



**MINUTES OF THE  
BOARD RETREAT/REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
FEBRUARY 21-22, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 12:08 p.m. on February 21, 2020, at the Dodgeville Outreach Site, located at 316 W. Spring Street, in the City of Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Jeanne Jordie, Russ Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Josh Bedward, Amy Campbell, Karen Campbell, Holly Clendenen, Katie Garrity, Connie Haberkorn, Cora Beth Halverson, Dan Imhoff, Katie Glass, Kelly Kelly, Cynde Larsen, Jake Mootz, Joe Randall, Danielle Seippel, John Troxel, Barb Tucker, Krista Weber, Caleb White. Public present included John Mehan from Robert W. Baird & Co and Scott Doxey and Joe Rossmeier from Campus Works; Dodgeville School Board members – Mike Humke, David Blume, Tom McGraw, Dennis Polglaze, Carrie Schroeder, Randy Thompson and Dodgeville Schools Administration – Jeff Jacobson, Ryan Bohnsack, and Jacque Goetzke.

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 RETREAT/MEETING NOTICE/AGENDA  
February 21-22, 2020**

**Southwest Tech Outreach Site  
316 W. Spring Street  
Dodgeville, WI 53533**

**Friday, February 21, 2020  
12:00 p.m. – Lunch; 12:30 Board Meeting / Retreat**

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The February 21-22, 2020, Board retreat/regular meeting of the Southwest Wisconsin Technical College District 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 CESA #3 and in the city offices of Fennimore and Dodgeville 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

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

- A. Dodgeville Outreach
- B. Academic Vitality Plan

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 23, 2020
- 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. Designate Bond Counsel
- B. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- C. RFP: Enterprise Resource Planning System
- D. RFP: Project Management for Enterprise Resource Planning System Implementation
- E. Bid: Platteville Outreach Site Development
- F. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans
- G. Performance Management Compensation Proposal
- H. Employee Benefits & Wellness Initiative
- I. First Reading of Governance Policy 1.15: Local Preference

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

- A. Higher Learning Commission Accreditation Visit 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. Discussing specific 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.}.
  - 2. Discussing President's evaluation per Wis. Statutes 19.85 (1)(e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - 3. Discussing Executive Team contracts per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of January 23, 2020

## **RECONVENE TO OPEN SESSION**

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

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Energy Sustainability Plan
- B. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 22, 2020. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 22, 2020  
8:45 a.m. – Board Retreat**

**Southwest Tech Outreach Site  
316 W. Spring Street  
Dodgeville, WI 53533**

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Budget Priorities & Assumptions
- B. Long-term Financial Report
- C. Long-range Facilities Report
- D. District Board/President Dialogue
- E. Review of Retreat

## **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).}**

Members of the Dodgeville School District Board and administration joined in a conversation with the College's District Board and administration on collaboration between the two educational entities. Topics discussed included parameters for a partnership between Southwest Tech and Dodgeville Schools and what the future would look like with this type of partnership.

Katie Garrity, Chief Academic Officer, presented information to the Board on the Academic Vitality Plan the Academic Council has developed and the Program Gap Analysis compiled by EMSI. Vitality investments will be made with the Culinary programs, Precision Machining Technology, Lab Science Technician, Agriculture programs, Auto Collision, Building Trades, Welding, and Business and Industry Services. Outreach efforts will be enhanced in Richland Center, Platteville, Dodgeville, Prairie du Chien, and Darlington. Potential new programming being evaluated includes Non-Profit Management, Renewable Energy, Artificial Intelligence, Data Analytics, Facilities Maintenance, Cyber Security, and Geo-Spatial Information Systems. The Academic Council will continue to work on the plan.

After a review of the Consent Agenda, including the February 21-20, 2020, agenda; January 23, 2020, regular Board meeting minutes; financial reports; 14 contracts totaling \$15,539.11 in January 2020; employment recommendations for Dustin Farrey – Evening Custodian and Diane Holmes – Midwifery Clinical Site Coordinator; and a promotion/transfer for Dennis Cooley – Charger Leadership Director, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion.

A letter of engagement was received from Quarles & Brady LLP for bond counsel. Mr. Tuescher moved to approve the College retain Allison M. Buchanan of Quarles & Brady LLP as Bond Counsel. Ms. Nickels seconded the motion; motion unanimously carried.

John Mehan, Managing Director of Robert W. Baird & Co. presented the five bids received on the sale of \$4,000,000 in General Obligation Promissory Notes. Northland Securities, Inc. was the low bidder at a 1.0824 percent true interest cost. We received this low interest partially due to the Aa2 Moody's Investors Service rating. The bid is a premium, noncallable bid. Mr. Moyer moved to approve the resolution authorizing the sale of \$4,000,000 in General Obligation Promissory Notes. Ms. Jordie seconded the motion. A roll call vote was held where all members presented voted affirmatively. The motion carried.

