

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 24, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on March 24, 2016, in Rooms 492-493 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, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Linda Erickson and Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dan Imhoff, Katie Garrity, Krista Weber, and Caleb White. Public present included Rob Callahan, editor of The Fennimore Times.

Chairperson Kohlenberg 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, March 24, 2016

6:15 p.m. – Dinner & 50th Anniversary Presentation

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

AGENDA

OPEN MEETING

The following statement will be read: “The March 24, 2016, 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 Board Retreat/Regular Meeting of February 26-27, 2016
- 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. Bid for Building 400 Reroof Project
- B. Lease with Darlington School District
- C. Lease with Platteville School District

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Cost for Feasibility Study of Facilities Master Plan
- B. 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 property acquisition per Wis. Stats. 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}
 - 2. Discussion of a personnel issue per Wis. Stats. 19.85 (1) (f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
 - 3. Discussion of a compensation issue 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.}

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}

Mr. Tuescher moved to approve the Consent Agenda, as presented, including the March 24, 2016, agenda; February 26-27, 2016, Board minutes; financial reports; 11 contracts totaling \$12,912.52 in February 2016; employment recommendations for Ben Neuroth - Evening Custodian, Bridget Kazda – Part-time Child Care Assistant, Laura Nelson – Part-time LTE Basic Computer Skills Coordinator, and Gina Trollop – Mental Health Counselor; transfer for Matthew Baute – Director of Software Development and Randy Leibfried – Evening Custodian; and the retirements of Colleen Watters - Nursing Instructor and Lori Wiest – Financial Aid Specialist. Ms. Nickels seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented the bid summary for the Building 400 Reroof Project noting that eight bids were received. Ms. Nickels made a motion to accept the low bid for the Building 413/415 Reroof Project including Additives 1 and II in the amount of \$186,533 from Hasheider Roofing & Siding, LTD of Prairie due Sac, Wisconsin. A question was raised on the cost of replacement of deteriorated metal decking. After discussion, Ms. Fitzsimons seconded the motion as presented. The motion carried with one dissenting vote by Mr. Tuescher.

Caleb White, Vice President for Administrative Services, presented agreements for 2016-17 to lease classroom spaces from Darlington School District and Platteville School District. Mr. White noted that one classroom is leased from Darlington Schools and two classrooms are leased from Platteville Schools. Mr. Tuescher moved to approve the 2016-17 lease with Darlington Community Schools for one classroom to be used as an outreach site. Ms. Mickelson seconded the motion; motion unanimously carried. Ms. Fitzsimons made a motion to approve the 2016-17 lease with Platteville School District for two classrooms to be used as an outreach site. Mr. Moyer seconded the motion, and the motion was unanimously approved.

Dr. Wood presented information related to the cost for a feasibility study of the Facilities Master Plan. Three quotes have been requested with one of the quotes received for a cafeteria-style feasibility plan and business plan. Other quotes have been verbal quotes. Dr. Wood will review the quotes and bring the information back to the April Board meeting.

Krista Weber, Director of Human Resources, provided an update on College staffing. Current open positions in various stages of the hiring process included a part-time Child Care Assistant, Software Developer, Registrar, Communications Instructor, and Industrial Occupations & Safety Compliance Lab Assistant.

A review of the year-over-year FTE comparison report and application report was presented by Caleb White. Mr. White indicated that the FTE report has been reflecting an approximately two percent increase in FTE compared to the previous year. The application report comparing Fall 2017 to Fall 2016 applications reflected a decrease of 90 applications.

Under the President's Report, Dr. Wood highlighted meetings and campus tours with Wisconsin Department of Agriculture Secretary Ben Brancel and Department of Workforce Development Secretary Ray Allen. Dr. Wood also updated the Board on the nursing program. Dr. Wood has been meeting with the nursing faculty, second-year students, and individually with some of the students. The latest NCLEX pass rate was recently announced with 96 percent of Southwest Tech graduates passing the nursing exam on their first attempt. A campus climate survey will be administered to staff in the next month and results will be provided to the Board at a future meeting.

Ms. Fitzsimons moved to adjourn to closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e), a personnel issue per Wis. Stats. 19.84 (1)(f), and a compensation issue per Wis. Stats. 19.85(1)(c). Mr. Prange seconded the motion. Upon a roll call vote with all members present voting affirmatively, the meeting adjourned to Closed Session at 7:31 p.m. The Board meeting reconvened to Open Session at 8:06 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:06 p.m.

Darlene Mickelson, Secretary