

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 27, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:01 p.m. on October 27, 2014, in Room 236B of the Crawford County Administration Building, located at 225 N. Beaumont Road, in the City of Prairie du Chien, Crawford County, Wisconsin. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer (arrived at 6:10), 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: Karen Campbell, Amy Charles, Derek Dachelet, MJ Dachelet, Sue Reukauf, Phil Thomas, and Caleb White.

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

Monday, October 27, 2014

5:00 p.m. – Regular Board Meeting Community Panel
6:00 p.m. – Light Supper
6:30 p.m. Continuation of Regular Board Meeting
Crawford County Administration Building, Room 236B
225 N. Beaumont Road
Prairie du Chien, WI 53821

OPEN MEETING

The following statement will be read: “The October 27, 2014, 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 Cities of Fennimore and Prairie du Chien 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Prairie du Chien Community Panel

The Board will adjourn until 6:30 p.m. The Board will have dinner for social purposes only and no College business will be conducted.

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of employee compensation 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 August 28, 2014, Closed Session Minutes

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 25, 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. Fund & Account Transfers (2013-14 Budget Modifications)
- B. Resolution for Adoption of 2014 Tax Levy
- C. Bid for Building 500 Overhead Door Alteration
- D. Instrumentation & Controls Technology Program Concept Review

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. WTCS Health Insurance Consortium Update
- C. Industry, Trades & Agriculture 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}

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

- Aaron Kramer, Prairie du Chien City Manager;
- Jennifer Gallagher, Prairie du Chien Area School District;
- Tony Schwab, Dillman Equipment;
- Greg Russell, Wolf Machine/Rivertown Ironworks;
- Tina Stoeffler, Prairie Industries;
- Joel Arnold, 3M; and
- Tim Haines, Prairie du Chien Correctional Institution

Panel members provided feedback on strengths with regard to Southwest Tech services to their individual organizations and community. Manufacturing panel members noted the following strengths: including businesses in the development of training programs; the flexibility the College practices in creating and teaching curriculum that meets industry needs; the relationships industry has with instructors especially when hiring graduates; and the assistance received in developing training grants for current workforce needs. The City of Prairie du Chien expressed appreciation for assistance in response to potential businesses for economic development efforts. Prairie du Chien School District identified the great communication between the College and regional schools; the tours and the events where the application fee is waived to aid their students in making their post-secondary choice; and the articulation and transcribed credit agreements as well as Youth Options. Mr. Haines from the Prairie du Chien Correctional Institution (PDCCI) noted he has worked at both the PDCCI and the Wisconsin Secure Program Facility (WSPF) in Boscobel and there is a great partnership between the two prison facilities and the College. The WSPF partnered with the College in developing a barber/cosmetology training program and the PDCCI facilities offers three vocational programs through the College as well as HSED/GED preparation. The PDCCI employees have participated in various trainings, mock interviews, and the PDCCI has entered into an agreement to use the College's weapons range for training purposes.

With regard to weaknesses, the panel cited the following:

- Not enrolling new students in the Engineering Technology program this year; Dillman Equipment has 20-25 open positions and they need drafters, designers, and mechanical engineers.
- The College had previously been involved in arranging manufacturing plant tours for high school students but not this year. There is a need to expose junior high and high school students to manufacturing.
- The College had combined machine tool and welding training and some employers do not feel employees need both skills. The students should be taught the basics and the employers will train beyond the basics.
- High school students struggle with transportation to Fennimore in order to take advantage of Youth Options opportunities at the College; perhaps some opportunities could be brought to Prairie du Chien.
- Sometimes College resources are stretched to thin and responsiveness is slower than it should be with employers.
- Incorporate an internship into the Electromechanical Technology program to assist the students in translating the skills they learn into a job setting.

