



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 16, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on December 16, 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, Chris Prange,
Donald Tuescher, Jane Wonderling, Crystal Wallin

Absent: Jeanne Jordie

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 Maier, Nicole Nelson, Matt Schneider, Krista Weber, and Caleb White. Public attending included Sarah Delegge, Campus Works Project Manager and Clay Target League students.

Chairperson Tuescher 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, December 16, 2021

6:00 p.m. –Criterion Four: Teaching & Learning: Evaluation & Improvement
6:30 p.m. – Dinner
7:00 p.m. – Regular Board Meeting

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

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The December 16, 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
 - 1. Board Action – Board Resolution recognizing the All clay Target League National Champions

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of December 16, 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. WTCS Resolution for Remodeling Project – Lenz Center
- B. Second Reading of Governance Policy 2.6: Acting President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update
- B. COVID Response Update
- C. Board Self-Assessment
- D. Staffing Update
- E. Round Robin: Seeking Wisdom and Guidance

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Governance Policy 1.4: Board Policy Creation and Review
 - 2. Review Governance Policy 1.5: Board Members' Role
 - 3. Graduation Update
 - 4. Three-Year Budget Forecasting
 - 5. 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 potential legal situations 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 November 18, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{If you need an accommodation to attend, call 608-822-2632 (TDD: 608-822-2072) or email diabilityservices@swtc.edu.}

The Board recognized the National Champions of the All Clay College Target League. Coaches Dan Imhoff and Matt Schneider, along with team members Caitlyn Blume, Alex Egan, Mia Hillenbrand, Michael Kruser, Greg Miller, and Collin Tracey were presented with a Board Resolution recognizing them for their National Championship. Mr. Prange moved to approve the Board Resolution recognizing the Southwest Tech Trapshooting Team as the All Clay Target College League National Champions. Mr. Blume seconded the motion; motion unanimously carried.

After a review of the Consent Agenda, including the December 16, 2021, agenda; November 18, 2021, Board meeting minutes; financial reports; six contracts totaling \$19,896.50 in November 2021; three employment recommendations for Crystal Brown-Grant Accountant, Janine Schmitz – Academic Success Coach (LTE), and Rachel Huber – Surgical Technology Instructor/Program Director; one resignation for Jamie Horsfall – Agronomy Instructor; and one retirement for Gina Trollop – Mental Health Counselor, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Ms. Wallin seconding the motion. The motion carried.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented the project concept drawings and costs for renovation of the Lenz Center and dining room. Board members asked questions on the HVAC, design, and alternate bids for renovating Rooms 340 and 341. Other thoughts expressed by the Board included whether this is the right time to renovate, maintenance of systems, doing smaller projects instead of going to referendum for larger projects, and concerns with what the CPI will be this

year. Mr. Tuescher move to approve the resolution for the Lenz Center remodel with Mr. Blume seconding the motion. Upon a roll call vote with Mr. Prange and Ms Wallin voting no and the remaining Board members voting affirmatively, the motion carried.

At the November 18, 2021, the Board approved the first reading of the modified Governance Policy 2.6: Acting President. The policy was updated based on the discussion at the November 18 meeting and was presented for the second reading. Mr. Bolstad moved to approve the second reading of Governance Policy 2.6: Acting President. Mr. Prange seconded the motion; motion unanimously carried.

Matthew Baute, