

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 22, 2012**



The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:01 p.m. on March 22, 2012, in Room 492-93, College Connection, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin, with the following members present:

Dean Isaacson, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Karen Campbell, Derek Dachelet, Kristal Davenport, Katie Garrity, Rita Luna, Emily McBee, Doug Pearson, JoEllen Taylor, Paula Timmerman, Caleb White, and Kris Wubben. Public present included Paul Gabriel and Dan Zadrazil.

Chairperson Kohlenberg called the meeting to order. Proof of notice of the meeting was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Thursday, March 22, 2012

5:30 p.m. – Public Safety Building Tour

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 March 22, 2012, 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. Paul Gabriel, District Boards Association
 - 2. Ambassadors

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of February 23, 2012
- C. Minutes of the March 8, 2012, Special Board Meeting
- D. Financial Reports

1. Purchase Orders Greater than \$2,500
 2. Treasurer's Cash Balance
 3. Budget Control
- E. Contract Revenue

CONSTRUCTION UPDATE

- A. Public Safety Building

OTHER ITEMS REQUIRING BOARD ACTION

- A. Financial Audit
B. Election of Vice Chair
C. Second Reading of Governance Policies
1. Policy 4.1: College Vision
 2. Policy 4.2: College Mission
 3. Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health & Service Occupations Update
B. Child Care Center Update
C. UW-Platteville Remediation Budgetary Considerations
D. 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}

Paul Gabriel, Executive Director of the Wisconsin Technical College System District Boards Association, presented an update on the most recent legislative session. Mr. Gabriel noted SB 275, which disbands the Milwaukee Area Technical College District Board; the restoration of Technical College System student IDs as voter ID; no action was taken on the two-year sunset (6-30-13) on the levy freeze for the Technical College System; and Associate Degree Nurses were protected to continue to serve as school nurses in the public school system.

Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the February 23, 2012, and March 8, 2012, Board minutes; financial reports; and ten contracts totaling \$225,876.22. Mr. Isaacson seconded the motion; motion carried.

Doug Pearson, Director of Facilities, reported on construction projects noting that the contract with Olympic Builders has been closed out and the College has taken over responsibility for a few ongoing minor projects. Other items noted included a fire pit donated by We Energies will be installed this summer; the motorcycle training course will be painted this week at the Public Safety Complex (PSC); the Public Safety Building will be completed in April with move-in scheduled for the end of May; the paving of the PSC parking lot is scheduled for the 2012-13 year; and the architects are working on the conceptual plans for the Building 300 and 400 remodeling. Bids for the Building 100 Annex HVAC replacement, the Building 100 roof replacement, and playground equipment will be brought to the Board for approval in the upcoming months.

Caleb White, Director of Fiscal Services, presented the 2010-11 Audit Report for approval. Mr. White shared that the College received an unqualified opinion letter from the auditor. Mr. White reviewed highlights of the audit report including federal, state, and local grants received; maintaining the Moody's Aa2 rating; increased purchase card activity; and an increase in financial aid. Individual funds were also reviewed with the Board. Mr. Isaacson moved to approve the 2010-11 Audit Report as presented with Ms. Nickels seconding the motion. The motion carried.

Due to the unexpected passing of Bill Carlin, the Board elected a new Vice Chairperson. Mr. Moyer nominated Mr. Tuescher for the office of Vice Chair. Mr. Isaacson moved that the nomination process be closed and an unanimous vote be cast for Mr. Tuescher. Mr. Prange seconded the motion; motion carried.

Mr. Moyer moved to approve the second reading of Governance Policies 4.1-College Vision, 4.2-College Mission, and 4.5-College Strategic Directions. Mr. Tuescher seconded the motion; motion carried.

Katie Garrity, Dean of Health Occupations, reviewed the following current activities and highlighted new and future planned activities in the Health & Service Occupations division.

- The division annually generates 300-350 FTEs.
- Four of the programs are currently accredited or in the process of becoming accredited; programs include Nursing, Medical Laboratory Technician, Medical Assistant, and Physical Therapist Assistant.
- The last Nursing class had a 100 percent pass rate on the NCLEX exam, which can be credited to a change in the curriculum to better suit the students.
- The College has been awarded, in collaboration with eight colleges, approximately \$700,000 in grant funds over the next three years. The focus of the grant is on entry-level preparatory training for adults in health care.
- The College has also been awarded a \$360,000 GPR grant focusing on retention in Nursing and Medical Laboratory Technician.
- The Certified Nursing Assistant program is being looked at for an expansion into a one-semester program.
- The Midwife program is entering into an agreement with a facility in Florida to have an adjunct instructor verify and check off skills for the four skills courses.

The courses will be taught through alternative delivery and the adjunct will be in Florida.

- The College has entered into a contract with the local Area Health Education Centers (AHEC) board to expand health care opportunities for K-12.
- Several conversations have been held with federally qualified health clinics (FQHC) to offer dental services to economically disadvantaged public. No dentists in Wisconsin accepted Medicaid clients. These clients are seen at FQHCs. Nobody is currently willing to take on new clinics due to the Medicaid reimbursement process. The College would like to offer abbreviated services on campus for basic care but cannot lose perspective on the educational component that plays into the clinic.
- New programming possibilities include Occupational Therapist Assistant and Polysomnographer.

Rita Luna, Early Childhood Coordinator, and Caleb White presented an update on the Child Care Center. Ms. Luna stated the Child Care Center is a service to the community, students, and staff and is primarily a lab experience for the Early Childhood Education and Child Care Services program. Mr. White explained the financial statement that was included in the Board material including fees earned and operational expenses. Mr. White noted that the revenue and expenses are charged to the Enterprise Fund while the three managers' wages are charged to the operational budget. The Center staff have implemented revenue increasing activities and found cost savings to lower the fiscal loss.

The Board heard a report on the UW-Platteville Remediation Contract, which is the College's largest contract. Mr. White explained the revenues and expenses

Laura Bodenbender, Human Resources Director, provided an update on College staffing. The Academic Success Center Lab Assistant position has been filled, interviews are being conducted for the Director of Student Services position and advertising is continuing for the Vice President for Student and Academic Affairs position.

Mr. White reviewed the 2011-12 FTE Report compared to the 2010-11 FTE numbers. The report shows over an eight percent decrease in FTEs this year. The Application Comparison Report for 2012-13 applications was shared with the Board. It was noted that the 2012-13 applications are comparable to the 2011-12 applications.

Under the Chairperson's Report, Mr. Kohlenberg noted that four applications had been received for three of the current Board vacancies. Mr. Carlin's employee position received no applications and will be reposted. The Board Appointment meeting and public hearing will take place on April 12.

Items noted by Duane Ford in the President's Report included a restructuring/reorganization update and the College has notified the Southwestern WI Workforce Development Board that we will not seek renewal of the WIA Contract.

Other items discussed included the College's definition for student success and the Employee Handbook process. Dr. Ford sought input from the Board regarding their preference on whether the full Board or the review committee of the Board would like to

make policy decisions prior to the writing teams commencing their work. The consensus of the Board was to bring it to the full Board in April.

Mr. Moyer asked for the Board's opinion on the three candidates for the District Boards Association Secretary/Treasurer position. The Board directed him to use his judgment. With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Mr. Isaacson seconding the motion. The motion carried, and the meeting adjourned at 8:42 p.m.

Melissa Fitzsimons, Secretary