- There is a perception in Prairie du Chien that there is a lack of a physical presence by Southwest Tech. (Dr. Ford did respond that the College currently has an outreach site located in the Crawford County Administration Building and the College is actively seeking a larger space.)
- Employers feel basic life skills, such as computer software knowledge and financial management, are holding some of today's workers back. Younger employees lack other life skills important to maintain a job. Skills mentioned included attendance, sense of urgency, when not to use your cell phone, following policies, accepting constructive criticism, and recognizing the culture of the organization and the expectations of the organization. Apprenticeships and internships are a good test drive of an employee's work skills and interpersonal skills.
- Cancelling classes because of insufficient enrollment or not having an instructor has caused frustration among employers.
- 3M is looking for mechanical apprentices, which Southwest Tech does not offer.

When asked about opportunities for Southwest Tech to improve its services, the panel members made the following suggestions on specific programming:

- Need to work with all educational institutions on providing life skills training;
- Computer training for manufacturing-based organizations;
- Up-training for managers and current workforce looking to go into supervisory/management positions; half-day or one-day seminars in management principles and practices; and
- Apprenticeship training opportunities for high schools and employers

Other opportunities that involved collaboration with the K-12 schools, other post-secondary institutions, business and industry, other agencies, or economic development entities included:

- Addressing the regional workforce needs, both internally and by bringing new employees into the region;
- Bridging the gap between the parents, the junior high / high school students, and the employers; educating parents on current manufacturing and other industries; and
- Assisting in the arrangement of tours and career exploration for youth and high school students.

The panel members were thanked for their valuable feedback. The Board then recessed at 6:10 p.m. for social purposes and dinner with no College business being conducted. The meeting reconvened at 6:39 p.m. Mr. Tuescher made a motion to adjourn to closed session for the purpose of discussing employee compensation per Wis. Stats. 19.85(1)(c). Ms. Fitzsimons seconded the motion; upon roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 6:40 p.m. The meeting reconvened in open session at 6:52 p.m.

After reviewing the Consent Agenda, Mr. Prange moved to approve the Consent Agenda including the October 27, 2014, agenda; September 25, 2014, Board meeting minutes; financial reports; eight contracts totaling \$21,311.27; hiring of Amy Campbell, Accounts Payable, the resignation of Betsy Tollefson, Director of Development, and the retirement

of Kellie Knox, Math/Science Instructor. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2013-14 budget modifications for Board approval. Recommended modifications included:

- General Fund – The full-time Culinary Arts instructor hiring was delayed a year and grant activity funding / indirect costs added to a positive bottom line creating a \$544,499 balance. The budget modification will approve expending an additional \$50,000 for instructional resources, \$100,000 for student services, and \$150,000 for general institutional with the \$300,000 in transfers coming from the physical plant category.
- Capital Projects – The requested budget modification would transfer \$270,000 from reserves for resources; would transfer \$150,000 from instructional use and \$550,000 from general institutional use; and would transfer \$50,000 into instructional resources use and \$650,000 into physical plant use. This would enable the deferment of over \$500,000 to the Learning Center project in 2014-15.

Mr. White reviewed the unaudited fund balances for all College funds. Mr. Tuescher moved to approve the budget modifications for the General Fund and the Capital Projects Fund as presented. Ms. Sutton seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2014 in the amount of \$4,604,688 for operational expenses and \$4,740,000 for debt retirement for a total tax levy of \$9,344,688. Mr. White provided information that the resolution would increase the base tax levy by a net change of \$49,800 (0.31%); however, the total tax levy will decrease by \$6,478,392 (40.94%) due to WI Act 145. Act 145 will cause \$6,528,192 of State funds to be distributed to Southwest Tech each year for the purpose of reducing the College's property tax levy. The funds will be received in February. Ms. Messer moved to approve the Resolution Providing for Tax Levy for the Year 2014 as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

A bid summary for the Building 500 - Overhead Door Alteration project was presented by Mr. White. This project will create accessibility between two welding labs and the former bricklaying lab with the funding from the Blueprint for Prosperity grant received from the Department of Workforce Development. One bid was received, which was within the allotted budget. Mr. Moyer moved to award the Building 500 – Overhead Door Alternation project to Rock Church Construction, Inc., of Livingston, WI, with the low bid of \$33,250 (including tax savings). Mr. Tuescher seconded the motion; motion carried.

