

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 14, 2014**

The Board of Southwest Wisconsin Technical College met in public session of the annual meeting commencing at 5:38 p.m. on July 14, 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:

James Kohlenberg, Darlene Mickelson, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Absent: Melissa Fitzsimons, Diane Messer, Russell Moyer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Richard Ammon, Laura Bodenbender, Karen Campbell, Amy Charles, Katie Garrity, Dan Imhoff, Sue Reukauf, Phil Thomas, Betsy Tollefson, and Caleb White. Public present included Rob Callahan, Editor of The Fennimore Times; John Mehan, Robert W. Baird & Co.; and Sheri Ford.

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

Monday, July 14, 2014

5:30 p.m. – Annual Meeting – Room 492-493, College Connection

7:00 p.m. – Social & Dinner – Hickory Grove Country Club, Fennimore, WI

OPEN MEETING

The following statement will be read: “The July 14, 2014, annual 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 19, 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. Resolution Awarding the Sale of \$2,500,000 General Obligation Promissory Notes
- B. Resolution for Authorizing Issuance and Establishing Parameters for Sale of General Obligation Refunding Bonds
- C. Bid for Learning Center Renovation
- D. Three-Year Facilities Plan
- E. Signatory Authority Policy for 2014-15
- F. Designate Official Newspaper
- G. Designate Depository for 2014-15
- H. Designate College Legal Counsel for 2014-15
- I. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Schedule
- B. Facilities Update
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- 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. Compensation & Benefits *{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. Consider a Recommendation from the Foundation Board Regarding a Donor *{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}*
- C. Approval of Closed Session Minutes of June 19, 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}

Under Reports/Forums/Public Input, Dr. Ford introduced new administrative staff members Richard Ammon, Dean of Business, Management & General Studies; Dan Imhoff, Facilities Director; and Amy Charles, Business and Industry Services Manager.

Recently re-appointed Board members Eileen Nickels and Chris Prange read and signed the Oath of Office. After a review of the Consent Agenda, including the July 14, 2014, agenda; June 19, 2014, Board minutes; financial reports; 36 contracts totaling \$627,684.22 in June 2014; and the hiring of Kyle Ebel, Media Support Specialist, Mr. Kohlenberg moved to approve the Consent Agenda. Mr. Tuescher seconded the motion; motion carried.

John Mehan, Managing Director from Robert W. Baird & Co., presented the bids for the sale of \$2,500,000 General Obligation Promissory Notes. Mr. Mehan explained the process noting there were multiple bidders due to the College's Aa2 Moody's rating and attractive debt structure. Ten bidders provided bids ranging from 1.0958 to 1.4515 percent. Mr. Mehan recommended the Board approve Piper Jaffray with the low bid. Mr. Tuescher moved to approve the resolution authorizing the sale of \$2,500,000 in General Obligation Promissory Notes to Piper Jaffray at a rate of 1.0958 percent. Ms. Mickelson seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

A resolution authorizing refinancing of \$5.5 million in General Obligation Refunding Bonds was presented for discussion and approval. Mr. Mehan noted there are two different issues which makes this attractive: 1) The bonds are taxable through Build America bonds and the College receives a subsidy back on the bonds; 2) This is an opportunity to refinance for savings and not shorten the term. Robert W. Baird & Co. will continue to review the rates and work with the College administration on the correct timing of refinancing. Industry standard is there needs to be two percent or more of savings on the debt before refinancing. Mr. Mehan informed the Board he would monitor the rates and report out to Caleb White, Vice President for Administrative Services. The resolution gives the parameters to authorize the administration to sell. Baird & Co. charges a one percent fee at the time of the sale and the net savings (after fees) would be at least two percent. Mr. Tuescher moved to approve the Resolution Authorizing Issuance and Establishing Parameters for Sale of \$5.5 million of General Obligation Refunding Bonds. Mr. Prange seconded the motion. Upon roll call vote with all members present voting affirmatively, the motion carried.

Mr. White presented the bid summary for the learning center renovation. Two bidders submitted bids by the July 1 deadline. Mr. White recommended the Board approve the low bid from MZ Construction of Linden, WI. Mr. Kohlenberg moved to award the Learning Center Renovation project to the low bid of \$1,004,700 from M-Z Construction, Inc., of Linden, WI. Mr. Tuescher seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented for approval the College's Three-Year Facilities Plan. Mr. Imhoff reviewed the plan noting the Learning Center Renovation project is the only remodeling project for FY2015 and the internal connector road for the Public Safety Complex is the one capital improvement project. FY2016 projects include roof replacement in Labs 415 and 413, air handling unit replacement in Lab 415, ceiling replacement in Buildings 100 and 200, renovation to Welding Lab 505, remodeling of the Academic Success Center, and construction of a storage building for the Public Safety Complex vehicles and farm equipment storage. Projects included in the plan for FY2017 are tunnel upgrades, bookstore air handling unit replacement, kitchen and cafeteria remodeling, Buildings 100 and 200 entrance replacement, Building 700 roof replacement, and the

construction of a Fire Safety shed. Discussion followed on the plan, with it being noted that this is a plan and priorities could change. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2014-2017 with Mr. Kohlenberg seconding the motion. The motion carried.

