

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 26, 2013**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:00 p.m. on September 26, 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, Rhonda Sutton, and Donald Tuescher

Absent: Diane Messer and 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, Derek Dachelet, Karyl Nicholson, Sue Reukauf, Phil Thomas, Betsy Tollefson, Caleb White, and Kris Wubben. Public present included Rob Callahan, Fennimore Times.

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, September 26, 2013

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 September 26, 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

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) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business,

whenever competitive or bargaining reasons require a closed session.
{Wis.Stats.19.85(1)(e)}

- B. Approval of Closed Session Minutes of August 22, 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 August 22, 2013
- 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. Second Reading of Board Policy 3.4: Budgeting/Forecasting
- B. Lease for Additional Classroom Space from Platteville Schools
- C. Request for Approval of Construction of a Shooting Range Storage Shed
 - 1. Resolution Approving Construction of a Shooting Range Storage Shed
 - 2. Resolution Requesting State Board Approval of Construction of a Shooting Range Storage Shed
- D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Health Information Technology Program
- B. Foundation Report
- C. Group Health Insurance
- 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}

Mr. Tuescher moved to adjourn to Closed Session, with Ms. Fitzsimons seconding the motion. Upon roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:03 p.m. The meeting reconvened in Open Session at 7:34 p.m.

After reviewing the Consent Agenda, Mr. Moyer moved to remove the Personnel Report from the Consent Agenda and approve the remaining items under the Consent Agenda including the September 26, 2013, agenda; August 22, 2013 Board minutes; financial reports; and 15 contracts totaling \$42,090.35. Mr. Tuescher seconded the motion; motion carried.

After review of the Personnel Report, Mr. Moyer moved to approve the hiring of Bart Wood, Electromechanical Technology Instructor (LTE) and Janet Giese, Healthcare Skills Specialist (LTE); the transfer of Connie Haberkorn to the Benefits & Payroll Administrator; and the resignation of Sara Davis, College Recruiter. Ms. Mickelson seconded the motion; motion carried.

Board Policy 3.4: Budgeting/Forecasting was brought to the Board for a second reading. Dr. Ford explained that with the removal of the 1.5 mil rate from the State Statutes, a revision to the policy was necessary. Mr. Kohlenberg moved to approve the revision to Policy 3.4 Budgeting/Forecasting as presented. Mr. Moyer seconded the motion; motion carried.

A revised lease for additional classroom space from Platteville School District was presented for approval. There has been an increase in activities at the Platteville Outreach location creating scheduling issues. The additional space will allow Southwest Tech to offer additional classes in Platteville and will cost \$290 per month. Mr. Tuescher moved to approve the lease for additional classroom space with the Platteville School District; Ms. Fitzsimons seconded the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented a proposal to construct an additional storage facility at the shooting range. This storage facility will improve facilities to allow outside agencies to rent storage space for firearms training and certification. Mr. White explained there would be 6 units at 10' per unit with total dimensions being 15' x 60'. Mr. Tuescher moved to approve the construction of a shooting range storage shed. Ms. Fitzsimons seconded the motion; motion carried. Mr. Moyer moved to approve the submission to the State Board for their approval of the construction of a shooting range storage shed. Ms. Mickelson seconded the motion; motion carried.

A resolution indicating Dr. Duane Ford, Dr. Phil Thomas, and Caleb White as college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies to was presented by Dr. Ford. Mr. Moyer moved to approve the Code of Ethics Resolution as presented with Mr. Kohlenberg seconding the motion. The motion carried.

Dr. Phil Thomas, Vice President for Student & Academic Affairs, presented the current status of the Health Information Technology program. The Concept Review has been approved by the WTCS State Board with the program currently under the Higher Learning Commission accreditation review. Start-up funds for the program have been

approved through a federal Health and Human Services grant which will allow for a January 2014 start for program students.

The Board heard a report on 2013 Foundation activities presented by Betsy Tollefson, Director of Development. In FY2013, the Foundation received \$237,359.13 in donations and distributed \$102,250 in scholarship. Ms. Tollefson gave an overview of the Foundation Board and operations as well as highlighted activities focused on alumni relations, planned giving, A Day for Southwest Tech Students, endowments, student housing, and donor relationships.

Laura Bodenbender, Director of Human Resources informed the Board that the Insurance/Benefits Committee has been looking at group health insurance. In this past year, premium sharing and a high-deductible plan were introduced to the employees. With the implementation of the high-deductible plan (opt in by employees) the overall College claims have been reduced. The committee reviewed the insurance plan offered to State employees managed by Employee Trust Funds and requested a preliminary report on cost for the College to become part of that health insurance plan. Employee Trust Funds would require a surcharge at 40 percent which would equate to \$1.8 million over the next two years. The plan is to continue with the current option for employees.

Ms. Bodenbender reported that most of the Affordable Care Act requirements have been incorporated and that the WTCS consortium is still exploring the possibility of a statewide WTCS health insurance plan.

An update on College staffing was provided by Ms. Bodenbender. Current open positions include an Advisor, a College Admissions Representative and a Human Resources Assistant. The positions are in various stages of the hiring process.

The Board reviewed the 2013-14 Comparison FTE Report. Mr. White explained that program enrollment remains flat. Chairperson Nickels asked for a recommendation on the voting delegate for the ACCT Leadership Congress. Ms. Fitzsimons was named the voting delegate with Mr. Moyer being named the alternate delegate.

Under the President's Report, Dr. Ford noted:

- Approval has been received for an \$800,000 TAACCCT grant through the Dept. of Labor to develop an associate degree in supply chain management with an embedded logistics certificate and to collaborate with the other WTCS colleges in identifying entry-level information technology skills needed;
- In FY2015, ten percent of state aid will be based on performance-based funding. The process for developing the model is inclusive and moving forward.
- A team has been put together to design a learning center to potentially include the library, Academic Success Center, support services and other possible services to students;
- Franklin University has received approval from the Higher Learning Commission and State of Wisconsin to develop a co-location site on campus;
- An RFP for Medical & Dental Clinic Space has been developed to rent our medical/dental clinical space;

- The Southwest Wisconsin Chamber Alliance and Southwest Tech are working on a joint event for manufacturing month to be held on campus October 21. Governor Walker has been invited.
- Dr. Paul Rux has been engaged to research the feasibility for establishing a “Trend Forecasting Institute” at Southwest Tech as well as developing a proposed business plan for that institute;
- He would like to hold the December Board meeting at the outreach site in Platteville and have a community panel as part of the meeting.

With no further business to come before the Board, Mr. Kohlenberg moved to adjourn. Ms. Fitzsimons seconded the motion. The motion carried, and the meeting adjourned at 8:47 p.m.

Darlene Mickelson, Secretary