

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
SEPTEMBER 27, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:03 p.m. on September 27, 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:

James Kohlenberg, Diane Messer, Darlene Mickelson, Russell Moyer, Rhonda Sutton, Donald Tuescher

Absent: Melissa Fitzsimons, Eileen Nickels, and Chris Prange

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, Phil Thomas, Caleb White, and Kris Wubben. Public present included Rob Callahan, Fennimore Times; and Keith Govier.

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, September 27, 2012

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 27, 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

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of August 23, 2012
- C. Financial Reports
  - 1. Purchase Orders Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Manpower Lease

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Friend of the College Award Proclamation
- B. Request for Approval of Student Activities Center Project
  - 1. Resolution Approving Student Activities Center Project
  - 2. Resolution Requesting State Board Approval of Student Activities Center Project
- C. Student Services Renovation Bid
- D. Outdoor Dining Terrace Bid
- E. Robotic Trainer System Bid
- F. Wisconsin Code of Ethics Resolution
- G. Personnel
  - 1. Employment
- H. Friend of the College Award Criteria

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Marketing and Business & Industry Services 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) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargains reasons require a closed session. {Wis.Stats.19.85(1)(e)}
- B. Approval of Closed Session Minutes of August 23, 2012

### **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](mailto:accom@swtc.edu)}

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent agenda, including the Board agenda; the August 23, 2012, Board minutes; financial reports; 12 contracts totaling \$144,609.15; and an office space lease with Manpower. Ms. Mickelson seconded the motion, which was unanimously approved.

Brought forth for approval by the Board was a proclamation honoring a "Friend of the College." Mr. Moyer moved to approve the proclamation honoring retiring Sheriff Keith Govier as a "Friend of the College." Ms. Mickelson seconded the motion; motion carried. The award was presented to Sheriff Govier by Dr. Ford and Mr. Kohlenberg.

A request for approval of the Student Activities Center project was presented by Caleb White, Vice President for Administrative Services. The project had been approved by the 2011-12 Student Senate at 100 percent funding from the student activities fund. This fiscal year, Student Senate unanimously approved the renovation plan for a Student Activities Center. One of the former Automotive Technician labs will be retooled to a Student Activities Center. Student Senate will pay \$250,000 this fiscal year and \$50,000 for the next four years to the College for the renovation costs. Mr. Tuescher moved to approve the renovation of the Student Activities Center, with Ms. Sutton seconding the motion. The motion carried. Mr. Tuescher moved to approve the submission to the State Board for their approval of renovation of the Student Activities Center. Ms. Sutton seconded the motion; motion carried.

Mr. White presented the bid summary for the Student Services Renovation project. Bids were opened on September 25, 2012, with only one bid received. Mr. White recommended accepting the base bid and alternate no. 2 bid for LED lights less the performance bond and sales tax savings on material. Materials will be purchased directly by Southwest Tech. It was noted that four or five companies accessed the bid proposal and two companies were present for the prebid conference. Mr. Kohlenberg noted that the process for bidding may need to be evaluated to determine why we are not getting more bidders on projects. Mr. Moyer moved to award the Student Services Renovation project to Midwest Builders, Inc., of Fennimore, WI, with a low bid of \$460,822. Mr. Tuescher seconded the motion; motion carried.

The Outdoor Dining Terrace bid received no bids. Mr. White explained that in talking with potential bidders they felt the timeframe to complete the work was too tight for this fall. The bid will be put back out in the spring.

A bid summary for two robotic trainer systems was presented by Mr. White. One bid was received. This is specialized equipment and a small numbers of bids were expected. This equipment is for the second section of the Electromechanical Technology program that will be added in January with grant funding. Mr. Tuescher moved to accept the bid from Rixan Associates of Dayton, Ohio, for two (2) trainer systems with robots in the amount of \$72,614. Ms. Messer 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. Tuescher moved to approve the Code of Ethics Resolution as presented with Ms. Mickelson seconding the motion. The motion carried.