Derek Dachelet, Dean of Industry, Trades & Agriculture, presented a Concept Review for an associate of applied science degree in Instrumentation & Controls Technology. Mr. Dachelet reported the median wage for the occupation is \$23.50 per hour and there is a predicted 9.9 percent increase in need for workers in our district. Research shows that 52 percent of the current workforce in this field are 45 or older. The program would be part of a career pathway where the first year is the Industrial Mechanic program and in the second year students can enroll in either the Electromechanical Technology program or the Instrumentation & Controls Technology program. Industries using instrument and controls technicians include food production, manufacturing, and energy

production. Mr. Tuescher moved to approve the Concept Review for an associate of applied science degree in Instrumentation & Controls Technology, with Mr. Kohlenberg seconding the motion. Upon voice vote, the motion carried.

Caleb White reviewed purchasing activities for FY2014. The purchase card activity summary reflected a five-year history of purchase card usage on campus. The report showed the number of transactions per month increased this past fiscal year but the average dollar amount decreased. Over the past 11 years, the College has received almost \$150,000 in purchase card performance rebates. Also included in the purchasing activities were the \$50,000 and greater vendors for FY2014.

The Board heard an update on the Wisconsin Technical College System Health Insurance Consortium. At this time, Southwest Tech is one of five members moving forward with the consortium. Benefits of joining the consortium include savings in stop loss and prescriptions; decision-making support with sharing of best practices; retention of own reserves; the potential for long-term trend reduction and market leverage. There is a three-year commitment to join. Mr. White informed the Board that joining the consortium will be brought for approval in early 2015 for implementation either July 1, 2015, or January 1, 2016. The Board asked that the presentation include the stop loss statistics when it is brought for approval.

Derek Dachelet, Dean of Industry, Trades & Agriculture, provide a report focusing on departmental major activities and how they help the College achieve its seven Strategic Directions. Mr. Dachelet highlighted the comparison program enrollment for his division, which is very similar to the previous year; apprenticeship enrollment; division initiatives including additional sections in Agribusiness, Welding, Electromechanical Technology, a new program in Industrial Mechanics, and a GPR grant focused on improving agricultural offerings; and the development of an Instrumentation and Controls Technician in 2014-15 as well as a Precision Machining Technology programs for 2015-16.

An update on the Farm, Business & Production Management program was provided noting a 52 percent reduction in direct net cost and a five percent increase in students served. The program has secured grant funding to offset costs of the program.

Amy Charles, Business & Industry Services Manager, provided an update on the Business & Industry Services department. Business & Industry Services is a component of the Industry, Trades & Agriculture division. Initiatives in this department include training contracts, working with business and industry on workforce grants, and professional development offerings. Priorities for the department include expanding professional development offerings, incorporating continuing education offerings, creating non-credit to credit transitions to assist Business & Industry students to become program students, updating their webpage, and expanding the adjunct instructor pool.

Dr. Ford provided the Board with an update on staffing. He noted Amy Campbell, Accounts Payable, was hired and approved under the Consent Agenda. Current open positions include the Online Specialist, Counselor, Welding Instructor, part-time Administrative Assistant, and Foundation Director.

The Board reviewed the 2014-15 comparison FTE report to the previous year. Mr. White noted the numbers reflect a seven percent decrease in credit courses.

An update on Open House, January start programs, strategic planning process, and public safety offering were included in the President's Report. Dr. Ford reported that 186 applications were received during open house. The strategic planning process is beginning with the formulation of the strategic projects list for 2015. The current Strategic Directions expire in June 2015 and meetings will be held for staff members to provide input on the current and future Strategic Directions. Dr. Ford will bring the recommendations to the Board for discussion in February 2015.

Mr. Tuescher, Mr. Moyer, Ms. Sutton, Dr. Ford, and Ms. Campbell reported on the ACCT Leadership Congress they recently attended.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting, with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:25 p.m.

Darlene Mickelson, Secretary