

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
FEBRUARY 25, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:00 p.m. on February 25, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Melissa Fitzsimons, Jeanne Jordie, Donald Tuescher, Jane Wonderling

Absent: Tracy Fillback, Chris Prange, 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, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, and Caleb White. Public present included Sarah Delegge, Campus Works Project Manager for ERP.

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, February 25, 2021

6:30 – Complaints Process & Behavior Intervention Team

7:00 p.m. – Board Meeting

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

Meeting ID: 916 9450 3894

Passcode: 141501

Dial in Option: 1-312-626-6799

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The February 25, 2021, regular Board 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 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 Regular Meeting of January 28, 2021
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Round Robin: Using Megatrends to Shape Strategy

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Concept Review: Surgical Technician

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Budget Priorities & Assumptions
- B. Project RISE Update including Timekeeping RFP
- C. 10-year Facilities Plan
- D. Inclusivity College Value
- E. Staffing Update

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FTE Comparison YOY Report
  - 2. Fall 2021 Application Report
- B. Chairperson's Report
  - 1. District Boards Association - Nominations for Officers
  - 2. Fennimore Schools / Southwest Tech Partnership
- C. College President's Report
  - 1. WTCS Update
  - 2. College Happenings
- 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

2. Discussing specific personnel issues per Wisconsin 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. Discussing President's Contract per Wisconsin Statutes 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 January 28, 2021

## **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](mailto:disabilityservices@swtc.edu).}**

After a review of the Consent Agenda, including the February 25, 2021, agenda; January 28, 2021, Board meeting minutes; financial reports; two contracts totaling \$1,920.00 in January 2021; and employment recommendations for Robert Lund – Evening Custodian, Austin Whiteaker – Evening Custodian, and Chris Reuter – Evening Custodian, Mr. Tuescher moved to approve the Consent Agenda, as presented. Ms. Fitzsimons seconded the motion; motion carried on a unanimous roll call vote.

President Wood had shared an article with the Board on “Using Megatrends to Shape Strategy.” Based on the article, each Board member had the opportunity to share feedback related to how the college invests for long-term disruption while continuing to win in the short run and how does the college solve the now, explore the next, and imagine the beyond. Demographic trends and decarbonization are important factors to consider as the college moves forward in the short-term and long-term, how does our program mix need to change to offer jobs of the future, and the college needs to remain nimble as this is only the beginning of the changes.

Cynde Larsen, Executive Dean of Health Occupations, presented the WTCS Concept Review request to develop an associate degree program in Surgical Technology, 10-512-1. Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. Surgical technicians work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. Mr. Tuescher moved to approve the concept review for an associate degree in Surgical Technology, 10-512-1. Ms. Jordie seconded the motion; upon a roll call vote with all members voting affirmatively, the motion carried.

Caleb White presented information relevant to the budget assumptions and parameters for 2021-22. The strategic directions and priorities were reviewed, which included strategic direction 1 – Engage Students in High-Quality Learning with two priorities –

Academic Master Plan will be the guide for program investments and Quality Improvement through Accreditation; strategic direction 2 – Strengthen Culture of Accountability with two priorities – College Transformation of Excellence-Enterprise Resource Planning System upgrades and More Students Learning More – Student Recruitment; and the third strategic direction – Enhance the College’s Economic Impact with one priority – Development of small business development center for small business startups. The budget assumptions included a slight increase in valuation, tuition rates, and state aid; elimination of the application fee and online fee; increase in health insurance rates by 2 percent; dental insurance rates will remain flat; utility rates will increase 0-3 percent, grant funding is expected to remain flat, WI Retirement System contribution rates remain the same; projecting 1250 FTEs; and a CPI increase of 1.23 percent on wages with performance management increases. At this time, the budget gap is approximately \$1,500,000. This is the first look at the budget with no prioritization completed. The biggest decrease is in revenue and expenditures are 3 percent higher. Mr. White will bring the budget development back to the Board each month starting in April until it is approved at the June meeting.