Duane Ford, College President reviewed the Signatory Authority Policy for 2014-15. He noted the policy had not changed from the previous year. Mr. Kohlenberg moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2014-15 with the authority to sign official or legally binding documents. Ms. Mickelson seconded the motion; motion carried.

At the July 8, 2013, Annual Board Meeting, the District Board approved the designation of *The Dodgeville Chronicle*, Dodgeville, WI, as Southwest Tech's official newspaper for fiscal years 2014-2016.

Mr. White made a recommendation to continue with First Merit Bank as the official depository. Mr. Tuescher moved to designate First Merit Bank, Fennimore, WI, as the official College depository for 2014-15. Mr. Prange seconded the motion; motion carried.

Dr. Ford reviewed the recommendations for the 2014-15 legal counsel designations. It was noted that the College will be going out to RFP for bond counsel. Mr. Kohlenberg moved to retain Eileen Brownlee of Kramer & Brownlee, LLC, Fennimore, WI, as the general legal counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for labor relations. Mr. Tuescher seconded the motion; the Board confirmed the approval.

The election of Board officers for FY2015 was held. Mr. Tuescher nominated Eileen Nickels for Chairperson. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot. The motion carried, and Ms. Nickels was elected Chairperson.

Mr. Tuescher nominated Jim Kohlenberg for Vice-Chairperson. Mr. Prange moved to close nominations and cast an unanimous ballot. Upon voice vote, the motion carried, and Mr. Kohlenberg was elected Vice-Chairperson.

Mr. Tuescher nominated Darlene Mickelson for the position of Secretary. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot for Ms. Mickelson. Upon voice vote, the motion carried, and Ms. Mickelson was elected Secretary.

Mr. Tuescher nominated Chris Prange for Treasurer. Mr. Kohlenberg moved to close nominations and cast an unanimous ballot for Mr. Prange. Upon voice vote, the motion carried, and Mr. Prange was elected Treasurer.

The 2014-15 Board Monitoring Schedule was reviewed by the Board. Consensus of the Board was to hold the February Retreat in Belmont, Wisconsin.

Dan Imhoff presented a Facilities report to the Board. Mr. Imhoff reviewed the current Facilities' projects list noting that the Cosmetology renovation will be complete by August 11, minor landscaping projects are being completed, the storage building at the Public Safety Complex has been completed, the Cafeteria carpeting has been replaced and work will begin on the Learning Center renovation project and the walking path within the next week.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. Current open positions include eight instructors, two administrative assistants, four lab assistants, and several tutors. The positions are in various stages of the hiring process.

Under the Enrollment Report, Caleb White reviewed the FTE reports for FY2014 and FY2015. The FTEs generated in FY2014 are 1,655, which is an increase of 16 FTEs from the previous year.

Under the Chairperson's Report, the following appointments were made to the District Boards Association committees: Bylaws, Policies, and Procedures—Chris Prange; Legislative—Eileen Nickels; Program—Missy Fitzsimons; Human Resources—Diane Messer; Marketing/Public Relations & Awards—Rhonda Sutton; and Interdistrict/Interagency Cooperation—Darlene Mickelson and Jim Kohlenberg.

Dr. Ford reported on the following under the President's Report:

- Board members' assistance was asked in identifying organizations in their respective communities for Dr. Ford to present to.
- A business plan is being developed for the Tri-State Advanced Manufacturing Center for Excellence, which Southwest Tech is a partner. The center is a virtual network and does not have a physical entity. The goal is to fill the tri-state region's manufacturing-related educational programs and to collectively serve the area's manufacturing industry.

Mr. Tuescher moved to adjourn to closed session to discuss compensation and benefits and a recommendation from the Foundation Board regarding a donor. Mr. Kohlenberg seconded the motion. Upon roll call vote where all members voted affirmatively, the meeting was adjourned to closed session at 6:33 p.m.

The meeting reconvened in open session at 6:50 p.m. Mr. Tuescher moved to approve the recommendation to move all retirees to the high deductible health insurance plan beginning January 1, 2015. Ms. Sutton seconded the motion; motion carried.

Ms. Mickelson moved to adjourn the meeting, with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 6:51 p.m.

Darlene Mickelson, Secretary