

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
MAY 21, 2020**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:03 p.m. on May 21, 2020. Due to the COVID-19 pandemic, 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. Public present included: David Blume, Crystal Wallin, and Attorney Jon Anderson.

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, May 21, 2020

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 949 6428 9415

Password: 505400

**AMENDED AGENDA**

**OPEN MEETING**

The following statement will be read: “The May 21, 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 April 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
- F. Public Safety Complex Cash Farm Lease
- G. 2020-21 ACCT Membership Renewal
- H. 2020-21 WTC District Boards Association Membership Renewal

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

- A. Laptop Purchase for Students – 2020-21
- B. Prairie du Chien Outreach Site Lease
- C. Darlington Outreach Site Lease
- D. James Property Lease
- E. Platteville OE Grey Lease Extension
- F. 2020-21 Board Monitoring Schedule

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

- A. FY2021 Budget Update including Enterprise Resource Planning (ERP) System Update
- B. COVID-19 Monitoring Report – Fiscal Sustainability
- C. 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 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 Compensation for Employees 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. 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.}
- B. Approval of Closed Session Minutes of April 23, 2020

## **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
  - 1. Compensation for Employees
  - 2. President's Contract

## **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 May 21, 2020, agenda; April 23, 2020, Board meeting minutes; financial reports; one contract totaling \$500 in April 2020; the resignation of Connor Blaschke- Evening Custodian; and the expiration of limited-term employment positions for Madison Cooper – LTE Grant Manager Assistant, KJ Flynn – LTE IT Instructional Lab Assistant, and Hilary Schlinger – LTE Midwife Instructor/Program Director; the contract for a cash farm lease with Winch's Pine Grove Farms, Fennimore, WI in the amount of \$350 for 2.8 acres of hay ground at the Public Safety Complex; the renewal of the Association of Community College Trustee Membership for 2020-21 in the amount of \$3,437; and the renewal of the membership to the WTC District Boards Association for 2020-21 in the amount of \$22,415.26, Mr. Moyer moved to approve the Consent Agenda with Ms. Nickels seconding the motion. No vote taken. Dr. Wood recommended a change to the Board meeting agenda to move the Budget Update and the Fiscal Sustainability Board Monitoring Report to immediately following the Consent Agenda and the Closed Session – President's Contract item be removed from the agenda. Mr. Moyer moved to approve the Consent Agenda with the Budget Update and Fiscal Sustainability Board Monitoring Report moved to immediately following the Consent Agenda. Ms. Nickels seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Caleb White, Vice President for Administrative Services, presented the FY2021 budget update including an update on the Enterprise Resource Planning (ERP) system. Mr. White reviewed all six funds, noting the budget is being built on 1275 FTEs. The budget will be brought to the Board for approval at the June 25, 2020, Board meeting. There are some changes to be incorporated into the budget.

Mr. White also updated the Board on the contract negotiations with the vendor the College is leaning toward for the Enterprise Resource Planning System. The college engaged a contract negotiation attorney who guided the college to develop a list of pre-contract demands. Mr. White is still negotiating with the vendor and plans to bring approval of the Enterprise Resource Planning System to the Board at the June 25 meeting. The Board recommended there is a well-developed timeline and a proposed budget included and the information is sent to the Board a week ahead of the meeting for ample time for the Board members to review.

A board monitoring report on Fiscal Sustainability was presented by Mr. White. Strengths identified included the budget supporting the College ENDS and meeting the student and community needs, an unmodified audit report, a comfortable General Fund Reserve balance; the reduction of the College's OPEB liability by \$7.8 million in the past eight years, the College's 4.5 percent student default rate, Moody's Investor Service Rating of Aa2, and the Higher Learning Commission Composite Financial Index of 2.74.

As part of the Fiscal Sustainability report, Heath Ahnen, Director of Information Technology (IT) Services, reviewed the strategic IT considerations which helped the College transition to virtual learning in March 2020. Current strengths included a robust wired/wireless network infrastructure, VPN (secure remote capabilities), robust communication systems and campus internet connection, and off-site data back-up recovery system. Opportunities being worked on include integration of systems, cloud computer, virtual desktop, a student laptop program for hardware and software, and enterprise resource planning system platform. Over the past four years, IT processes, infrastructure, hardware deployment, and storage systems have all been improved.

The SWTC 1:1 laptop program is being proposed to offer students a variety of opportunities to be successful in achieving their academic goals. This program will provide students with a standard set of software and hardware tools as part of the digital learning environment at Southwest Tech. The standard deployment will include a laptop, a Southwest Tech-branded backpack, wireless access on campus, training, service, and support. Mr. White shared the costs for the program noting the costs for the students in a technology fee would be \$400 per semester, which requires Student Senate approval. The Student Senate will be voting on the technology fee on May 26. Mr. White and Dr. Wood further explained the College would be using one-time funds to supplement the program in the first year. Students will be offered a rebate of the technology fee during the 2020-21 academic year after successful completion of the semester. Mr. Moyer moved to approve the SWTC 1:1 Laptop Program, offering hardware, software, and support to program students. Ms. Nickels seconded the motion. Upon a roll call vote with all members of the Board voting affirmatively, the motion carried.

The Board reviewed a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI, which is used primarily for adult basic education. Mr. Tuescher moved to approve the lease agreement with Workforce Connections, Inc. to lease office and educational space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4,200 annually from July 1, 2020, through June 30, 2021. Mr. Prange seconded the motion; which was unanimously approved on a roll call vote.

Mr. White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI, which is also used primarily for adult basic education. Mr. Tuescher moved to approve the lease agreement with the City of Darlington to lease office and educational space located at 627 Main Street, Darlington, WI for \$1,200 annually from July 1, 2020, through June 30, 2021. Ms. Nickels seconded the motion. A roll call vote with all members of the Board voting affirmatively was taken. The motion carried.

A commercial lot lease agreement with Jim's Building Center, Inc., Fennimore, to rent the James Property contiguously located to the east of Jim's Building Center was presented by Caleb White. Mr. White noted the James Building was recently razed and the College had no plans to use in the near future. Mr. Moyer moved to approve the five-year commercial lot lease agreement for Jim's Building Center, Inc., Fennimore, WI, to lease the James Property lot for \$2400 annually, commencing on July 1, 2020. Mr. Prange seconded the motion. The motion carried on a roll call vote with all Board members voting affirmatively.

Due to COVID-19 and the social distancing limits that will be in place for classes, the administration asked the Board to consider a lease extension with the School District of Platteville to rent educational and office space at the OE Gray Building located at 110 W. Adams Street, Platteville, WI, which is the current outreach site. The new outreach site will be used for classroom space in the fall semester for the Police Academy. Ms. Jordie moved to approve the lease extension with the Platteville School District to lease office and educational space located at 110 W. Adams Street, Platteville, for \$700 per month from July 1, 2020, through December 31, 2020. Mr. Tuescher seconded the motion; upon a roll call vote with all members voting affirmatively, the motion was approved.

Karen Campbell, Executive Services Director, reviewed the 2020-21 Board Monitoring Schedule noting that many of the conferences are undecided due to the COVID-19 pandemic. The schedule provides an outline of when key items are brought to the board for approval or monitoring. Mr. Prange moved to approve the 2020-21 Board Monitoring Schedule as presented. Mr. Tuescher seconded the motion, with a roll call vote taken. The motion carried after all the Board members voted affirmatively.

Krista Weber provided an update on College staffing noting there is a Financial Aid Assistant/Accounting Bursar position posted.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The 2020-21 Comparison Enrollment Report showed a decrease in FTEs of five percent year-over-year. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for K-12 and Adult Recruitment, Hired Before Graduation, and the University Transfer Program.

Under the Chairperson's Report, Mr. Bolstad noted that the questions he had on re-opening and class delivery were answered in the reports given.

The College President's Report included an update on the student CARES Act fund distribution. All funds (~\$350,000) have been distributed to students. Thank you to the Financial Aid staff for working diligently to disburse the money to the students who needed it.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing employee compensation and the President's Contract 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 9:45 p.m. The meeting reconvened to open session at

11:07 p.m. Mr. Tuescher moved to increase compensation for all benefited employees one (1) percent (CPI) on July 1, 2020, and award a \$500 (gross) one-time stipend to each benefited employee in June. Ms. Nickels seconded the motion. Upon a roll call vote with Mr. Moyer dissenting and the remaining Board members voting affirmatively, the motion carried. There was no action taken on the President's contract.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 11:10 p.m.

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Donald L. Tuescher, Secretary