

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JANUARY 23, 2020**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on January 23, 2020, in Room 365 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Absent: Russ Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cora Beth Halverson, Dan Imhoff, Jake Mootz, Danielle Seippel, Krista Weber, and Caleb White.

Chairperson Bolstad 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, January 23, 2020

6:00 – Special Populations Presentation and Dinner  
7:00 p.m. – Board Meeting  
Southwest Tech Campus Room 365 – Lenz Center  
1800 Bronson Boulevard  
Fennimore, WI 53809

**AMENDED AGENDA**

**OPEN MEETING**

The following statement will be read: “The January 23, 2020, regular Board 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, at the Fennimore City Clerk’s Office, and at CESA 3 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
- C. Oath of Office – Jeanne Jordie

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing a contract per Wis. Statutes 19.85(1)(e) 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.

### **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 December 19, 2019
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

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

- A. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE
- B. FY2019 FINANCIAL AUDIT
- C. DESIGNATE COLLEGE LEGAL COUNSEL FOR LABOR & EMPLOYMENT, IMMIGRATION, LITIGATION, COLLEGE ADMINISTRATION, EDUCATION LAW, AND CONTRACT LAW

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

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FTE Comparison YOY Report
  - 2. Fall 2020 Application Report
  - 3. Recruitment Efforts
- 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. Discussing Conflict of Interest policy per Wis. Statutes 19.85(1)(e) 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.
  - 2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
- B. Approval of December 19, 2019, Closed Session Minutes

## **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items

## **ADJOURNMENT**

**{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).}**

Ms. Jordie read and signed the Oath of Office. Mr. Tuescher moved to adjourn to closed session for the purpose of discussing a contract per Wis. Statutes 19.85(1)(e). Ms. Nickels seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 7:12 p.m. The Board meeting reconvened to open session at 7:54 p.m. with no action taken from the closed session.

After a review of the Consent Agenda, including the January 23, 2020, agenda; December 19, 2019, regular Board meeting minutes; financial reports; two contracts totaling \$5,855.00 in December 2019; an employment recommendation for Vicki Hedley – Midwifery Instructor/Program Director; promotions/transfers for Josh Bedward – Facilities Manager/Master Electrician, Ben Neuroth – Day Maintenance Worker, and Tim Lyne – Lead Evening Custodian; the resignation of Vicki Hedley – Midwifery Instructor/Program Director; and the retirements of Amy Loy – Evaluation Coordinator and Jerry Ames – Maintenance Worker, Mr. Tuescher moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion.

Caleb White, Vice President for Administrative Services, presented the resolution to borrow \$4,000,000 in General Obligation Promissory Notes as the annual 2019-2020 borrowing. Mr. Tuescher moved to award the resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Jordie seconded the motion. Upon a roll call vote where all Board members voted affirmatively, the motion carried.

Mr. White presented the FY2019 Financial Audit noting there was one audit adjustment made during the audit, which related to the refinancing of debt the College completed last year. Mr. White reviewed each of the Fund Balance sheets. Mr. Prange moved to

approve the 2018-19 Financial Audit, as presented. Ms. Jordie seconded the motion. Upon a roll call vote where all members present voted affirmatively, the 2018-19 Financial Audit was approved.

Jon Anderson transferred his law practice to Husch Blackwell of Madison, WI, and due to the long history the college has had with Mr. Anderson, the college administration recommended continuing to retain Mr. Anderson. Mr. Tuescher moved to retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law. Ms. Fitzsimons seconded the motion; motion carried.

Holly Clendenen, Executive Director of College Advancement, presented the FY2020 second quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. There were 3,266 gifts received from 826 donors in the first and second quarter totaling over \$700,000. The Foundation has awarded \$303,999 in 487 scholarships this year. Ninety-four (94) percent of full-time employees have donated to the Foundation's scholarships, student support funds, and employee funds in 2019-20. The Real Estate Foundation has secured 138 of 140 leases for students housing this spring.

Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, presented the Safety & Security Board Monitoring report. Campus safety and security is dependent upon all campus being vigilant, willing to step in to mitigate risk, and respond to emergencies as they happen. Groups that help with respective safety and security measures are Core Emergency Response Team, Emergency Response Team, Emergency Response Planning Team, Safety Coordinator, Behavioral Intervention Team, Campus Liaison Officer, Districts Mutual Insurance, Criminal Justice students and faculty, and the Campus Cybersecurity Incident Response Team. Mr. Imhoff and Mr. Ahnen reviewed the strategic initiatives designed to improve the performance of campus safety and security measures. Strategic initiatives include new security camera system in spring 2020, safety training during the April 2020 all-staff in-service, continual training of Core Emergency Response Team and Emergency Response Team, an Information Security Policy, Cybersecurity Awareness training campus-wide, and implementation of Next Generation Endpoint Security.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the evening custodian position has been filled and a posting has been released for a data analyst position.

The 2019-20 FTE Comparison Enrollment Report reflected a 1.53 percent increase in FTEs this year as compared to last year at this time. The fall 2020 Application Report showed that applications received for fall 2020 are up by 36 applications as compared to this same time last year. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities. Ms. Glass noted that 20 out of 26 of the students who have participated in the Tour and Lunch campaign have converted to applications. Upcoming recruitment activities include a Workplace Spanish workshop, a Saturday Discover Southwest Tech option for adults, a health science fair, and a high school trapshooting invitational.

Under the Chairperson's Report, Mr. Bolstad praised the positivity of the environment from the faculty and staff at the January 7 in-service and celebration of the accreditation results. Mr. Bolstad also reported on the District Boards Association winter meeting.

Dr. Wood reported Southwest Tech will be presenting on our recent accreditation experience at the annual Higher Learning Commission conference, reviewed the upcoming Board retreat topics, and commended the diversity work group for bringing a display to campus focused on the Holocaust. He reported on the employee support fund set up in the Foundation to help employees going through situations where extra financial help could benefit them. The Memorandum of Understanding between the College and the two foundations will be reviewed and updated.

Ms. Fitzsimons motioned to adjourn to closed session for the purpose of discussing a conflict of interest policy per Wis. Statutes 19.85(1)(e) and personnel issues per Wis. Statutes 19.85(1)(f). Mr. Tuescher seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 9:27 p.m. The meeting reconvened to open session at 9:50 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 9:51 p.m.

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Donald L. Tuescher, Secretary