

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 19, 2020**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01 p.m. on November 19, 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, Jeanne Jordie, Chris Prange, Jane Wonderling

Absent: Melissa Fitzsimons, Donald Tuescher, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Matthew Baute, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Robin Hamel, Dan Imhoff, Cynde Larsen, Krista Weber, and Caleb White. Public present included Sarah Delegee, Campus Works Project Manager for Project RISE.

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, November 19, 2020

6:30 p.m. – Phonathon, Winterize Your Wheels, and ABE Transition Student Presentations

7:00 p.m. - Board Meeting
Virtually using Zoom

Meeting ID: 947 9734 1908

Passcode: 989817

AGENDA

OPEN MEETING

The following statement will be read: “The November 19, 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, and posted on campus and in the City of Fennimore and at CESA 3 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 October 29, 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. Bid: Building 400 Lecture Hall
- B. Bid: Computerized Transmission Dynamometer
- C. Student Senate Bylaws Modification
- D. Out-of-State Tuition Waivers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update
- B. 2021-22 Budget Process
- 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 discussing the 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 October 29, 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.}

After a review of the Consent Agenda, including the November 19, 2020 agenda; October 29, 2020, Board retreat/meeting minutes; financial reports; two contracts totaling \$477 in October 2020; and an employment recommendation for Mackenzie Marovets – Budget & Finance Assistant (LTE), Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Jordie seconded the motion; motion carried on a unanimous roll call vote.

Caleb White presented the bid for the Building 400 Lecture Hall (Auditorium) Project noting that on June 29, 2020, the District Board approved the WTCS Facilities Request: Auditorium to remodel Room 413 into an auditorium/lecture hall. The WTCS State Board approved the Facilities Request on November 11, 2020. The College solicited for bids for the remodeling project with ten vendors bidding on the project. Jason Wood outlined the actions the Board could take on the agenda item. He also explained the 10-year facilities plan, including a financing plan, is brought before the board on numerous occasions and new construction is limited to \$1.5 million every two years. He further noted remodeling projects can be completed at a maximum of \$1.5 million for each remodeling project. Administration recommended moving forward with the project. After discussion focusing on campus facilities post-pandemic, making the remodeling project conducive to labs, and consideration of state-of-the art air filtration system, Ms. Jordie moved to accept the low bid for the Building 400 Lecture Hall (Auditorium) Project, in the amount of \$1,161,000 to Tricon Construction Group of Dubuque, IA. This project was approved by the WTCS State Board on November 11, 2020, in the amount of \$1,500,000, which is inclusive of audio/visual allowance and engineering/architecture fees. Ms. Wonderling seconded the motion; upon a roll call vote where all Board members present voted affirmatively, the motion carried.

Mr. White presented a bid summary for a Computerized Transmission Dynamometer noting the Dynamometer will dynamically test live transmissions before and after the rebuilding process. Two bids were submitted from vendors. Mr. Prange moved to award the bid for a Computerized Transmission Dynamometer in the amount of \$141,100 to PowerTest of Sussex, WI, with Mr. Blume seconding the motion. Upon a roll call vote, the motion carried as all Board members present voted yes.

Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational and co-curricular organizations. The Board raised concerns about non-favorable groups and asked for a legal opinion. The agenda item will be brought back to the Board in December.

At the April 23, 2020, District Board meeting, the Board approved remitting out-of-state tuition for 675 credits for 25 needy and worthy students during the 2020-21 academic year and received approval from the Wisconsin Technical College System (WTCS). Caleb White explained the College is getting close to using all of the tuition remission waivers and would like to request permission from the WTCS for 10 additional students to have out-of-state tuition waived. Mr. Prange moved to approve the Board Resolution requesting to remit out-of-state tuition for 200 credits for an additional 10 students during the 2020-21 academic year. Ms. Fillback seconded the motion, and upon a roll call vote with all present voting affirmatively, the motion carried.

Matthew Baute, Heath Ahnen, and Sarah Delegge provided an update on Project RISE (ERP) at the Board meeting. Several items noted included being overbudget and potential delays in timeline. Anthology is working with the College to change some of the hours worked on the Blueprinting sessions to non-billable hours as this is the first time Anthology has done all the Blueprinting sessions upfront. Depending upon the workload solution and data archival solution the College decides to move forward with, the project timeline could be delayed.

Caleb White outlined the 2021-22 budget process. The process starts on November 15 and ends with the final budget hearing in June 2020. The Budget Assumptions and Parameters will come before the Board in February, with preliminary budgets being presented in April and May.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting there has been a job posting completed for a Budget & Finance Assistant – LTE. Ms. Weber shared the position was filled part-time with a student who will graduate in May and at that time the person will become full-time.

The 2020-21 Comparison Enrollment Report reflected a 3.5 percent decline as compared to last year. The Fall 2021 Application Report showed an increase in January 2021 for students starting in programs. The August 2021 start numbers are comparable to this year's numbers. Mr. White presented a WTCS enrollment summary noting the average WTCS College is down 7 percent in enrollment. We will be adding a second section of 40 students to the Midwifery program in January.

The President's Report included:

- Legislative Visits – In the process of scheduling visits with the state legislators in January. Dr. Wood will invite one or two Board members to participate. Senator Marklein has been named as co-chair of the Joint Finance Committee.
- Student Feedback – Dr. Wood has been visiting classes virtually to interact with the students in their programs. Students most appreciate the flexibility that faculty and staff are providing for their situations. Biggest concern students facing are holding three to four part-time jobs or they can't find a job. They are grateful for all we have done to keep classes going.
- College Happenings – Dr. Wood continues to forward to Mr. Bolstad notices of programs online or positive test results.
- Employee Fundraising Campaign – Kicked off this week and will continue through December 4.

Mr. Prange moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Stats. 19.85(1)(c). Ms. Fillback seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:46 p.m.

The Board reconvened to open session at 9:23 p.m. Mr. Prange moved to keep President Wood's FY2020-21 compensation equivalent to his FY2019-20 compensation and add one year to his contract. Ms. Wonderling seconded the motion; upon a roll call vote with all members present voting affirmatively, the motion carried.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Ms. Fillback seconding the motion. The motion carried and the meeting adjourned at 9:26 p.m.

Chris J. Prange, Secretary