed on growing our enrollment. It was noted that the College is trying to grow its evening/weekend presence, the need for a proper program array, and offer courses for both those just out of high school and adult students. Discussion followed on housing and competition.

Under the Chairperson's Report, Ms. Fitzsimons provided an overview of the 2013 ACCT Leadership Congress in Seattle, WA, in early October. Sessions she attended included student success through financial education, supporting student success with retention action teams, and a charter school model in Arizona where students graduate

from high school with an associate degree from the local technical college. Mr. Prange volunteered to serve on the Insurance Trust Committee.

Dr. Ford updated the Board on:

- Fall Open House – 230 applications were collected;
- Manufacturing Month – The College hosted, in collaboration with the Southwest Wisconsin Chamber Alliance, a presentation from Governor Walker, Dept. of Workforce Development Secretary Reggie Newson, WMC President Kurt Bauer, and WMC Foundation President Jim Morgan. Four manufacturing breakfasts were held in Prairie du Chien, Mineral Point, Cuba City, and Richland Center.
- Wisconsin Fast Forward – Grants will be available to employers for training provided by Southwest Tech in employer-led worker training.
- Categorical Aid – General Purpose Revenue funds have been collapsed from seventeen categories to seven categories. The \$21.9 million will be allocated through a competitive grants process in March 2014.
- Health Insurance Plan – Premiums will rise two percent in FY2015 for the College's health insurance plan.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Kohlenberg seconded the motion. The meeting adjourned at 6:40 p.m.

Darlene Mickelson, Secretary