

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OCTOBER 25, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on October 25, 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, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Rhonda Sutton, Donald Tuescher

Absent: Chris Prange

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, Jeff Dombeck, Katie Garrity, Laura Lee Nyberg-Comins, Phil Thomas, and Caleb White. Public present included Rob Callahan, Fennimore Times, and Eileen Brownlee, College Legal Counsel.

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, October 25, 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 October 25, 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

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 27, 2012
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance

- 3. Budget Control
- D. Contract Revenue
- E. Membership to American Association of Community Colleges

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

- A. Fund & Account Transfers (2011-12 Budget Modifications)
- B. Resolution for Adoption of 2012 Tax Levy
- C. Request for Approval of Rental of Facilities in Dodgeville
  - 1. Resolution Approving Lease
  - 2. Resolution Requesting State Board Approval of Lease
- D. Culinary Arts Scope Proposal
- E. Personnel
- F. Federally Qualified Health Center (FQHC) 501(c)3

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

- A. Review of Purchasing Activity
- B. Student Services Report (including Student Senate Report)
- 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)}

### **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. Moyer moved to approve the Consent agenda, including the Board agenda; the September 27, 2012, Board minutes; financial reports; 15 contracts totaling \$19,013.54; and membership renewal to the American Association of Community Colleges. Ms. Nickels seconded the motion, which was unanimously approved.

Caleb White, Vice President for Administrative Services, presented the 2011-12 Fund and Account Transfers for approval. Mr. White reported that the General Fund ended with a \$125,028 positive ending balance. Budget modifications will be made to three funds including the General Fund, Capital Projects Fund, and Trust/Agency Fund. Budget modifications in the amount of \$500,000 in the General Fund are necessary due to unplanned revenues the College received in grant dollars. The Capital Projects fund was deficit spent by \$1 million to reduce the reserve fund for Capital Projects. The Capital Projects reserve fund balance is \$300,000. Another necessary modification was \$400,000 in added revenue and expense in the Trust Agency funds for financial aid. Mr. Tuescher moved to approve the 2011-12 Fund and Account Transfers as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote, the motion was unanimously approved.

The 2012 tax levy was presented for Board approval. Caleb White explained the property valuation decreased 1.15 percent from the initial estimation approved at the public hearing in June. Mr. White recommended levying at 1.5 mils for operational and 0.6349 mils for debt service. The FTE and percentage increase of equalized value histories were reviewed. Southwest Tech's equalized value percentage decreased 1.15 percent compared to the statewide average decrease of 3.29 percent. On a home valued at \$100,000, a taxpayer will pay \$213.48 on their 2012 taxes compared to \$212.77 for 2011. Mr. Tuescher moved to approve the 2012 tax levy with a \$10,961,700 tax for operational expenses and a \$4,640,000 tax for debt retirement with a total tax of \$15,601,700. Ms. Nickels seconded the motion. When asked about the profile of state aid, Mr. White explained that it is projected to be a little less than last year at this point in time. The motion unanimously passed upon roll call vote.

Mr. White presented a request for approval to lease approximately 2,500 square feet of classroom/office space in the Springgate Mall in Dodgeville, WI. The Dodgeville outreach site would move to this new space and credit courses could be offered. Mr. White explained that negotiation on the price is still underway but he is looking at a similar cost as the Richland Center outreach site. Mr. Tuescher moved to approve the lease of approximately 2,500 square feet located at the Springgate Mall in Dodgeville, WI, to provide an off-site classroom/office space. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the lease of an off-site classroom/office facility in Dodgeville, WI. Ms. Mickelson seconded the motion; motion carried.

Dr. Joyce Czajkowski, Dean of Agriculture, Business & General Studies, and Dr. Phil Thomas, Vice President for Student & Academic Affairs presented the Scope Proposal for a two-year associate degree Culinary Arts Program. Dr. Thomas reported this is the second step of a four-step process, and the Program Proposal will be brought to the Board in March. Dr. Czajkowski noted the Scope Proposal is a feasibility study to preliminarily determine if there is need in the district for the program. The Culinary Arts program would be included in the Culinary Program Pathway. Students completing the first two semesters can receive a technical diploma in Culinary Specialist allowing them to get a job as a line cook. Students remaining in the associate degree program will have the option of taking Culinary Management or Culinary Arts. Dr. Czajkowski projected that a second instructor for the Culinary programs will be needed if the Culinary Arts program is approved. After the Scope Proposal is approved, the next steps include the Need Demonstration and Program Proposal. Mr. Moyer moved to

approve the submission to the State Board for their approval of the Scope Proposal for Culinary Arts. Ms. Fitzsimons seconded the motion; motion carried.

Attorney Eileen Brownlee and Katie Garrity, Dean of Health, Education, and Public Safety were present to discuss the formation of a 501(c)3 corporation to operate a Federally Qualified Health Center (FQHC). Ms. Garrity provided background on the challenges encountered the past two years in getting a clinic started. She worked with several agencies, but none were willing to commit to a long-term relationship and to include the educational component.