Proposals were due October 4, 2019, for a Request for Proposals (RFP) for an Enterprise Resource Planning (ERP) System. The Operations Council and other staff have been researching the systems submitted through the RFP process and made a presentation on their recommendation. Scott Doxey and Joe Rossmeier from Campus Works also presented on the process and shared their affirmation with the College's recommendation. After discussion, Mr. Moyer moved to approve the College move forward with entering into a contract with Campus Management not to exceed the cost over a five-year period of \$1,299,067 in software fees, \$1,525,225 for implementation

services, and travel not to exceed 18 percent of implementation costs. Ms. Wonderling seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Southwest Tech has engaged Campus Works to assist with the Enterprise Resource Planning system selection process. Their assistance has been important by providing expertise and information the College does not have, nor the capacity to acquire without working closely with an outside entity. After careful consideration and extensive discussions with other colleges, the College recommends entering into a project management contract with Campus Works for the implementation of the ERP system. Mr. Prange moved to approve a project management contract with Campus Works in the amount of \$350,000 for first year of implementation with the second year cost not to exceed \$350,000 and travel and expenses not to exceed 18 percent. Ms. Nickels seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Invitations to bid on the Platteville Outreach Center Site Development were provided to vendors and posted widely in applicable electronic and physical venues to garner bids. Three bids were received with a summary of the bids presented to the Board for approval. Mr. Prange moved to accept the low bid for the Platteville Outreach Center Site Development in the amount of \$274,010 from Maryville Construction Co, Inc., of Hazel Green, WI. This bid amount falls under the project amount approved by the WTCS State Board in November 2019. Ms. Nickels seconded the motion. A roll call vote was taken where all members present voted affirmatively. The motion was approved.

Invitations to bid on three (3) new 2020 Chevrolet Malibu sedans were due on February 14, 2020, at 2:00 p.m. The bid summary and recommendation were presented to the Board of Directors. Four bids were received and, in addition, the state contract was included in the bid summary. No action was taken on the bids at this meeting.

The Performance Management Phase 2 workgroup developed a process for performance management compensation. Performance management compensation is the third tier of the multi-level Compensation Plan presented to the Board previously. Joe Randall - Electrical Power Distribution Instructor, Josh Bedward – Facilities Manager and Master Electrician, John Troxel – Network Administrator, and Krista Weber – Chief Human Resources Officer presented the plan highlighting the ongoing conversations supervisors and employees will be having throughout the year, survey results on feedback on the performance management tool, and an overview of the training and calibration process. Compensation will be paid in set dollars vs. percentage, is base-building, is based on a sliding scale on points earned in the annual performance evaluation, and is financially sustainable and built to be flexible with the budget. The Executive Team will not receive this increase but will utilize the same evaluation tool. Mr. Tuescher moved to approve the performance management compensation proposal acknowledging funding for the initiative will be considered during the budget process and prioritized based on many factors. Mr. Prange seconded the motion. Upon a voice vote, the motion was unanimously approved.

Caleb White, Krista Weber – Chief Human Resources Officer, and Connie Haberkorn – Benefits Manager & HR Generalist provided an update on the Wisconsin Technical College Employee Benefits Consortium noting the College's premium rate increases for health insurance have been an average of 1.3 percent over the FY2016 – FY2020, all other colleges in the consortium have moved to a four-tiered insurance plan while Southwest Tech remains with a two-tiered plan, and benefit enhancements of Tel-a-doc, Real Appeal, and Quality Path have been added to the plan. For fiscal year 2021, the College is proposing to increase health insurance premiums 5 percent; implement a four-tiered health insurance plan; increase the deductibles from \$1500 for single to \$2,000 and for a family plan move from \$3,000 to \$4,000, set the single plus spouse plan at \$4,000 and the single plus children at \$4,000; increase the college-provided Health Savings Account contribution from \$500 for single to \$1,000 and for the remaining three tiers move from a \$1,000 contribution to \$2,000 contribution; increase health insurance out-of-network copay to 20 percent; and increase dental insurance premiums 10 percent.

Connie Haberkorn and Amy Campbell – Accounts Payable, co-leads for the Wellness Initiative, reviewed the progress of the Wellness Initiative and the proposed recommended changes to the program. The proposed changes to the program are to increase the wellness initiative amount that is deposited in employees' health savings accounts from \$50 to \$100 per category. The Board gave verbal support for the insurance changes and wellness initiative concepts and request administration present it to a broader college audience for feedback prior to final board approval.

The District Board has been reviewing and discussing local preference when purchasing and reviewed the Governance Policy 1.15: Local Preference. Dr. Wood noted the key to the policy is there is accountability language contained in the policy. Mr. Moyer moved to approve the first reading of Governance Policy 1.15: Local Preference, with Mr. Prange seconding the motion. Motion carried on a voice vote with one nay vote.

