

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MARCH 26, 2020**



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:04 p.m. on March 26, 2020. Due to the COVID-19 pandemic and Governor Ever's "Safer at Home" Executive Order, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Jeanne Jordie, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Krista Weber, Caleb White, and Jake Wienkes.

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, March 26, 2020

7:00 p.m. – Board Meeting

The Board meeting will be held using Zoom technology (Video and Audio Conferencing). To join the meeting go to <https://swtc.zoom.us/j/380549629>. The meeting ID is 380 549 629.

**AGENDA**

**OPEN MEETING**

The following statement will be read: "The March 26, 2020, 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, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) and posted on campus 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 Board Retreat/Regular Meeting of February 21-22, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Dodgeville Outreach Site Lease for 2020-21

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans
- B. COVID-19 Emergency Spending Resolution
- C. COVID-19 Paid Leave Policy
- D. Recommendation for 2020-21 District Boards Association Officer

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 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. Discussion of personnel issues per Wis. Stats. 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. Discussion of preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 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.}
  - 3. Approval of Closed Session Minutes – February 21, 2020

## **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).}

After a review of the Consent Agenda, including the March 26, 2020, agenda; February 21-22, 2020, Board meeting minutes; financial reports; five contracts totaling \$26,969.04 in February 2020; a promotion/transfer for Camille Chappell – Data Analyst; and a lease amendment for the Dodgeville Outreach Site for 2020-21, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Tracy Fillback excused herself from the discussion and vote on purchasing three new 2020 Chevrolet Malibu sedans. Four bids were received, and Caleb White, Vice President for Administrative Services, reviewed the bid summary. Mr. Tuescher moved to award the purchase of three new 2020 Chevrolet Malibu 4-door LS Sedans bid in the amount of \$54,900.00 to Les Mack Automotive, Lancaster, WI. Ms. Fitzsimons seconded the motion. Upon a roll call vote where all members voted affirmatively, with Ms. Fillback abstaining, the motion was carried.

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, there have been and will be expenses incurred related to the College's response. Mr. White explained that a budget modification for the expenses would be presented with other budget modifications at the October 2020 Board meeting. This resolution allows for the college to spend up to \$500,000 in expenditures in excess of the previously adopted budget. Mr. Moyer moved to approve the resolution authorizing \$500,000 in expenditures related to COVID-19 in excess of the previously adopted budget for 2019-2020. Ms. Wonderling seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, College administration recommended the Board of Directors approve a policy authorizing paid leave for the public health emergency through the Families First Coronavirus Response Act. Krista Weber, Chief Human Resources Officer, explained this would allow for an additional two weeks of paid leave for college employees requiring extra time to adjust to the new routines and care for themselves or family members that may be ill. Mr. Tuescher moved to approve the policy authorizing additional paid time off for employees due to qualifying reasons through the Emergency Sick Leave Act and the Emergency Family Medical Leave Act. These acts are part of the Families First Coronavirus Response Act signed into law on March 18, 2020. Ms. Nickels seconded the motion; the motion carried with all members voting affirmatively in a roll call vote.

A recommendation had been received to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. This is a one-year term with the option of a second one-year term. Mr. Moyer moved to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. Ms. Wonderling seconded the motion. The motion carried upon a roll call vote with all members voting affirmatively.

Krista Weber provided an update on College staffing noting the Data Analyst position had been filled and there was an LTE child care aide position recently posted.

The 2019-20 FTE Comparison Enrollment Report reflected a slight increase in FTEs this year as compared to last year at this time. The Fall 2020 Application Report showed applications received for Fall 2020 are up by 26 applications as compared to this same time last year. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for long-term care facility recognition, National FFA Week, and Future Chargers social media campaign. Upcoming recruitment activities include a virtual 'Ask a Charger.'

Under the Chairperson's Report, Mr. Bolstad had recently attended part of the all-staff meeting where he shared the Board's thanks for all that the faculty and staff are doing to help students during the COVID-19 pandemic. He was very impressed with the stories shared during the meeting.

During the President's Report, Dr. Wood thanked the faculty for responding so quickly in moving their classes to a virtual format, students services for providing service in new and great ways, the ITS department for helping students and staff transition to learning virtually and working remotely, all staff for their acts of compassion and kindness, and the marketing team for capturing the response. He shared the board monitoring reports for academics will focus on maintaining compliance and ensuring quality in the present state and the finance report will focus on compliance and financial outlook. Dr. Wood also provided the Board with an update on the Enterprise Resource Planning (ERP) system noting the contracts have not been signed and the committee is gathering more information on whether to move forward at this time.

Mr. Prange motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing preliminary notices of non-renewal per Wis. Statutes 19.85(1)(c). Ms. Fillback seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 7:54 p.m. The meeting reconvened to open session at 8:10 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:11 p.m.

---

Donald L. Tuescher, Secretary