

**MINUTES OF THE ANNUAL MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 12, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:01 p.m. on July 12, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Jane Wonderling (arrived at 5:35 p.m.)

Absent: Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Schmelz, and Krista Weber. Public present included Courtney McGlynn, Southwest Tech Foundation Board Member.

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 12, 2021

5:00 p.m. – Annual Meeting

6:00 p.m. – Board Dinner

Immediately Following Dinner - Joint Meeting with the District Board, Foundation Board, and Real Estate Foundation Board
Southwest Tech Campus
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The July 12, 2021, 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, at the Fennimore City Office, 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 24, 2021

- 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. Ten-Year Facilities Master Plan
- C. Signatory Authority Policy for 2021-22
- D. Designate College Legal Counsel for 2021-22
- E. First Reading of Governance Policy 2.6: Acting President Policy
- F. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. ACCT Leadership Congress
 - 2. Boards Association Committee Appointments
 - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

6:00 – Board Dinner

The Board will recess for dinner for social purposes only and no College business will be conducted.

Immediately Following Dinner - Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Welcome
- B. Charger Vision

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 Donald Tuescher and newly elected Board member Kent Enright 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 12, 2021, agenda; June 24, 2021, Board meeting minutes; financial reports; 26 contracts totaling \$79,128.40 in June 2021; employment recommendations for JoAnn Wiederholt – Medical Lab Tech Instructor (0.5 FTE) and Chuck Merten – Evening Custodian, Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Jordie seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan 2021-2024 for approval. Mr. Imhoff explained the plan is an annual plan required to be submitted to the WTCS Office. The plan includes an executive summary and cost breakdowns for three years of construction projects. Mr. Imhoff highlighted several projects including a student activities and event center, the Lenz Center/cafeteria remodel, campus-wide lock system, and the sustainability/alternative energy plan. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2021-2024 with Ms. Fillback seconding the motion. Upon a voice vote where all Board members voted affirmatively, the motion carried.

Mr. Imhoff presented the Ten-Year Facilities Master Plan. This plan is a vision of the next ten years for each campus building or complex. Areas highlighted included campus-wide maintenance, new construction, and remodeling projects; electrical system upgrades; and the farmette. Mr. Tuescher moved to approve the Ten-Year Facilities Master Plan with Mr. Prange seconding the motion. 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. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. Mr. Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2021-22 with the authority to sign official or legally binding documents. Mr. Enright seconded the motion; motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Tuescher made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. Mr. Blume seconded the motion, which unanimously carried.

The District Board's Governance Policy 2.6: Acting President Policy was presented for the first reading by Dr. Wood. Mr. Tuescher moved to approve the first reading of the revision to Governance Policy 2.6: Acting President Policy. Mr. Enright seconded the motion; motion carried.

Elections for the 2021-22 Officers of the Board were held. Mr. Prange nominated Donald Tuescher for Chairperson. Mr. Prange moved to close the ballot. Mr. Blume

moved that a unanimous ballot be cast. Upon the motion being approved, Mr. Tuescher was elected Chairperson.

Ms. Jordie nominated Chris Prange for Vice Chairperson. Mr. Tuescher seconded the motion and nominations were closed. Mr. Tuescher moved to cast a unanimous ballot. Mr. Enright seconded the motion; motion carried. Mr. Prange was elected Vice Chairperson.

Mr. Tuescher nominated Crystal Wallin for Secretary. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wallin. Mr. Tuescher seconded the motion; motion carried. Ms. Wallin was elected Secretary.

Mr. Tuescher nominated Jane Wonderling for Treasurer. Ms. Jordie moved the ballot be closed and a unanimous ballot be cast for Ms. Wonderling. Mr. Prange seconded the motion; the motion carried. Ms. Wonderling was elected Treasurer.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting two positions are currently in various phases of the hiring process. The two positions were LTE Day Custodian and Academic Success Coach (part-time).

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a three percent decrease compared to one year ago. The 21-22 FTE report showed an increase of one percent from this time last year. Work continues on improving the FTE count for fiscal year 21-22.

The Chairperson's report included:

- Re-elected Board member Jane Wonderling read and signed the Oath of Office. She will serve a three-year term ending June 30, 2023.
- ACCT Leadership Congress – A proposal has been submitted for Jane Wonderling – Trustee, Katie Garrity – Chief Academic Officer, and Mary Johannesen – Career Prep & Dual Enrollment Coordinator to present at the Leadership Congress on dual enrollment success.
- Appointments to Boards Association Committees included Awards Committee – Crystal Wallin; Bylaws, Policies & Procedures – David Blume, Chris Prange; External Partnerships – Don Tuescher, Kent Enright, Jeanne Jordie; Internal Best Practices – Tracy Fillback; Insurance Committee – Chris Prange
- Mr. Bolstad was appointed to serve as the Board representative for the SWTC Foundation Board, and Mr. Prange will serve as the Board representative for the Real Estate Foundation Board.

Under the College President's Report, Dr. Wood informed the Board the update on the budget-related questions will be done at the August Board meeting.

Other Information Items included a report from Jane Wonderling that the K-12 District Administrators are recommending to the legislature that middle school students enroll in the College's summer programs for credit.

The Board recessed for dinner for social purposes only with no College business being conducted at 6:01 p.m. The Board reconvened at 6:50 p.m.

The SWTC Foundation and Real Estate Foundation Boards had been invited to join the District Board to discuss the Charger Vision initiative. One Foundation Board member, Courtney McGlynn, joined the District Board. Dr. Wood explained the College is collecting data on trends and workforce needs from area employers. Katie Glass, Executive Director of Marketing, and Derek Dachelet, Executive Dean of Agriculture, Industry & Trades, led Board members through an interactive activity focused on industry and business trends.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 8:16 p.m.

Crystal Wallin, Secretary