

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JUNE 25, 2020**



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:50 p.m. on June 25, 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 College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Katie Garrity, Katie Glass, CoraBeth Halverson, Dan Imhoff, Kelly Kelly, Danielle Seippel, Krista Weber, and Caleb White. Public present included Crystal Wallin, David Blume, and Joe Rossmeier – Campus Works.

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, June 25, 2020

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 960 9961 3773

Password: 516429

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The June 25, 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 May 21, 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. DWD Lease
  - G. Forward Services Lease
  - H. Clarity Clinic Lease

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

- A. 2020-21 Budget
- B. Enterprise Resource Planning (ERP) System
- C. Project Management Services for ERP Implementation
- D. WTCS Facilities Request: Auditorium

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

- A. College Culture Monitoring Report
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report – Acting President Caleb White
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **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 June 25, 2020, agenda; May 21, 2020, Board meeting minutes; financial reports; 28 contracts totaling \$387,980.15 in May 2020; employment recommendations for Stephanie Bernhardt – Financial Aid Assistant/Accounting Bursar, Nelson NeCollins – Evening Custodian, and Jared Kjos – Evening Custodian; the retirements of Jeff Dombeck – Culinary Instructor, Helen Mar Adams – Math Instructor, and Margie Billings – Evening Custodian; lease agreements with Southwest Wisconsin Workforce Development Board and Forward Services to lease space from Southwest Tech at the Richland Center Outreach Site; and a lease agreement with Clarity Clinic, Platteville, to lease office/retail space on Southwest Tech's campus, Mr. Tuescher moved to approve the consent agenda, as presented, and Mr. Prange seconded the motion. Upon a roll call vote where all members of the Board voted affirmatively, the motion carried.

Caleb White, Vice President for Administrative Services, presented the 2020-21 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The

FY2021 budget was built on a decrease in revenue and an estimated enrollment of 1,275 FTE. As presented at the public hearing, the budget is proposed to deficit spend, which will be taken from the reserve fund. The projected tax effect on \$100,000 of property value is estimated at \$123.99. Mr. Prange moved to approve the 2020-21 Budget as presented with an operating budget of \$23,782,100. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented on the Enterprise Resource Planning (ERP) System noting the total cost will be within what was budgeted for the project, the functionality of the system is more robust eliminating most of the side systems currently used for a cost savings of \$300,000 annually, and the ongoing expense for the hardware is similar to what CAMS and the side systems currently cost on an annual basis. Mr. White also noted one of the key things accomplished with Campus Management over the last few months, was the key resources which would be involved and how those fit in to the timetable. After discussion on comfort level with the company, amount of staff time for implementation, and expenses of Campus Management, Mr. Prange moved to award the contract for an Enterprise Resource Planning System to Campus Management Corporation, Boca Raton, Florida for implementation and related services in the amount of \$1,525,225 plus expenses and a 10-year contract for software subscription fees. Mr. Tuescher seconded the motion. A roll call vote was taken and all members of the Board voted affirmatively. Motion carried.

Administration proposed contracting with Campus Works, Inc. for project management services through the duration of the implementation of the ERP system. Ms. Nickels moved to award a contract for Project Management Services for ERP implementation to CampusWorks, Inc., Bradenton, Florida, in the amount of \$700,000 plus expenses. Ms. Wonderling seconded the motion, which carried upon a roll call vote where all members of the Board voted affirmatively.

Administration previously brought to the Board a preliminary concept to remodel Room 413 into an auditorium. Dan Imhoff, Director of Facilities, Safety & Security, presented a proposed timeline for the project noting the construction costs will be brought back to the Board in December of 2020. The Board was asked to approve a resolution to send to the WI Technical College System noting the Board's approval of the concept of the project. The College is ready to move forward with this project and must gain approval from the Wisconsin Technical College System. After discussion and reassurance that the project can be put on hold any time before the construction contract is awarded, Mr. Moyer moved to approve the resolution for the Auditorium remodel with Mr. Tuescher seconding the motion. All members voted affirmatively upon a roll call vote; motion carried.

Krista Weber, Chief Human Resources Officer, presented a summary of the College Culture Board Monitoring Report. Highlighted items included initiatives and activities which prepared the College for the COVID-19 pandemic, economic uncertainty, and social issues crises. Ms. Weber reviewed the College Council two projects - Performance Management Phase 2 and Leadership Development. Significant progress was made on both projects. Also included in the report were a summary of employee data statistics, strengths and weaknesses/opportunities for improvement and a

summary of diversity-related initiatives. Diversity, equity, and inclusion initiatives for the 2020-21 fiscal year include incorporating the Respect Pledge into daily operations and culture; enhancing employee and student engagement through diversity, equity, and inclusion; developing a Diversity Coordinator position; and continuing with the Affirmative Action planning and tracking.

Krista Weber provided an update on College staffing noting there is a Midwifery Clinical Coordinator part-time position posted.

The 2019-20 FTE Comparison Enrollment Report reflected a 2.69 percent decrease in FTEs this year as compared to last year at this time. The 2020-21 Comparison Enrollment Report showed we are trending where we were at a year ago. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities noting weekly registration events are currently being held to attract new students.

Under the Chairperson's Report, Mr. Bolstad asked for a volunteer to possibly represent him at the annual District Boards Association planning meeting the end of August. The meeting will be offered for one day on Friday, August 28, 2020, both virtually and face-to-face. He may not be able to attend face-to-face and asked the Board members to email him if they would be willing to attend.

Retiring Board members were celebrated. Eileen Nickels who has served on the Board since 2006 and Russ Moyer who has served on the Board since January 1981 are retiring as of June 30, 2020. They were thanked for their service with a PowerPoint presentation and words of congratulations from attendees.

Caleb White, serving as the Acting President, provided the College President's Report. Included in the report were an update on the Laptop Program, COVID-19 response, and the diploma pick-up process.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:38 p.m.

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Donald L. Tuescher, Secretary