The College's accreditation Comprehensive Quality Review is scheduled for April 25-26, 2022. Barb Tucker, Accreditation Liaison Officer, presented the accreditation team structure and implementation plan noting that criterion leads and teams will be developed to gather evidence and provide input into the assurance argument narrative.

Krista Weber provided an update on College staffing noting the positions of Data Analyst and Child Care Aide are in various stages of the hiring process.

Caleb White updated the Board on the enrollment for this fiscal year. Compared to last year at the same time, enrollment data shows a less than one percent increase in FTE. The Fall 2020 Application Report reflects an increase of 31 potential students compared to last year at this time.

Katie Glass provided an update on recruitment noting that adult recruitment is the one area the College believes we can make a major impact to increase. There was not a lot of movement from January to February.

Under the Chairperson's Report, Mr. Bolstad shared the District Boards Association is asking for recommendations for 2020-21 District Boards Association Officers. If you have any recommendations, please let Mr. Bolstad or Karen Campbell know.

Dr. Wood included these items in his President's Report:

- Tour of UW-Platteville – He and one of the recruiters took ten students who are looking at transferring to a four-year college after graduating on a tour of UW-Platteville.
- Economic Impact Reports – The Economic Impact team have completed 25 presentations on the College's economic impact to the region.
- Presentations – Dr. Wood and college staff will be presenting at the District Boards Association quarterly meeting and the Higher Learning Commission annual conference.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f), President's evaluation per Wis. Statutes 19.85 (1)(e), and Executive Team contracts per Wis. Statutes 19.85 (1)(c). Ms. Nickels seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 5:02 p.m. The meeting reconvened to open session at 6:28 p.m. with no action taken.

The Energy Sustainability Plan was moved to Saturday's meeting.

The Board recessed until Saturday, February 22, 2020. The Board had dinner and breakfast for social purposes only and no College business was conducted.

The Board of Southwest Wisconsin Technical College reconvened in open session of the regular Board meeting commencing at 8:55 a.m. on February 22, 2020, at the Dodgeville Outreach Site, located at 316 W. Spring Street, in the City of Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Jeanne Jordie, Russ Moyer, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Tracy Fillback, Melissa Fitzsimons, and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Dan Imhoff, Katie Glass, and Caleb White.

Caleb White presented information relevant to the budget assumptions and parameters for 2020-21. The strategic directions and priorities were reviewed, which included strategic direction 1 – Engage Students in High-Quality Learning with two priorities – Investments in Academic Innovations and Instructional Vitality Investments; strategic direction 2 – Strengthen Culture of Accountability with two priorities – College Transformation of Excellence-Enterprise Resource Planning System upgrades and Employee Performance and Assessment; and the third strategic direction – Enhance

the College's Economic Impact with one priority – Strengthen our Impact at Outreach Sites. The budget assumptions include a slight increase in valuation and tuition rates, flat state aid, increase in health and dental insurance, utility rates will increase 0-2 percent, grant funding is expected to decrease, WI Retirement System contribution rates increased on January 1, 2020, and CPI increase on wages. At this time, the budget gap is approximately \$1,000,000. The Board asked for a future meeting presentation on the 5-year history of the projected gaps and actual gaps and the fund balance and how the OPEB buyout affected it. Mr. White will bring the budget back to the Board each month until it is approved at the June meeting.

Mr. White presented information related to long-term finances of the College. He reviewed a three-year forecast showing if things remain the same for the next three years, we will have a \$2 million deficit. Mr. White also presented the debt long-range plan. The Board would like a discussion in the future on what happens when the referendum debt falls off in nine years.

Caleb White and Dan Imhoff, Director of Facilities, Safety & Security, and Holly Clendenen, Executive Director of the Foundations, presented the long-range draft Master Facilities Report. The plan included core remodeling sequencing of the Welcome Center/Bookstore (currently in progress), remodeling the vacated Bookstore into meeting space, renovating the lab in 413 to a lecture hall/auditorium/large meeting space, Lenz Center and Café/Cafeteria upgrades, Student Life and Activities Center (potentially a dome) to hold student activities, May graduation, and lease for community events. The Board asked that a comprehensive plan be brought back to them for approval. The plans will include usage, revenues, expenses, rental fees, etc.

Mr. Imhoff reviewed the 2020 Sustainability Plan with the Board. The report focused on energy and emissions, travel, water use and protection, solid waste and recycling, and campus engagement. Some of the projects include weatherization of windows and doors; energy saving HVAC and lighting; renewable energy including solar for the Child Care Center; purchasing low emissions (electric) vehicles for college use; and green practices with lawn care, cleaning supplies, and waste;

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 10:40 a.m.

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Donald L. Tuescher, Secretary