

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

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on March 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. The following members were present:

Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, and Donald Tuescher

Member Absent: Diane Messer

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, Heather Fifrick, Dave Hardyman, Phil Thomas, Betsy Tollefson, and Caleb White. Public present included Rob Callahan, Fennimore Times, and Steve Stoeger-Moore, Districts Mutual Insurance.

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, March 28, 2013

6:00 p.m. – Tour of IT Server Area  
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 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. Districts Mutual Insurance Update

**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

## **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of February 28, 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. Compensation Guidelines
- B. Personnel Items Under Consent Agenda
- C. Plan for Data and Hardware Back-up
- D. Personnel
  - 1. Preliminary Notices of Non-Renewal

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Student & Academic Affairs Report
- B. Industrial Occupations Report
- C. Foundation Report
- 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](mailto:accom@swtc.edu)}

Steve Stoeger-Moore, Executive Vice President of Districts Mutual Insurance (DMI) presented on the state of DMI. DMI is owned by the 16 Wisconsin Technical Colleges (WTC) with the primary goal being to manage risk while saving the colleges money. Since its inception on July 1, 2004, DMI has saved the colleges more than \$10 million. Mr. Stoeger-Moore is the only employee with the rest of the business functions being contracted. All of the colleges have the same insurance policies for Equipment Breakdown, Property, General Liability, Auto Liability, Educators' Legal Liability, School Violence Acts, and Worker's Compensation. The insurance company has a five-member board made up of one technical college president and four other chief financial officers or senior administrators with the responsibility of insurance.

Discussion followed on whether DMI could offer health insurance policies to the colleges. Mr. Stoeger-Moore explained that DMI's certificate of insurance does not authorize them to provide health insurance and that a separate entity would have to be created with a separate governing board. He did note that the WTCS is investigating the possibility of a single health insurance policy for the system but that there are several difficult issues to overcome. Dr. Ford informed the Board that the WTCS Human Resource Directors have been investigating this and hope to have a recommendation by the end of the year.

Agenda modifications were made including moving the Closed Session to the end of the meeting and tabled the Compensation Guidelines until the April Board meeting. Ms. Nickels moved to approve the Consent Agenda including the March 28, 2013, agenda; February 28, 2013, Board minutes; financial reports; and 16 contracts totaling \$233,307.99 in February 2013. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Ford presented a proposal to move personnel items under the consent agenda per the request of the College's legal counsel. He explained that the College enters into a legally binding agreement when a new hire signs a contract and that Board approval may be some time later, which creates a potential issue. Mr. Moyer moved to allow the President to enter into an employment contract with individuals and have the Board confirm the hiring at a subsequent meeting as a consent agenda item. Mr. Tuescher seconded the motion. Dr. Ford further explained that this would include all hires. The motion carried.

A plan for data and hardware back-up was presented by Caleb White, Vice President for Administrative Services, and Dave Hardyman, Network Specialist. Prior to the meeting, the District Board had toured the Information Technology (IT) server area to see the current back-up system. IT has been researching options and surveyed the other WTCS colleges. Some of the other colleges have been using a Unitrends back-up appliance located at one of their other campuses. Some of the local K-12 public schools also use a Unitrends appliance. The appliance backs up data servers and operations enabling a server to be rebuilt from the ground up. Mr. Hardyman is working with UW-Platteville as a possible location to house one of the Unitrends appliances. It is estimated that one appliance would cost between \$45,000 and \$120,000 depending on the size of the appliance. IT staff are hoping they can negotiate the cost down and project that a smaller appliance is what we will need for backup. The recommendation included purchasing two appliances in 2013-14 and housing one on campus and one off campus. Mr. Tuescher moved to purchase and install a new Unitrends backup appliance in the College Data Center and a second Unitrends backup appliance, which would initially be located in another building on campus, but could eventually be located off-campus at an arranged co-location site. Mr. Prange seconded the motion; motion carried.

Dr. Phil Thomas, Vice President for Student & Academic Affairs presented an update on current and new activities, future directions, and continuous improvement in Student & Academic Affairs. Dr. Thomas noted current efforts of the Student & Academic Affairs Council include program development and program array, master scheduling process mapping, learner success initiative, student testing, grants management and progress, budgeting issues, accountability, Higher Learning Commission accreditation, and educational offerings at outreach centers.

The Industrial Occupations Report followed. Dr. Thomas provided a review of the programs housed in this division and current grant activities. The Industrial Occupations division is involved in several large federal and state collaborative grants especially in the manufacturing programs.

Heather Fifrick, Foundation Manager, provided a report updating the Board on current and new activities and future directions in the Foundation. Ms. Fifrick informed the Board that the Foundation focuses on five major activities: student housing, scholarships, special projects, grants, and in-kind donations. Foundation strategic directions highlighted included board development, financial/fundraising, outreach, and housing.

Laura Bodenbender, Director of Human Resources, updated the Board on College staffing noting applications are being reviewed for an LTE manufacturing/curriculum coordinator position. A proposal will be presented to the Student Senate for a student housing/ activities coordinator position funded by the Foundation and Student Senate. Ms. Bodenbender presented an employment recommendation for the IT/Process Improvement Supervisor position noting 13 applications were received and four candidates were interviewed. Mr. Tuescher moved to confirm the hiring of Lisa Riley as the Information Technology/Process Improvement Supervisor. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented the FTE Comparison Report for FYs 2012 and 2013. The report indicated FTEs have increased two percent from last fiscal year. The Board reviewed the Fall 2013 application report.

Under the Chairperson's Report, Dr. Ford informed the Board a proposal for a legislative bill mandating website posting of WTCS District Board member's contact information is circulating. The bill would require all the technical colleges to provide e-mail addresses and phone numbers for their Board member's on the College website. Paul Gabriel from the WTC District Boards Association contacted the legislators co-sponsoring the bill and has negotiated that if all colleges voluntarily provide e-mail addresses and the Board chairperson's phone number, the bill will not be introduced. Concerns have been raised with this proposed bill in that it singles out the Wisconsin Technical College System but does not address this issue for other units of local government.

Under the President's Report, Dr. Ford provided a quarterly update on the current Strategic Projects and reminded the Board of the monthly activities report e-mailed to them. The Board was informed the Board Appointment meeting will be held on Thursday, April 11, and five citizens have applied for the three positions.

Ms. Fitzsimons moved to adjourn to closed session, with Ms. Nickels seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 9:11 p.m.

The Board reconvened in open session at 9:38 p.m. Mr. Tuescher moved to approve a preliminary notice of non-renewal be issued to JoAnn Peterson, Farm Business & Management Instructor. Mr. Prange seconded the motion; motion carried. Mr. Tuescher

moved to rescind the preliminary notice of non-renewal previously received by Earla White, Medical Transcription Instructor. Ms. Fitzsimons seconded the motion; motion carried.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion, motion carried, and the meeting adjourned at 9:39 p.m.

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Melissa Fitzsimons, Secretary