

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 13, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 6:04 p.m. on July 13, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin

Absent: Jane Wonderling

Others present for all or a portion of the meeting included College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Dan Imhoff, Katie Garrity, Katie Glass, Kelly Kelly, Cynde Larsen, Kim Maier, and Krista Weber. Public present included Victoria Bonilla, a student; and various Foundation and Real Estate Foundation members.

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

Monday, July 13, 2020

6:00 p.m. – Annual Meeting

7:00 – Joint Meeting with the District Board, Foundation Board, and
Real Estate Foundation Board

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 913 0074 5573
Password: 985572

AGENDA

OPEN MEETING

The following statement will be read: “The July 13, 2020, annual 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 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda

- B. Minutes of the Regular Meeting of June 25, 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. Three-Year Facilities Plan
- B. Signatory Authority Policy for 2020-21
- C. Designate College Legal Counsel for 2020-21
- D. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

7:00 – Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Highlights of COVID-19 Response
- B. Vision for the Future
- C. Laptop Program
- D. Facilities Implications
- E. Navigating Financial Uncertainty

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Re-elected Board member Chris Prange and newly elected Board members David Blume and Crystal Wallin read and signed the Oath of Office. They will serve three-year terms ending June 30, 2023.

After a review of the Consent Agenda, including the July 13, 2020 agenda; June 25, 2020, Board minutes; financial reports; six contracts totaling \$141,495.81 in June 2020; and the promotion of Connie Haberkorn to HR, Benefits & Compensation Manager, Mr. Prange moved to approve the Consent Agenda. Ms. Wallin seconded the motion; motion carried on a unanimous roll call vote.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan for approval. Mr. Imhoff reviewed FY2021 remodeling and capital projects to remodeling of the former Bookstore to a conference room and the 413 lab to an auditorium; upgrades to Building 600 HVAC and Building 500 electrical system; and replace UPS batteries. The FY 2022 remodeling and capital improvement projects include upgrades to several building RTUs and electrical system, the campus-wide lock system, clearstory windows, lighting, and the farmette. Interior signage will be upgraded, Building 700 will be razed and a Student Activities & Event Center will be built. Projects scheduled for FY2023 include razing Building 800, a daycare alternative energy project, remodeling of 100/200 classrooms and Room 519 as well as electrical, RTU and roof replacements for several buildings. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2020-2023 with Ms. Fillback seconding the motion. Upon a roll call vote where all Board members voted affirmatively, the motion carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees, as approved by the District Board, may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The 2020-21 Signatory Authority Policy was presented for approval. Mr. Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2020-21 with the authority to sign official or legally binding documents. Ms. Jordie seconded the motion. Upon a roll call vote where all members of the Board voted affirmatively, the motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI, and Jon Anderson of Husch Blackwell, Madison, WI. Ms. Jordie made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; and retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law. Ms. Fitzsimons seconded the motion, which unanimously carried on a roll call vote.

Elections for the 2020-21 Officers of the Board were held. Mr. Prange nominated Charles Bolstad for Chairperson. Mr. Prange moved to close the nominations and cast a unanimous ballot. Ms. Jordie seconded the motion. Upon a roll call vote with Mr. Bolstad abstaining, the motion carried by a unanimous vote, and Mr. Bolstad was elected Chairperson.

Mr. Prange nominated Donald Tuescher for Vice Chairperson. Mr. Blume moved the ballot be closed and a unanimous ballot be cast for Mr. Tuescher. Ms. Fillback seconded the motion. The motion carried on a roll call vote with Mr. Tuescher abstaining and all other Board members voting affirmatively. Mr. Tuescher was elected Vice Chairperson.

Ms. Jordie nominated Chris Prange for Secretary. Mr. Tuescher moved the ballot be closed and a unanimous ballot be cast for Mr. Prange. Ms. Fillback seconded the motion. The motion carried with Mr. Prange abstaining and all other Board members voting affirmatively. Mr. Prange was elected Secretary.

Mr. Tuescher nominated Melissa Fitzsimons for Treasurer. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Fitzsimons. Mr. Tuescher seconded the motion. Upon a roll call vote with Ms. Fitzsimons abstaining and all other Board members voting affirmatively, the motion carried. Ms. Fitzsimons was elected Treasurer.

Krista Weber, Chief Human Resources Officer, provide an update on College staffing noting seven positions are currently posted for a part-time midwifery program coordinator and three system analysts and three LTE positions for the implementation of the Enterprise Resource Planning system.

Katie Glass, Executive Director of Marketing, provided a review of the 2019-20 and 2020-21 Comparison FTE reports noting the 2019-20 FTE reports indicates we are down 2.75 percent with the 2020-21 FTE report showing a 3.74 percent increase.

Chairperson Bolstad reminded the Board members of the District Boards Association Summer Conference to be held virtually on July 24, 2020. The Board also determined which District Boards Association committees the Board members will serve on for the next year. Those include Awards Committee – Crystal Wallin; Bylaws, Policies & Procedures – Chris Prange and David Blume; External Partnerships – Missy Fitzsimons and Don Tuescher; Internal Best Practices – Jeanne Jordie and Tracy Fillback; and Insurance Trust Committee – Chris Prange with Chuck Bolstad and Don Tuescher serving as alternates. Also under the Chairperson's report, Chris Prange was named to continue to serve on the Real Estate Foundation Board as the District Board representative. Ms. Fitzsimons and Mr. Bolstad will determine who will serve on the Foundation Board.

Under the President's Report, discussion took place about returning to face-to-face Board meetings in August. Dr. Wood will consider the pandemic trends at the time and determine if it is feasible to hold the meeting face-to-face with social distancing, face masks, and other protocols.

The District Board was then joined by SWTC Foundation Board Members and Real Estate Foundation Board members. Presentations and discussion occurred on the following topics:

- *Highlights of COVID-19 Response* – The COVID-19 response was highlighted with a timeline and video of what Southwest Tech did to respond and who was served.
- *Vision for the Future* – Dr. Wood highlighted the College's vision for the future including fundraising priorities.
- *Laptop Program* - Katie Garrity, Chief Academic Officer, and Heath Ahnen, Director of Information Technology Services, provided an update on the laptop program including how it will work and which students qualify.
- *Facilities Implications* - Derek Dachelet, Executive Dean, and Dan Imhoff, Director of Facilities, Safety & Security, presented the plan for facility usage

this fall during the COVID-19 pandemic. Highlights included classroom physical distancing, traffic flows, and events.

- *Navigating Financial Uncertainty* – Kelly Kelly, Controller, provided a report on a ten-year snapshot of the comparison financials for the College and the Foundation.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 9:20 p.m. on a roll call vote

Chris Prange, Secretary