

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 18, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on April 18, 2013, 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:

James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Dave Birkelo, Laura Bodenbender, Don Borchert, Jim Broihahn, Karen Campbell, Joyce Czajkowski, Derek Dachelet, Kristal Davenport, Katie Garrity, Barb McCormick, Jeff Midtlien, Karyl Nicholson, Julie Pluemer, Mark Randall, Phil Thomas, Caleb White, Kathy Witzig, and Kris Wubben. Public present included Jon Anderson, Godfrey & Kahn, S.C., College Legal Counsel.

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, April 18, 2013

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 April 18, 2013, 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

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)}
- B. Approval of Closed Session Minutes from March 28, 2013

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 March 28, 2013
- C. Financial Reports
 - 1. Expenditures Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2013-14 Out-of-State Tuition Waivers
- G. 2013-14 ACCT Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Compensation Guidelines
- B. Concept Review: Health Information Technology Program

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Teaching, Learning & Academic Outreach Report
- B. 2013-14 Budget Update
- 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}

Under Reports/Forums/Public Input, three Southwest Tech faculty members addressed the Board in regards to the Employee Handbook and Compensation Guidelines. Kristal Davenport voiced concerns with development of the Compensation Guidelines and Employee Handbook as it relates to faculty. Paul Bell shared his concerns with the Compensation Guidelines, and Kathy Witzig shared concerns regarding the Compensation Guidelines and non-renewal of instructional staff.

Mr. Tuescher moved to adjourn to closed session with Mr. Prange seconding the motion. Upon roll call vote where all Board members voted affirmatively, the Board

adjourned to closed session at 7:29 p.m. The meeting reconvened in open session at 9:01 p.m.

Ms. Nickels moved to approve the Consent Agenda including the April 18, 2013, agenda; March 28, 2013, Board minutes; financial reports; nine contracts totaling \$2,295.00 in March 2013; retirements of Garry Welch, Sam Shumate, and Sharon Beer; 2013-14 out-of-state tuition waivers of 560 credits for 20 needy and worthy students; and renewal of the 2013-14 Association of Community College Trustees Membership. Ms. Mickelson seconded the motion; motion carried. Mr. Tuescher moved to approve the Compensation Guidelines for implementation July 1, 2013. Ms. Nickels seconded the motion; motion carried.

Katie Garrity, Dean of Health, Education & Public Safety, presented a Concept Review for a Health Information Technology program. Based on QRP and advisory committee recommendations, a two-year Associate of Applied Science program in Health Information Technology is being explored. With the implementation of electronic health records, college programming will evolve from medical transcription to health information technology. Funds for development of a two-year Health Information Technology related educational pathway have been applied for from the US Dept. of Health and Human Services Health Resources and Service Administration Department. The development of the pathway is a collaborative effort between five area hospitals, Scenic Rivers Area Health Education Centers (AHEC), Southwest Wisconsin Workforce Development Board, and Southwest Tech. The Medical Coding Specialist program will be embedded in the first year of the Health Information Technology program. Mr. Moyer moved to approve the Concept Review for the Health Information Technology Program as presented with Mr. Tuescher seconding the motion. Motion carried.

Julie Pluemer, Supervisor of Teaching, Learning & Academic Outreach, provided a report updating the Board on current and new activities, future directions, and continuous improvement in Teaching, Learning & Academic Outreach. The department includes responsibilities for curriculum, online learning, staff development, four-year school articulation, K-12 initiatives, and Adult Basic Education. Ms. Pluemer highlighted each area and new initiatives in Basic Education outreach.

Caleb White, Vice President for Administrative Services, reported on the budget status for general and capital funds for FY 2014. Mr. White reminded the Board this is a first snapshot of the budget and there is still work to be done in balancing the budget. Budget managers have been asked to review their requested budgets for reductions.

Laura Bodenbender, Human Resources Director, provided the Board with a Staffing Update. Items noted included the Student Housing/Activities Manager position is on hold, a Dean of Industry & Contracted Services position has been posted internally, and job postings are being developed for an Enterprise Resource Planning System Administrator and HVAC/Plumbing & Heating position.

Mr. White reviewed the Comparison FTE Report noting that FY 2013 FTE's are comparable to FY 2012. Mr. White shared an FTE comparison for the Wisconsin Technical College System. Southwest Tech is one of four colleges projecting an increase in FTEs.

Chairperson Kohlenberg reminded the Board of the upcoming ACCT Leadership Congress October 2-5, 2013, in Seattle, Washington. Ms. Fitzsimons had previously indicated interest and Mr. Moyer also expressed interest in attending. Mr. Tuescher will attend if Ms. Fitzsimons cannot attend.

Under the President's Report, Duane Ford reviewed the Governor's Budget proposal to increase technical colleges levy based on a factor that is related to a percent of new construction in the district. The proposal omits municipalities where two or more technical colleges share that municipality. The Wisconsin Technical College System Office is working in conjunction with the Governor's Office and the Department of Revenue on several alternative methods in calculating net new construction that does not exclude shared municipalities.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting. Ms. Nickels seconded the motion. Motion carried and the meeting adjourned at 10:01 p.m.

Melissa Fitzsimons, Secretary