

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 27, 2014**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on March 27, 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, Chris Prange, Rhonda Sutton, and Donald Tuescher

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Ken Bartz, Laura Bodenbender, Karen Campbell, Derek Dachelet, Sue Reukauf, Dan Schildgen, Phil Thomas, and Caleb White.

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, March 27, 2014

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The March 27, 2014, Board 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat/Regular Meeting of February 21-22, 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
 - 1. Employment
 - 2. Retirements

OTHER ITEMS REQUIRING BOARD ACTION

- A. Hydraulic Shear Bid

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Marketing 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 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)}
 - (2) Approval of Closed Session Minutes of September 26, 2013, and February 21-22, 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 Public Input/Reports/Forums, Ken Bartz, Public Safety Complex Outreach Coordinator & Lead EMS Instructor, presented Don Tuescher with several posters of a Just Drive event. Tuescher Electric & Refrigeration is sponsoring the event which highlights the dangers of texting while driving and will be held at the Darlington Schools. Mr. Tuescher was thanked for his generous donation.

After reviewing the Consent Agenda, Mr. Prange moved to approve the Consent Agenda including the March 27, 2014, agenda; February 21-22, 2014, Board minutes; financial

reports; 17 contracts totaling \$7,551.55; hiring of Samantha Goss as Foundation Assistant; transfer of Dan Imhoff, Director of Facilities; and the retirements of Joyce Czajkowski, Dean of Business & General Education, and Sue Elliott, Child Care Aide. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the bid summary for a hydraulic shear for the Welding program. Mr. White noted that two bids were received for the equipment. Mr. Tuescher moved to accept the low bid from Airgas USA, LLC, for the hydraulic shear in the amount of \$94,586.11. Mr. Kohlenberg seconded the motion; motion carried.

Sue Reukauf, Marketing & Public Relations Manager, provided the Board with an overview of the Marketing Department. Ms. Reukauf highlighted Marketing responsibilities including social media; marketing campaigns using television, radio, and billboard; and website and recruitment collaboration. She reviewed the marketing research provided by Plaid Swan on the programs and how this is being utilized in the development of marketing plans for the individual programs.

Laura Bodenbender, Human Resources Director, provided an update on College staffing. She shared that the Master Electrician position has been posted and Human Resources is in various stages of the interview process for the positions of Associate Dean-Alternative Delivery, Business & Industry Services Manager, and Dean of Business & General Education.

The Board reviewed the latest 2013-14 Comparison FTE and 2014-15 Application Reports. Enrollment numbers reflected a slight increase of one percent and accepted applications for Fall 2014 reflected an eight percent increase from one year ago.

Under the Chairperson's Report, Mr. Tuescher and Mr. Moyer indicated they were interested in attending the ACCT Leadership Congress October 22-25, 2014, in Chicago, IL.

Dr. Ford informed the Board that at the recent State Board meeting concept reviews for Cancer Tumor Registry and Lab Science Technician, facilities proposals for the Learning Center and Cosmetology renovation, and GPR and Perkins grants were approved. The State Board also increased tuition by three percent.

Dr. Ford highlighted several events recently held on campus. The Celebrating Agriculture Day, sponsored by the WTCS, had a great turnout and the WTC System Office was pleased. At a recent meeting on campus, the Dept. of Transportation presented short-term and long-term options for the intersection at Highway 18 and Bronson Boulevard. They will be studying the options and reviewing their budget to determine when changes can be implemented. The WMC Taking It Local meeting held last week was to gather input in creating a 20-year strategic plan on the Wisconsin workforce.

Mr. Kohlenberg moved to adjourn to Closed Session, with Ms. Messer seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:54 p.m. The meeting reconvened in Open Session at 8:25 p.m.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting; Ms. Messer seconded the motion. The motion carried and the meeting adjourned at 8:27 p.m.

Darlene Mickelson, Secretary