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delege, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services provided an update on the Enterprise Resource System (ERP) project. The implementation phase is one-third of the way complete and is on schedule and on budget. Historical data since the beginning of the college is being loaded into the system, Finance will go live July 1, design and blueprinting have been completed, data mapping (configuration) has started – currently in phase 1 of student, the new general ledger structure has been developed, and work is beginning on automating business processes and aligning staff to value-added activities. The Risks – Assumptions – Issues – Dependencies (RAID) chart was reviewed noting current risks include the continuing ed shopping car experience, state reporting by fiscal year, contract courses and charges, course versioning, and revenue tracking at the course level. There are no assumptions or issues at this time. Under the dependencies category the decision has been made to load all the data since the beginning of the college, need a solution for custom transcripts, and in process of deciding on the third-party software for timekeeping. Caleb White reported there are vendor demonstrations for the timekeeping software next week and a detailed update along with the RFP recommendation will be brought to the Board in March. Dr. Wood shared early on there were some issues Anthology with billable hours and being on time and on schedule. Those issues have been mitigated with the vendor, and things are progressing well.

Caleb White and Dan Imhoff, Director of Facilities, reviewed the long-range draft Facilities Plan. Mr. White noted as part of the budget development for capital funds, a capital process through a facilities master project was started. The full plan will be presented to the Board in July. The plan is a 10-year projection of capital expenditures by year. Mr. Imhoff review the first three years beginning with the 2020-21 fiscal year. He noted the auditorium project is on schedule and will be completed this spring. Some of the projects highlighted for FY22 and FY23 included lighting, lock system, and roof top unit upgrades; Buildings 100, 200, and 300 clerestory window replacement; a bridge crane for the 1716 shop; farmette improvements; interior signage; and remodel of the Lenz Center/Cafeteria/Culinary. Also included in next year’s plan is an alternative energy project. The first year will included a study of what can be done with a prioritized plan implemented in subsequent years.

The College Council has been working on developing a new College Value on Inclusivity, under the direction of Krista Weber, Chief Human Resources Officer. A draft inclusivity value along with updates to the other values were presented to the Board. The values will be brought back to the Board in March as a first reading of the policy.

An update on College staffing was provided by Krista Weber. She noted the evening custodian positions are starting to be filled and there is a limited-term employment assistant position in Financial Aid/Business Office which has been posted.

The 2020-21 Comparison Year-Over-Year FTE Report and the Fall 2021 Application report were reviewed. The FTE report indicated a 4.8 percent decline in FTE compared to one year ago. The Fall 2021 Application Report reflected 44 more applications received compared to last year at this time. Medical Coding Specialist has increased 60 applications and plans are being put into place to run a second section of the program in the fall.

Mr. Bolstad presented a letter from the WI Technical College District Boards Association seeking nominations for the District Board Association's officers. The nominating committee would like Mr. Bolstad to be on the ballot for vice president. Board consensus was given to nominate Mr. Bolstad for the vice president position. Mr. Bolstad noted that the Boards Association is looking at moving to in-person meetings.

Ms. Wonderling discussed the partnership between Fennimore Schools and Southwest Tech related to providing opportunities for Fennimore High School students to earn credits while in high school. Sixteen transcribed credit courses and two advanced standing courses were offered to Fennimore High School students. In addition 25 students participated in Start College Now courses, 13 students enrolled in Summer 2020 courses, and 4 students enrolled in the Welding Academy. CLEP test results included 4 of 5 students passing and earning the Southwest Tech credit. All-in-all, Fennimore High School students earned college credits totaling more than \$100,000.

Under the College President's Report, Dr. Wood provided a WI Technical College System (WTCS) Update noting the Presidents' Association is focusing on the 36.21 legislation which was not included in the Governor's budget, UW System President Tommy Thompson's recent article regarding the UW System and WTCS and combining of efforts, and the COVID federal relief funding. Dr. Wood also noted there is new compliance guidelines in the Financial Administrative Manual regarding a certified diversity supplier vendor list (minority, veteran, and women) who will receive a 5 percent allowance when bidding for contracts. Other items noted include the Board Appointment meeting will be held on March 18, a CARcade will be held on campus for graduation, and in the Phase IV plan of the COVID Return to Campus Plan an in-person/online option for Board meetings is included.

Mr. Tuescher moved to adjourn to closed session for the purposes of deliberating over potential college property opportunities per Wis. Statutes 19.85(1)(e), discussing specific personnel issues per Wis. Stats. 19.85(1)(f), and discussing the President's Contract per Wis. Stats. 19.85(1)(c). Mr. Blume seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:43 p.m.

The Board reconvened to open session at 9:39 p.m. With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:40 p.m.

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Chris J. Prange, Secretary