

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
FEBRUARY 28, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on February 28, 2013, in Rooms 492-493, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, and via teleconference. The following members were present:

James Kohlenberg, Diane Messer, Darlene Mickelson, Eileen Nickels, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, Russell Moyer, Chris Prange

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Paul Bell, Laura Bodenbender, Karen Campbell, Laura Nyberg-Comins, Caleb White, Kathy Witzig, and Kris Wubben. Public present included Rob Callahan, Fennimore Times, and Student Senate Vice President Nick Rollins.

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, February 28, 2013

6:00 p.m. – Tour of Student Services 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 February 28, 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
  - 1. Student Senate Report

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting/Retreat of January 25-26, 2013
- C. Financial Reports
  - 1. Expenditures Greater than \$2,500

2. Treasurer's Cash Balance
3. Budget Control
- D. Contract Revenue

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Employee Handbook
- B. Naming the Student Activities Center – Charlie's
- C. Second Reading of Governance Policies
  1. Policy 1.2: Governing Philosophy
  2. Policy 1.7: Chairperson's Role
  3. Policy 1.9: Secretary's Role
  4. Policy 1.14: College Budget Process
  5. Policy 3.3: Compensation and Benefits
  6. Policy 3.6: Asset Protection

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

- A. Budget Parameters & Assumptions
- B. Staffing Update
- C. Student & Academic Affairs Report
- D. Industrial Occupations Report

### **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 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 January 25, 2013

### **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)}

Nick Rollins, Student Senate Vice President, updated the Board on Student Senate activities. Mr. Rollins informed the Board of the process used to name the Student Activities Center "Charley's." In February, Student Senate members participated in Student Government day and were afforded the opportunity to meet with State Legislators.

Under Public Input, Kathy Witzig, president of the faculty and support staff Professional Staff Associations, thanked the Board for allowing staff members to participate in the writing of the Employee Handbook. Participating staff members expressed their satisfaction to Ms. Witzig noting they were active participants in the writing meetings. Also, the listening sessions presented the opportunity for a dialogue with the staff members. She informed the Board that some staff members feel the tone of the Handbook under Employment Status and Discipline sections are too negative.

Mr. Tuescher moved to approve the consent agenda including the February 28, 2013, agenda; January 25-26, 2013, Board minutes; financial reports; and 12 contracts totaling \$34,865.00 in January 2013. Ms. Mickelson seconded the motion; motion carried.

Laura Bodenbender, Director of Human Resources, presented the Employee Handbook to be implemented July 1, 2013. Ms. Bodenbender shared that the Discipline section had been changed from what was in the Board packet. The statement "The employee has the right to request the presence of another employee as witness at the conference." was removed from both the Verbal and Written Warning sections of the handbook. The reason for this change is to allow the employee and supervisor and HR (if present) to present the verbal or written warning and have a confidential conversation with the employee. The employee may present circumstances that the College was unaware of and may allow compromises to be made based on the information communicated. Having another employee present may compromise the confidentiality of information, inhibit the openness of the dialogue, and not always allow flexibility based on the individual situation. During the appeal process, an employee may have a representative present. Discussion followed on concerns from several staff members with the timeline and they would like to postpone approval by the Board. The Board came to consensus that staff members were given plenty of time to voice their concerns in the process. The Board feels that the Handbook is a living document and can be changed. Mr. Tuescher moved to approve the Employee Handbook to be implemented July 1, 2013, as presented. Ms. Messer seconded the motion; motion carried.

"Charley's" was presented as the name for the Student Activities Center. Thirty-seven entries were received from students with Student Senate choosing "Charley's." Ms. Nickels moved to name the Student Activities Center "Charley's." The motion was seconded by Ms. Sutton; motion carried.

Governance Policies 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 were reviewed at the January 2013 Board Retreat and changes were recommended. The six policies were presented for approval. Ms. Messer moved to approve the second reading of Governance Policy 1.2, 1.7, 1.9, 1.14, 3.3, and 3.6 as presented. Ms. Mickelson seconded the motion; motion carried.

Caleb White presented the 2013-14 budget assumptions and priorities for Board approval. The priority initiatives were developed from the current Strategic Projects list. Mr. White reviewed both the priorities and the budget assumptions noting that he included a stagnation of property values, a four percent increase in health and dental insurance, five percent increase in gas utility, and a three percent increase in electric utility. Increases were also noted in operational expenses for expanded outreach efforts, mileage reimbursement, and Wisconsin Retirement System contributions. The budget is being built on a projected 1,725 FTEs. Mr. White will bring the 2013-14 budget to the Board in April for review.

Laura Bodenbender noted under the Staffing Report that the Career Placement Specialist and Grant Writer Specialist positions have been recently filled. Interviews are being conducted for the Process Improvement Coordinator position and advertising is being done for a Curriculum Designer position.

The Student & Academic Affairs and Industrial Occupations reports were tabled until the March 28, 2013, meeting.

Mr. White updated the Board on enrollment by reviewing the current FTE report compared to one year ago. FTEs are currently reflecting an increase of five percent. The Board also reviewed the Fall 2013 Application Report.

Jim Kohlenberg asked the Board to consider recommendations for District Boards Association officer positions. The Board consensus was to support Ram Bhatia from Gateway Technical College for the Secretary/Treasurer position.

A Board retreat was discussed for Fall 2013. The purpose of the retreat would be to review the current Governance Policy ENDS statements and the seven strategic direction statements making changes if needed. Board consensus was to hold the retreat in October or September with October being first choice. The retreat would be held prior to the Board meeting on Southwest Tech's campus.

Mr. Kohlenberg reminded the Board of the Board Appointment process for 2013. The open positions as of July 1, 2013, include the Employee, Employer, and Additional Member from the northern half of the district. The Board Appointment hearing will be held on Thursday, April 11, at 7:00 p.m. on Southwest Tech's campus and concurrently at three ITV sites within Southwest Tech's district.

Dr. Ford highlighted federal legislative priorities and Governor Walker's proposed biennial budget in his President's Report. During the ACCT National Legislative Summit, Dr. Ford and the District Boards Association members met with several legislators and discussed student financial aid, Perkins and AEFL monies, and Trade Adjustment Act (TAA) grants. The sequestration will affect College funding but at this time, Dr. Ford was unsure of just how much and in what categories.

Dr. Ford informed the Board that three of the four budget priorities the Wisconsin Technical College System (WTCS) submitted to the Governor's Office for inclusion in the biennial budget were included in the Governor's budget proposal. The three priorities include remove the cap on property tax levy, new funding dollars, and allow the WTCS to help define standards for performance-based funding. The one priority

requested not included in Governor Walker's budget was to increase the cap on capital building projects. An additional plus for the WTCS is a proposal for a core credit transfer where the WTCS and UW-System would enter into an agreement that ensures no less than 30 credit hours of core general undergraduate courses would transfer between institutions. The budget proposal is currently with the Joint Finance Committee for review and then both houses of the legislature will need to approve before being signed into law by the Governor.

There was not a need for the scheduled Closed Session so with no further business to come before the Board, Ms. Nickels moved to adjourn the meeting. Mr. Tuescher seconded the motion, motion carried, and the meeting adjourned at 8:29 p.m.

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Melissa Fitzsimons, Secretary