Ms. Garrity noted that Grant County does not have a FQHC and recently explored the possibility of having one available on campus. She has learned that Grant County would need to be declared medically underserved. Two options are available for a clinic. The first option is a look-a-like facility where no federal funds support it but the operator can receive federal reimbursement. The second option is the traditional FQHC which allows for federal funding and reimbursement. Before making application for a FQHC, we would need to create a corporation, designate a board of directors, and acquire 501(c)3 status. An FQHC must provide dental, medical, and mental health services.

Ms. Brownlee explained the process for creating a corporation and obtaining 501(c)3 status. The articles of incorporation will need to include elements in order to obtain 501(c)3 status. A specific composition board will be needed for the corporation with over 50 percent being consumers/users meeting set income guidelines. This Board will meet on a monthly basis and will not be a part of the Southwest Tech Board of Directors. The relationship between the two boards will be contractual allowing for leasing of space, services for students, and training opportunities for students. The College Board will not govern this organization and will not have any control. Ms. Garrity reported that the College would not be investing money in the corporation other than space and equipment as the start-up dollars will come from a federal grant. The College may have the opportunity to partner with this corporation to offer services to College staff. Mr. Moyer moved to approve the creation of a corporation with 501(c)3 status for the purpose of operating a Federally Qualified Health Clinic in the Health Science Center. Ms. Nickels seconded the motion; motion carried.

Caleb White reviewed a summary report on the five-year history of purchase card activity and a list of the FY2012 >\$25,000 vendors. The purchase card activity report and >\$25,000 vendor report both showed slight increases in activity over FY 2011.

Laura Lee Nyberg-Comins, Director of Student Services, provided a Student Services Report updating the Board on current and new activities, future directions, and continuous improvement. Ms. Nyberg-Comins explained that Student Services includes four distinct, inter-related areas – prospective students, admissions, advising and support, and career placement. Student Services staff members recently reviewed each of the four areas and used three common objectives in each of the four quadrants. These included assessments, records, and building partnerships.

Prospective student staff members are focusing on improving follow-up with prospective students, working more with the K-12 schools, looking at pathways earlier, implementing Career Coach and have developed a recruitment plan for each program.

A second recruiter was hired in the past year. Admissions staff members have added online registration and the online application and recently mapped the admissions process. Academic and student support staff members are focused on developing a plan on how we get students enrolled and retention of those students. They have also integrated all student assistance programs and are participating in Career Development Facilitator training. Career Placement is undergoing changes to incorporate the coordination of campus career services activities, building employer partnerships, promoting career networking opportunities, and supporting development and utilization of job placement skills into this area.

Ms. Nyberg-Comins reviewed the Noel Levitz Student Satisfaction survey for the past three years for Student Services, which reflects a downward trend in students' satisfaction. Based on these results and input from others, Student Services future plans include the remodeling of the Student Services area to allow for a student-centered culture focused on providing quality customer service, streamlining department processes, establishing and using data measures, implementing a career development decision-making model, developing an adult/returning student outreach plan, establishing a testing center, implementing a Career Development Facilitation Model and Career Coach, establishing a placement office, building stronger employer network, and exploring implementation of Engage Risk Assessment and Student Assistance Intervention Model.

Laura Bodenbender, Director of Human Resources, updated the Board on College staffing noting applications have closed for the IT/Process Improvement Supervisor; a job posting for a Grants Support Specialist will be opened soon; and two support staff members, Jane Roesch and Rhonda Walz, have announced their retirements.

Mr. White presented the FTE Comparison Report for FYs 2012 and 2013. FTEs remain consistent with last year at this time; however, the UW-Platteville remedial course enrollments are not included in FY 2013 numbers. Discussion followed on Farm Business & Production Management. Dr. Ford has asked a team to review the program operations and determine the best way to offer this program.

An outline of the January 2013 Board Retreat was presented. Consensus of the Board was to hold the retreat in Prairie du Chien.

The President's Report included:

- An update on the recent visit from the accrediting agency for Medical Laboratory Technician - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The accrediting board will decide in April 2013 on accreditation for Southwest Tech's Medical Laboratory Technician program.
- Extending Direct Entry-Midwife to off-campus, out-of-district sites. A business plan is being developed for this purpose. The Board cautioned that the plan needs to be comprehensive and include all costs including staff time.
- An update on the advocacy plans for the WTCS budget request. The President's Association is focused on the plan and is starting to lay the ground work to ensure the budget request gets in the Governor's budget, through Joint Finance, and through the legislative process.

Russ Moyer and Don Tuescher provided an update on the recently attended ACCT Leadership Congress.

Ms. Fitzsimons moved to adjourn to closed session, with Mr. Moyer seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 9:34 p.m.

The Board reconvened in open session at 10:10 p.m. Mr. Tuescher moved to increase the health insurance premiums by four (4) percent on July 1, 2013. Ms. Sutton seconded the motion; motion carried. Ms. Fitzsimons moved to give all staff members a one (1) percent, one-time salary adjustment. Ms. Nickels seconded the motion; motion carried.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried, and the meeting adjourned at 10:12 p.m.

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Melissa Fitzsimons, Secretary