

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 18, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on December 18, 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: Richard Ammon, Laura Bodenbender, Karen Campbell, Derek Dachelet, Jake Mootz, Sue Reukauf, Phil Thomas, and Caleb White. Public present included Natalie Rew and Nick Allen from Wegner CPAs and 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, December 18, 2014

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 December 18, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. FY2014 Financial Audit

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 November 20, 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 November 20, 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. Grant County Economic Development Corporation Lease for 2015
- B. 2014-2019 Affirmative Action Plan
- C. Concept Review: Precision Machining Technology

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. WTCS Health Insurance Consortium
- B. Business, Management & General Studies 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}

Natalie Rew and Nick Allen of Wegner CPAs, Madison, WI, presented the audit report for FY2014. Ms. Rew informed the Board that the audit has been given a clean opinion in regards to compliance, and the internal control report identified no material weakness or significant deficiency in internal control. Mr. Allen reviewed the financials with the Board. Mr. Moyer moved to approve the 2013-14 Financial Audit as presented. Mr. Tuescher seconded the motion; motion carried. Ms. Nickels expressed the Board's appreciation to the staff members for their work on the audit.

Mr. Tuescher moved to adjourn to Closed Session with Ms. Messer seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:20 p.m. The Board meeting reconvened in Open Session at 8:37 p.m. Mr. Tuescher moved to approve a contract in an amount not to exceed \$44,000 including travel and identified expenses with Michael Best & Friedrich, LLP, to conduct Southwest Wisconsin Technical College's Presidential Search. Ms. Mickelson seconded the motion; the motion unanimously carried.

After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the December 18, 2014, agenda; November 20, 2014, Board meeting minutes; financial reports; seven contracts totaling \$6,876; hiring of Heather McLimans, Counselor; Edward Anderson, LTE Welding Instructor, and Amanda Vissers, Math/Science Instructor; and the retirement of Bill O'Herrin, Electrical Power Distribution Instructor. Mr. Tuescher the motion; motion unanimously carried.

The 2015 office space lease with Grant County Economic Development Corporation was presented for approval. Ms. Fitzsimons moved to approve the 2015 lease for Grant County Economic Development Corporation, with Ms. Messer seconding the motion. The motion carried with Ms. Mickelson abstaining.

Laura Bodenbender, Human Resources Director, presented the College's Five-Year Affirmative Action Plan (2014-2019) for approval. Ms. Bodenbender reviewed the plan noting that all staff members are responsible for affirmative action. An annual update will be presented to the Board on the initiatives within the plan. Mr. Tuescher moved to approve the 2014-2019 Affirmative Action/Equal Opportunity Five-Year Plan. Ms. Fitzsimons seconded the motion, which unanimously carried.

Dean of Industry, Trades, and Agriculture, Dr. Derek Dachelet, presented a proposed Concept Review for a one-year technical diploma program in Precision Machining Technology. The program would be developed in FY2016 with implementation in Fall of 2016. Mr. Moyer moved to approve the Concept Review for a one-year technical diploma in Precision Machining Technology and for the Concept Review to be submitted to the Wisconsin Technical College System State Board for approval. Mr. Prange seconded the motion; the motion unanimously carried.

Caleb White, Vice President for Administrative Services, and Laura Bodenbender provided an update on the WTCS Health Insurance Consortium. Progress is being made on development of the consortium with a pharmacy benefit manager being chosen and an RFP has been released for a consultant to engage with once the consortium is active. At the January Consortium meeting, the consortium agreement will be finalized and will start on the development of policies and procedures.

Dr. Richard Ammon, Dean of Business, Management and General Studies, presented a report focusing on major activities for his division and how they help the College achieve its seven Strategic Directions. Dr. Ammon provided an enrollment overview noting three programs were suspended this past year; however, the classes for the Supply Chain Management program will start in January 2015. A competency-based Supervisory Management program commenced in Spring 2014. New and modified programming for FY2016 include an embedded pathway certificate in office receptionist, reduction of cosmetology hours from 1800 to 1550 based on State requirement, business outreach

programs offered at alternative times for adult learners, and the possibility of a 2+2 cohort model with Upper Iowa University.

Activities noted for General Studies included the Nicolet Transfer agreement students have doubled this year and several new courses are being developed for Fall 2015. A course titled, English Composition I, is being developed and Speech and Anatomy & Physiology are being adapted into an online course format.

Faculty in the division have been engaging in out-of-classroom activities such as International Entrepreneur Week, Fennimore Flag Project, and high school visits.

Ms. Bodenbender provided an update on College staffing noting current open positions include the Executive Director of the Foundation, Financial Aid Accounting/Bursar, Adult Career Pathway Coordinator, Farm Business & Production Management Instructor, Electrical Power & Distribution Instructor, and part-time Health Information Technology Virtual Tutors. These positions are in various stages of the hiring process.

In reviewing the enrollment report, Mr. White noted that program student FTEs compared to one year ago reflect a five percent decrease. The enrollment report for Fall 2015 shows a slight decrease in applications. Mr. White noted that several new programs are starting in January, which should help us increase the total FTEs.

Under the Chairperson's Report, Ms. Nickels shared that the Foundation Board toured the Student Housing facilities and thought the District Board would be interested in touring at some point in time. Ms. Nickels asked for suggested agenda items for the Board Retreat and thanked the staff members for their hard work and effort.

Dr. Ford shared that the College has engaged Honkamp Krueger for organizational development services. The employee satisfaction survey reflected issues in the organizational culture. Honkamp Krueger is currently conducting an assessment and will provide the College with a report and plan.

Also included in the President's Report was an update on graduation. Sixty-eight graduation candidates have been identified for the Winter graduation ceremony on December 19. Dr. Ford shared that the Karen R. Knox Learning Center is progressing and staff members will be moving in to the facility during the first two weeks of January.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting; Ms. Messer seconded the motion. The motion carried and the meeting adjourned at 9:28 p.m.

Darlene Mickelson, Secretary