

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 23, 2015**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on April 23, 2015, 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: Karen Campbell, Sue Reukauf, Lisa Riley, Phil Thomas, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times, and future College President Jason Wood.

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, April 23, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The April 23, 2015, 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 Board Meeting of March 26, 2015 and Special Board Meetings of March 30, March 31, April 1, and April 2, 2015
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer’s Cash Balance

- 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2015-16 Out-of-State Tuition Waivers
- G. 2015-16 Membership to Association for Community College Trustees

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Presidential Contract
- B. Second Reading of Board Governance Policy 3.3: Compensation and Benefits
- C. Request for Proposals: Enterprise Content Management (ECM) and Document Imaging Solution
- D. Request for Proposals: Third Party Administrator for Health Insurance Program
- E. Bid for NIR Instrument for Testing of Dairy Products

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussion of Notices of Non-Renewal 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.}
- B. Approval of Closed Session Minutes of December 18, 2014; January 28, 2015; February 27-28, 2015; March 26, 2015; March 30, 2015; March 31, 2015; April 1, 2015; and April 2, 2015

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}

After reviewing the Consent Agenda, Mr. Kohlenberg moved to approve the Consent Agenda including the April 23, 2015, agenda; March 26, 30, and 31, April 1 and 2 Board meeting minutes; financial reports; sixteen contracts totaling \$223,121,.45; hiring of Matt Lansing, Farm Business & Production Management Instructor; the transfer of Heather Ffirick to the Career Services Manager position; the resignation of Kyle Ebel, Media Technician; the retirement of Marla Leibfried, Dental Assistant Instructor; out-of-state tuition waivers of 700 credits for 25 needy and worthy students during the 2015-16 academic year; and the 2015-16 Association for Community College Trustees membership for \$3,054. Ms. Messer seconded the motion; motion unanimously carried.

Mr. Tuescher moved to approve the three-year contract for Jason S. Wood to serve as College President commencing July 1, 2015. Mr. Kohlenberg seconded the motion; motion unanimously carried.

A revision to remove the references to collective bargaining agreements in Governance Policy 3.3: Compensation and Benefits was presented for the second reading and approval. Mr. Tuescher moved to approve revised Governance Policy 3.3: Compensation and Benefits, as presented. Ms. Fitzsimons seconded the motion, which was unanimously approved.

Lisa Riley, Continuous Improvement/Information Technology Supervisor, presented the summary of the Request for Proposals for an Enterprise Content Management (ECM) and Document Imaging Solution. Ms. Riley summarized the three proposals received noting that two companies presented on-campus demonstrations. The next step is to develop an implementation plan. Mr. Tuescher moved to award the Request for Proposals for an Enterprise Content Management (ECM) and Document Imaging Solution to Gordon Flesch for Laserfiche at a five-year cost of \$211,074. Ms. Mickelson seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented a summary of the Request for Proposals for a Third Party Administrator for the Group Health Program. Four proposals were received. Mr. Moyer moved to award a two-year contract for third party administrative services for the College's group health plan to UMR, Milwaukee, WI. Ms. Messer seconded the motion, which was unanimously approved.

Bids for Bid#1415-06 NIR Instrument for testing of dairy products to be used in the Laboratory Science Technician program were received and opened on April 16, 2015. Mr. White noted two bids were received and both bids met the specifications. Mr. Moyer moved to accept the low bid form Unity Scientific for the NIR Instrument in the amount of \$39,300.00. Mr. Tuescher seconded the motion; motion unanimously carried.

Duane Ford provided an update on College staffing noting open positions of an Instrumental & Controls Technology/Electro-Mechanical Instructor, Electro-Mechanical Technology Instructor, Midwife Clinical Coordinator, and Dining Services Manager. Interviews have been scheduled for the Electrical Power Distribution (EPD) Instructor and EPD Lab Assistant positions.

The enrollment reports reflected a five (5) percent decrease in FTEs compared to the previous year, with the average decrease across the state being three point six (3.6)

percent. The Fall 2015 application comparison report reflected a slight decrease in applications compared to the previous year.

Chairperson Nickels shared with the Board a request from the presidential search consultant. The request will be brought to the May Board meeting. An update on the April District Boards Association conference in Stevens Point was also presented. Mr. Moyer provided an update on the Executive Director search for the District Boards Association noting two finalist candidates were interviewed and no decision had been made.

In the President's Report, updates on legislative action, FY16 budget development, and the health insurance consortium were provided. Dr. Ford shared the Graduate Success Report and positive feedback received from the Wisconsin Technical College System and the Department of Health Services regarding public safety. He also shared an update on the eight students and two advisors that traveled to Haiti. Dr. Ford informed the Board that the Nick Kramer family would like to move the bust of Mr. Kramer from the City of Fennimore property to the vestibule of the Kramer Administration Building.

Mr. Tuescher moved to adjourn to Closed Session for discussion of notices of non-renewal per Wis. Stats. 19.85(1)(c). Mr. Kohlenberg seconded the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:51 p.m. The Board meeting reconvened in Open Session at 7:55 p.m. with no action taken.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 7:56 p.m.

Darlene Mickelson, Secretary