

**MINUTES OF THE BOARD RETREAT/REGULAR
MEETING OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 14, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/regular Board meeting commencing at 12:02 p.m. on October 14, 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 (arrived at 12:20 p.m.), Jane Wonderling (arrived at 1:03 p.m.), Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and Executive Team Members: Heath Ahnen, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, and Caleb White.

Vice 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 RETREAT/MEETING NOTICE AND AGENDA

Thursday, October 14, 2021

12:00 p.m. – Lunch / Board Retreat
4:15 p.m. – Regular Board Meeting
6:00 p.m. – Dinner & Joint Board Meeting with the Foundation Board and Real Estate
Foundation Board
Southwest Tech Campus
Conference Room 430

AMENDED AGENDA

12:00 p.m. – Board Retreat

OPEN MEETING

The following statement will be read: “The October 14, 2021, retreat/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

BOARD RETREAT

- A. Leading & Leadership
- B. Review Board Ends with an Emphasis on College Health Indicators
- C. Goals with the President

**4:15 p.m. – Regular Board Meeting
Southwest Tech Campus
Conference Room 430**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 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
- F. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution for Adoption of 2021 Tax Levy
- B. Three-Year Facilities Plan Amendment

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. Federal COVID Relief Funding Projects
- D. Pandemic Response Update
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report

- B. Chairperson's Report
 - 1. Board Policy 1.1 – Governance Commitment
 - 2. Board Policy 1.2 – Governing Philosophy
- C. College President's Report
 - 1. Board Policy 1.1 – Governance Commitment
 - 2. Board Policy 1.2 – Governing Philosophy
 - 3. 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. Discussing 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.}
- B. Approval of Closed Session Minutes of September 28, 2021

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

6:00 p.m. – Dinner and Joint Meeting with the SWTC Foundation Board and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Charger Vision Report

ADJOURNMENT

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

The following employees were recognized at the luncheon for their exceptional efforts to serve our students and each other.

- Connie Haberkorn, Director of Human Resources
- CoraBeth Schmitz, Student Financial Assistance Manager
- Chris Bowers, Disability & Support Services Manager
- Giulio Reyes, Multicultural Success Coach
- Kelly Kelly, Director of Fiscal Services/Controller
- Heath Ahnen, Executive Director of Information Technology Services
- Dennis Cooley, Charger Leadership Director
- Josh Bedward, Facilities Manager/Master Electrician
- Kris Schoville, Medical Assistant Instructor
- Ryan Weigel, Animal Science Instructor
- Paula Timmerman, Child Care Lab Assistant
- Joe Randall, Electrical Power Distribution Instructor

The Board reviewed the Board Ends with an emphasis on the College Health Indicators. The College Effectiveness Team presented the College Health Indicators. Present from College Effectiveness were Mandy Henkel, Director of College Effectiveness; Camille Chappell, Data Analyst; Holly Straka, College Effectiveness Specialist; Lisa Riley, State Reporting & Curriculum Coordinator; and Sasha Annan, Data Analyst/Data Analytics Instructor. The College Effectiveness Team reviewed the College Health Indicators and showed the alignment with the strategic initiatives for each College Health Indicator. The Board and Executive Team members discussed various ways the data could be used and what the college could focus on moving forward. The information will be reviewed and the results shared with the Executive Team and Board.

The President's goals for 21-22 were discussed with the Board. The Board members expressed support for the many positive accomplishments of the College. The board was complimentary of the College's ability to continue in-person learning during COVID, breadth of college offerings, the wide-spread expertise of faculty and staff, low loan default rate, fundraising successes, leadership growth at all levels of the college, and high student success indicators compared to other colleges. The board appreciates the College's success and wants the college to continue to learn, grow, and improve. Initial areas brainstormed for growth include meaningful appreciating faculty and staff for their accomplishments, emphasizing student learning in all planning, expanding k-12 partnerships, investing in leadership growth, board self-assessment, and staying close to students as the center of all we do.

After a review of the Consent Agenda, including the October 14, 2021, agenda; September 28, 2021, Board meeting minutes; financial reports; six contracts totaling \$13,760.30 in September 2021; employment recommendation for Amy Seeboth-Wilson – Director of Grants; the resignations of Holly Crubel – Grants Accountant and Jan Portwine – Electrical Power Distribution Lab Assistant; and the 2022 membership

renewal to the American Association of Community Colleges for \$3,538, Mr. Blume moved to approve the Consent Agenda, as presented. Mr. Enright seconded the motion; motion carried.

The resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2021 in the amounts of \$5,067,569 for operational expenses and \$6,210,000 for debt retirement for a total tax levy of \$11,277,569 was presented for approval. Caleb White, Vice President for Administrative Services, provided a summary of the factors that impact the tax levy. The equalized valuation went up significantly, net new construction increased, as well as increases in property tax relief aid, personal property tax aid, refunded/rescinded taxes, and debt service. The mil rate is 1.12710. Mr. Enright moved to approved, as presented, the Resolution Providing for Tax Levy for the Year 2021. Ms. Wonderling seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

At the July 12, 2021, District Board annual meeting, the Board had approved the College's three-year Facilities Plan. Dr. Wood recommended to the Board a proposal to move the Lenz Center remodel up to 2021-22 and move the student activities center/learning lab to 2022-23. The remodel of the Lenz Center would commence in May 2022 and the student activities center/learning lab would start in 2023. Ms. Jordie moved to approve moving the Lenz Center remodel to 2021-22 and pushing the student activities center/learning lab project back to 2022-23 in the approved three-year Facilities Plan. Mr. Prange seconded the motion; the motion carried.

Kim Schmelz, Director of the Foundation, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Highlights of the report included over \$500,000 in gifts in the first quarter and the fall Phonathon has begun.

A six-year Purchase Card Activity Summary report and a listing of the FY2021 >\$50,000 Vendors were presented to the Board by Caleb White. Mr. White noted the purchase card activity was down due to the lack of travel during the pandemic.

The College has received Higher Education Emergency Relief Funds (HEERF) for distribution to students and to aid in funding costs associated with the pandemic. Mr. White noted that \$2.6 million has been received that go directly to students and \$3.6 million is designated as flexible for anything that has affected the college or students is allowable. He noted that 1,488 students have received \$1,628,771.14 so far with a balance of \$953,981.86 left to be distributed to the students. The college has allocated \$2,642,767.07 for expenses incurred related to the pandemic and the balance remaining to be allocated is \$942,062.93. The funds must be spent by May 2022.

Cynde Larsen, Katie Glass, and Caleb White provided information on the Covid-19 Response Plan. Information included in the report was the science of Covid-19, the communication that has occurred throughout Covid-19, and the work the Covid-19 Operations Team has done since the start of the pandemic.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Noted in her report were the open positions of a Surgical Technology Instructor/ Program Director, Academic Success Coach, and Electrical Power Distribution Lab Assistant.

The Board reviewed the Enrollment Report noting that the FTE count has increased 2.59 percent compared to this time last year. Katie Glass, Executive Director of Marketing and the Foundation, demonstrated the mobile application available to students to apply to the College.

Under the Chairperson's Report, the Board unanimously supported nominating Chuck Bolstad for the District Boards Association Board Member of the Year. Mr. Tuescher reminded the Board that the District Boards Association Legal Issues Seminar and quarterly meeting will be held October 28-29. This will be a virtual meeting.

Under the College President's Report, the Board had received Board Governance Policies 1.1 – Governance Commitment and 1.2 – Governing Philosophy for review. The Board had no changes to Policy 1.1 and under Policy 1.2, the Ad Hoc Executive Board Leadership Committee will discuss a self-evaluation of the Board.

Mr. Blume moved to adjourn to Closed Session to discuss personnel issues per Wisconsin Statutes 19.85(1)(f). 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 5:35 p.m.

The Board reconvened to open session at 6:10 p.m. with no action taken. The Board immediately recessed for dinner with the District Board, SWTC Foundation Board, and Real Estate Foundation Board. The Board reconvened the meeting at 7:00 p.m.

The District Board, SWTC Foundation Board, and Real Estate Foundation Board heard reports from Troy Maggied, Southwest Wisconsin Regional Planning, on population statistics and trends and Rhonda Suda, Southwest Wisconsin Workforce Development Board, on the October 2021 workforce snapshot. The three Boards had been provided with a report from EMSI on "The Demographic Drought: How the approaching pandemic will transform the labor market for the rest of our lives." These three reports were used to base discussions on the College's Core Abilities. In small groups, the Board members reviewed the Core Abilities and made suggestions for edits to the Core Abilities.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 8:30 p.m.

Crystal Wallin, Secretary