

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
AUGUST 28, 2014**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on August 28, 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, and Chris Prange (arrived at 7:08 p.m.)

Absent: 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, Katie Garrity, Dan Imhoff, Phil Thomas, Caleb White, and Kris Wubben. Public present included Rob Callahan, Editor of The Fennimore Times.

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, August 28, 2014

5:45 p.m. – Tour of Cosmetology Renovation

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 August 28, 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 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. Oath of Office
  - 1. Russell Moyer
- C. Reports/Forums/Public Input

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 14, 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. Revised 2014-15 Signatory Authority Policy

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Health, Education & Public Safety Report
- 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. Considering an employee's request 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. Considering property issues 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 bargains reasons require a closed session}.
  3. Approval of Closed Session Minutes of July 14, 2014

### **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](mailto:accom@swtc.edu))**

Recently re-appointed Board member Russell Moyer read and signed the Oath of Office. After a review of the Consent Agenda, including the August 28, 2014, agenda; July 14, 2014, Board minutes; financial reports; six contracts totaling \$16,642.15 in July 2014; and the hiring of Nicole Schopf, Associate Degree Nursing Instructor; Stacie Kreinbrink, Cancer Information Management/Health Information Technology Instructor; Pam Johnson-Loy, Administrative Assistant-Public Safety; Christal Foreyt, Associate Degree Nursing Instructor; Jill Henry, Nursing Assistant Instructor/Health Skills Lab; Linda Kious, Lab Science/Medical Lab Technician Instructor; Karen Bast, Culinary Instructor; Mikayla Bryant, Child Care Assistant; Chase Varvil, Electrical Power Distribution Assistant; and the transfer of Mary Jo Sherman, Assessment Specialist;

Tammie Engelke, Administrative Assistant-Public Safety; Holly Crubel, Grant Accountant; and Samantha Redman, Grant/Finance Accountant. Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Duane Ford presented a revised 2014-15 Signatory Authority Policy for Board approval. The policy designates authority to individuals committing the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents and was approved at the July 14, 2014, annual Board meeting. The policy was brought back to the Board for approval with the Business & Industry Services Manager being added to the President's designees for training and technical assistance contracts. Ms. Messer moved to add the Business & Industry Services Manager to the President's designees for training and technical assistance contracts. Ms. Mickelson seconded the motion; motion carried.

Katie Garrity, Dean of Health, Education & Public Safety provided a report focusing on major activities and how they help the College achieve its seven Strategic Directions. Highlights of the report included:

- Three new programs for FY2014 – Health Information Technology, Cancer Information Management: Cancer Tumor Registry, and Laboratory Science Technician;
- Activities for five grants – Rural Health Network Grant (Health Resources and Service Administration), Bridges to Healthcare (Trade Adjustment Assistance Community College & Cancer Training Program), Access to Healthcare (State GPR), Cancer Information Management (State GPR), and Blueprint for Prosperity (State);
- RFP awarded to Crossing Rivers Health, Prairie du Chien, WI, to provide campus healthcare access in medical, dental, and mental health;
- A review of the division programs;
- Highlights of the Public Safety Complex and Child Care programs and center
- A review of the accreditation status for healthcare programs;
- An overview of the Southwest Health Network; and
- Nursing program highlights including pass rates, Franklin University RN to BSN option on Southwest Tech's campus, and the international travel experience in Haiti.

Duane Ford provided an update on College staffing. It was noted that many of the open positions have been filled (as stated in the Consent Agenda item). Current open positions include Accounts Payable, Financial Aid Accounting/Bursar and Online Specialist.

Caleb White presented the enrollment report. He informed the Board that FTEs for FY2014 showed an increase of one percent. The FY2015 report reflects a slight decrease from the year previous. Not as many courses were offered this past summer as compared to the previous summer. Mr. White also informed the Board that compared to the other WTCS colleges, Southwest Tech was the only college that showed a growth in FTEs last year.

Under the Chairperson's Report, Ms. Nickels asked for nominations for the District Boards Association Board Member of the Year Award. It was suggested that Lori Laberee from Wisconsin Indianhead Technical College be nominated.

Dr. Ford informed the Board that the fall semester is off to a good start and the summer police academy graduation will be held this week. Dr. Ford recently visited with the district's area legislators. The College will be requesting from the State Board permission to alter online out-of-state tuition rates. The current practice is that online students are charged in-state tuition rates regardless of their residency. Dr. Ford reported that the Tri-State Advanced Manufacturing Center for Excellence (a partnership with Northeast Iowa Community College and Highland (Illinois) Community College) is changing its name to the Upper Mississippi Manufacturing Innovation Center.

Ms. Fitzsimons moved to adjourn to closed session to discuss an employee's request and property issues. Ms. Mickelson seconded the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to closed session at 7:42 p.m.

The meeting reconvened in open session at 8:17 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting, with Mr. Kohlenberg seconding the motion. The motion carried and the meeting adjourned at 8:17 p.m.

---

Darlene Mickelson, Secretary