Under Personnel, Laura Bodenbender, Director of Human Resources, presented an employment recommendation for the MSSC Consortium Coordinator position. Six applications were received with four candidates interviewed. Funding for this position is from a three-year grant. Mr. Moyer moved to approve the employment recommendation for Craig Woodhouse for the MSSC Consortium Coordinator (LTE) position at a salary of \$33,500 for the 2012-13 year. Mr. Tuescher seconded the motion; motion carried.

Dr. Ford presented the criteria for the Friend of the College Award. The Friend of the College Award will recognize the contributions of individuals or organizations that have advanced the mission and values of the College. Mr. Moyer moved to approve the criteria for the Friend of the College Award as presented. Ms. Messer seconded the motion; motion carried.

Derek Dachelet, Director of External Relations, provided a Marketing/Public Relations and Business & Industry Services Report updating the Board on current and new activities, future directions, and continuous improvement. Current marketing activities included the Southwest Tech Charger mascot rollout and the Public Safety Open House. New and ongoing initiatives include partnering with high schools in learning-based activities, individual program marketing meetings, integration of the prospects module in CAMS, a new website platform, increasing e-mail marketing through Constant Contact; the President's Blog, and Facebook.

A comparison of FY2011 to FY2012 in Business & Industry Services showed there was an increase of 760 constituents served, an additional ten contracts were written, and \$140,000 more in sales was recorded. Business & Industry Services is moving toward a business model, implementing a more efficient tracking method of revenue and expenses, planning to maximize Workforce Advancement Training (WAT) grants and other grants, and expanding the market share by developing new product areas and partnerships.

Ms. Bodenbender provided an update on College staffing noting one support staff and one instructional position were filled in September. Job postings are being prepared for three support staff positions and one supervisory position. Ms. Bodenbender also provided an update on the Employee Handbook, which will go into effect July 1, 2013.

Mr. White presented the program-based FTE comparison report, which reflected a two (2.0) percent decline from FY2012. Mr. White noted that on the WTCS Comparison Report, the system is projecting a decrease of one percent this fiscal year. Southwest Tech's projection remains flat.

Under the Chairperson's Report, Mr. Kohlenberg named Russell Moyer as the voting delegate and Donald Tuescher as the alternate for the ACCT Leadership Congress in October.

The President's Report included:

- The 2012 Southwest Tech Associate Degree Nursing graduates received a 100 percent pass rate.

- The Foundation has closed on the Forseth property adjacent to the Student Housing and can now house 100 students. They also refinanced all their housing loans to one consolidated loan which shortened the repayment period to 20 years.
- An administrative Signatory Policy is being developed, which will protect the College and protect staff members from liability issues. The policy will state that the President and his designee may sign contracts. Dr. Ford plans to delegate authority to Mr. White and Dr. Thomas, the Vice President for Student & Academic Affairs.
- The WTCS Budget Request has been submitted to the Governor's Office. It is an aggressive budget request that ties in with the Technical College System's plan for closing the skills gap. The request is for \$90 million in new money. The President's Association is working on an advocacy plan and will be working on a letter writing campaign.

Under Other Information, Mr. Tuescher asked about the IT backup system. Mr. White explained that the IT Department continues to work on a system and that equipment has been ordered.

Mr. Tuescher moved to adjourn to closed session, with Ms. Mickelson seconding the motion. Upon a roll call vote where all members present voted affirmatively, the meeting adjourned to closed session at 8:17 p.m.

The Board reconvened in open session at 9:37 p.m. Mr. Moyer moved to approve the rental agreement with Platteville Schools. Ms. Sutton seconded the motion; motion carried. Mr. Tuescher moved to approve the insurance plan as presented with the elimination of the last two bullets. Ms. Sutton seconded the motion; motion carried.

With no further business to come before the Board, Ms. Messer moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried, and the meeting adjourned at 9:41 p.m.

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Melissa Fitzsimons, Secretary