

**MINUTES OF THE REGULAR BOARD MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
NOVEMBER 18, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:06 p.m. on November 18, 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 7:25 p.m.), Jane Wonderling (left at 8:20 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, Beth Cummins, Katie Garrity, Katie Glass, Cynde Larsen, Kim Maier, John Troxel, Amanda Vissers, Krista Weber, and Caleb White.

Vice-Chairperson Prange 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 18, 2021

6:00 p.m. – Accreditation Criterion Two: Integrity – Ethical & Responsible Conduct,
Conference Room 430

6:30 p.m. – Dinner, Conference Room 430

7:00 p.m. – Regular Board Meeting, Health Science Building Room 3608

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The November 18, 2021, 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 Regular Board Retreat/Meeting of October 14, 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. Fund & Account Transfers (2020-21 Budget Modifications)
- B. First Reading of Governance Policy 2.6: Acting President
- C. Welding Machines Bid #2122-03

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Student Access
- B. COVID Response Update
- C. HyFlex/Connected Classroom Report
- D. 2022-23 Budget Process
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
 - 1. Executive Board Leadership Ad Hoc Committee Update
- C. College President's Report
 - 1. Review Governance Policy 1.3: Board Responsibility
- 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 potential legal issues per Wisconsin Statutes 19.85(1)(g)
{Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 - 2. 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.}

3. Discussing the 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 from October 14, 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 November 18, 2021, agenda; October 14, 2021, Board retreat/meeting minutes; financial reports; one contract totaling \$1,350.00 in October 2021; one employment recommendation for Todd Kasper – Electrical Power Distribution Lab Assistant; and the resignation of Alecia Hach – Day Custodian (LTE), Mr. Bolstad moved to approve the Consent Agenda, as presented, with Mr. Blume seconding the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented the Fund & Account Transfers for the 2020-21 budget modifications. Three funds were affected with the modifications and included moving \$450,000 in Instructional and \$100,000 in Physical Plant expenditures. The funds were moved to Instructional Resources (\$50,000) and to General Institutional (\$500,000) expenditures in the General Fund. In the Capital Projects budget \$50,000 was moved from Instructional Resources to Physical Plant. In the Enterprise Fund, \$450,000 was added to Federal Revenue and Auxiliary Services expenditures. All six of the College Funds were reviewed. Mr. White shared there was no bottom line authorization change; the changes were within the different functional areas. Mr. Bolstad moved to approve the 2020-21 budget modifications as presented. Mr. Enright seconded the motion. Upon a roll call vote with all members present voting affirmatively and representing two-thirds of the Board, the 2020-21 budget modifications were approved.

Dr. Wood presented the Governance Policy 2.6: Acting President noting that Holly Clendenen is being added as an acting president. The Board asked for a statement to be added that reads "If there is a change in the personnel, there should be a review of the policy at the next board meeting." Mr. Prange moved to approve the first reading of the proposed Governance Policy 2.6: Acting President with Mr. Blume seconding the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented a summary of the bids received for 10 Welding Machines, bid #2122-03. Mr. White noted that the bids were opened on October 28, 2021, with four bids received. Mr. Prange moved to award the bid for Welders for Welding Lab 517 in the amount of \$170,607.28 to Badger

Welding Supplies, Inc., of Mineral Point, WI. Mr. Enright seconded the motion; motion carried.

Holly Clendenen, Chief Student Services Officer, provided the Board with an overview of the Board Monitoring Report on Student Access. Highlighted areas were the College Health Indicators, special populations data, strategic initiatives, and student support projects designed to improve student success. Strengths included the 3.5% student loan default rate, the Equity in Student Learning–Graduation College Health Indicator to lower the graduation gaps of special populations students, the wrap-around student support services and the STEP scholarships and Charge Forward Scholars program. Opportunities for improvement highlighted were the new Enterprise Resource Planning System will provide a central location for data; projects in their infancy to improve student success including Charger Tech 360, ELL Support plan, revising new student orientation, and Lawyers for Learners; and expanding successful strategies currently in place.

Cynde Larsen, Executive Dean of Health Occupations and a member of the COVID Operations Team, updated the Board on COVID protocols on campus. Areas highlighted included monitoring of the data, exploring a booster clinic on campus; safety protocols for student travel; and the increased burden on healthcare professionals.

Beth Cummins, Flexible Learning Coordinator; Amanda Vissers, Math Instructor; Kim Maier, Executive Director of Alternative Learning; and Heath Ahnen, Executive Director of Information Technology Services, presented on HyFlex Learning noting HyFlex Learning is meeting students where they are with virtual options for face-to-face courses. The process used to develop the connected classrooms on campus and the need for HyFlex course offerings was reviewed. A demonstration of a HyFlex class was presented by Amanda Vissers.

Caleb White outlined the 2022-23 budget process. The process starts on November 15 and ends with the final budget hearing in June 2022. 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. Noted in her report were the open positions of a Surgical Technology Instructor/ Program Director and Academic Success Coach, which have been reposted. The Electrical Power Distribution Lab Assistant and Grant Accountant positions have been filled.

The Board reviewed the Enrollment Report. Mr. White provided an update noting that the FTE count has increased 3 percent compared to this time last year and that we are one week into spring registration.

Under the Chairperson's report, an update on the Executive Board Leadership Ad Hoc Committee was presented. The ad hoc committee had met on November 3, 2021. The ad hoc committee discussed potential agenda items for future Board meetings, reviewed District Board Association activities, and discussed board self-assessment.

The College President's Report comprised of:

- A review of Governance Policy 1.3: Board Responsibility.
- The WTCS Futuremaker Award presented to the TRELAY Group at the WTCS State Board meeting on November 9.
- Recognizing the Trapshooting Team for winning the national championship All Clay Target College League.
- Shared a thank you note from the WTCS for the College hosting the WTCS Board meeting November 9-10.
- Project RISE Update – The project is off schedule and off budget; plan to remedy the situation with an updated timeline. Both Anthology and Campus Works committed to covering the additional costs and a plan to implementation timeframe.
- Southwest Tech has been recognized in the top 150 Community Colleges eligible for the 2023 Aspen Prize. The College will apply for the award.
- In the recent RFP for multiple vehicles for Public Safety, one bid was received from a local dealer which was significantly overbudget. Consensus from the Board was to go with the State Contract.
- The Ag program modifications, based on the DACUMs held this past summer, were not supported by the Ag Advisory Committee. The College will regroup and look at ag programming from a business standpoint.
- Board support for the gratitude meals for staff.

Mr. Blume moved to adjourn to Closed Session to discuss potential legal issues per Wisconsin Statutes 19.85(1)(g), personnel issues per Wisconsin Statutes 19.85(1)(f), and the President's contract per Wisconsin Statutes 19.85(1)(c). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 9:23 p.m.

The meeting reconvened to open session at 10:32 with no action taken. With no further business to come before the Board, Ms. Fillback moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 10:33 p.m.

Crystal Wallin, Secretary