

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 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 March 25, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin (Arrived at 7:07)

Absent: David Blume, Melissa Fitzsimons, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Connie Haberkorn, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, and Caleb White. Public present included Karen Garvey, Executive Director of Wisconsin Technical College Employee Benefit Consortium.

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, March 25, 2021

6:30 – Pre-Board Meeting Activity – Dual Enrollment Opportunities

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 998 9284 0051

Passcode: 382017

Dial in Option: 1-312-626-6799,,99892840051# US

AGENDA

OPEN MEETING

The following statement will be read: “The March 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, 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 February 25, 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: This is an opportunity for each Board member to share their perspective. We are planning an in-person Board meeting in April which may or may not serve as our annual spring retreat. The topics will determine the best format for the meeting and who to include.
 - 1. What is something you'd like to learn more about at the college? These suggestions will probably be presentations from faculty and staff.
 - 2. What topics would you like to discuss together as a Board?

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP: External Auditor
- B. First Reading of Governance Policy 4.4 - College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Wisconsin Technical Colleges Employee Benefits Consortium (WTCEBC) Update
- B. Academic Master Plan
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. Fall 2021 Application 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. 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 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 February 25, 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.}

After a review of the Consent Agenda, including the March 25, 2021, agenda; February 25, 2021, Board meeting minutes; financial reports; ten contracts totaling \$89,126.70 in February 2021; employment recommendations for Jaimie Flogel – LTE Student Services Specialist, Renee Schlaugat – Evening Custodian, and Bryce Kazda – Evening Custodian; a transfer for Tina Leis to LTE Financial Aid Assistant/Accounting Bursar; and the retirement of Jacki Schultz-Sloan – Physical Therapist Assistant Instructor, Mr. Tuescher moved to approve the Consent Agenda, as presented. Ms. Fillback seconded the motion; motion carried on a unanimous roll call vote.

A brainstorm was held on agenda items for a Spring Board Retreat. Suggestions included a reflection back to the megatrends topic from the February Board meeting and how the college responds, the colleges reaction to the pandemic, and continuing education/lifelong learning.

Kelly Kelly, Controller, presented a Request for Proposals for an External Auditor. Five vendors responded with proposals. Ms. Kelly reviewed the summary and noted that Fiscal Services staff reviewed the proposals. Mr. Tuescher moved to award the RFP for Auditing Services to Clifton, Larson & Allen LLP, from Wauwatosa, WI, for \$139,001 over a five-year period. Mr. Prange seconded the motion; motion carried on an unanimous roll call vote.

At the February Board meeting, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council, and Josh Bedward, Co-Chair of the College Council, presented on adding an inclusivity value and modifying other values. Ms. Weber, Mr. Bedward, and Kim Schmelz, Chair of the Culture Workgroup, presented the proposed new Inclusivity value and updated the remaining College Values. The update to the current College Values included reducing the values from six to four by taking language from the Partnership and Innovation values and incorporating the language into the Learning, Integrity, Accountability, and Continuous Improvement values. The Board asked that the group take the feedback received and bring back the values to the April 2021 meeting as a first reading.

Karen Garvey, Executive Director of the WI Technical Colleges Employee Benefits Consortium (WTCEBC), presented an update on the overall Employee Benefits Consortium and how that affects Southwest Tech. Updates included an associate level of membership was added so the other WTCS colleges that are not a member can choose some of the add-on insurance options (four colleges are participating), the number and cost of large claims continues to grow, went out to RFP in 2020 for vendors

who focuses on health care navigation and advocacy and for life insurance, and that in 2021 RFPs will be solicited for a medical plan administrator and prescription plan provider for January 1, 2022, and for a stop-loss provider.

The Academic Master Plan was postponed until the April 22, 2021, meeting.

An update on College staffing was provided by Krista Weber. She noted the remaining custodian positions were filled, Tina Leis was transferred into the limited-term employment assistant position in Financial Aid/Business Office, and hired Jaimie Fogel for the limited-term employment student services specialist Ms. Leis vacated. Also noted was there is one posting currently open for a Data Analyst/Data Analytics Instructor.

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 37 more applications received compared to last year at this time.

Chairperson Bolstad updated on Board member David Blume and noted the July District Boards Association meeting will be offered in-person and virtually.

Under the College President's Report, Dr. Wood shared the following:

- RFPs were sought for a Timekeeping System then Anthology informed us they have acquired a timekeeping system and we are determining if their system will meet our needs. The RFP for a Timekeeping System has temporarily been put on hold.
- Project Rise (new ERP System) is on time and on budget.
- Graduation will be on Saturday, May 22.
- The Physical Therapist Assistant Program accrediting body has some concerns on our most recent licensure pass rate. The College has submitted a plan for improvement.
- Acting President Policy – first reading will be brought to the Board in the next several months.
- Dr. Wood will testify on the State Statute 36.31 Legislative Bill in April.

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) and discussing the President's Contract per Wis. Stats. 19.85(1)(c). Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 7:44 p.m.

The Board reconvened to open session at 8:17 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fillback seconding the motion. The motion carried and the meeting adjourned at 8:18 p.m.

Chris J. Prange, Secretary