

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



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:14 p.m. on April 23, 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, Danielle Seippel, Krista Weber, Caleb White, and Jake Wienkes. Public present included Crystal Wallin and David Blume.

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, April 23, 2020

7:00 p.m. - Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 934-8044-3574

Password: 854520

**AMENDED AGENDA**

**OPEN MEETING**

The following statement will be read: "The April 23, 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 Regular Board Meeting of March 26, 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. 2020-21 Out-of-State Tuition Waivers

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

- A. Ad Hoc Committee of the Board

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

- A. Foundation Quarterly Report
- B. COVID-19 Monitoring Report – Student Learning
- C. FY2021 Budget Update including ERP Update
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Reminder: Move May Meeting to May 21, 2020
- 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. Final Notices of Non-renewal 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.}
  - 2. 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.}
  - 3. Discussion of President's Contract 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.}

A. Approval of Closed Session Minutes from March 26, 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 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [acc@swtc.edu](mailto:acc@swtc.edu)}**

After a review of the Consent Agenda, including the April 23, 2020, agenda; March 26, 2020, Board meeting minutes; financial reports; seven contracts totaling \$53,485.95 in March 2020; the resignation of Jaren Knight – Financial Aid Assistant/Accounting Bursar; and 2020-21 Out-of-State Tuitions waivers for 25 needy and worthy students taking 675 credits. 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.

Board Chair Bolstad requested the Board consider a small ad hoc committee be designated to finalize contract negotiations with President Wood. Mr. Moyer made a motion to form the ad hoc committee; Ms. Wonderling seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried. Chairperson Bolstad appointed Eileen Nickels, the chair of the ad hoc committee, and Russell Moyer and Donald Tuescher to serve on the committee. Mr. Bolstad will be included in the deliberations but will not have a say.

Holly Clendenen, Executive Director of College Advancement, presented the FY2020 third quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Over 5,000 gifts from 1,000 donors totaling more than \$1,000,000 have been received so far for the fiscal year and the phonathon ended 4.5 weeks early due to COVID-19 and had raised over \$52,000. Student housing has had 35 students request refunds because they moved out due to the virus. For Fall 2020 there have been 94 leases received and for Summer 2020 there have been 15 leases received.

The Board heard a monitoring report on student learning during the COVID-19 pandemic from Dr. Katie Garrity, Chief Academic Officer. Included in the report was an update on finishing the semester by program; an overview of how courses transitioned to a virtual format using Schoology (80 faculty transitioned 257 courses to online delivery); an update on course assessment to meet the Higher Learning Commission's criteria during COVID-19; correspondence sent to program advisory committees; and how academic and student support and financial services transitioned to help the students succeed.

Caleb White, Vice President for Administrative Services, provided the Board with an update on the 2020-21 budget. Mr. White noted the budget is being built on 1300 FTEs, there is uncertainty on state aids, and there is still work to be done. At this point in time, the FY2021 budget showed a deficit of approximately \$900,000. The budget update will

be brought back to the Board in May with the budget hearing scheduled for June. A budget will be brought forth for approval which does not deficit spend over \$1 million dollars. The college has a reserve fund to cover the deficit spending for strategic investments and not operational expenses.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting a posting has been released for a financial aid assistant/accounting bursar position.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The Fall 2020 Application Report showed applications received for Fall 2020 are on target with last year's report. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for K-12 students and the adult population and key recruitment strategies in response to the COVID-19 outbreak.

During the President's Report, Dr. Wood thanked all the staff and the Board for the college's response to COVID-19.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing final notices of non-renewal and discussing the President's Contract per Wis. Statutes 19.85(1)(c). Mr. Prange seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 9:20 p.m. The meeting reconvened to open session at 9:44 p.m. with no action taken.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Ms. Wonderling seconded the motion. The motion carried and the meeting adjourned at 9:45 p.m.

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Donald L. Tuescher, Secretary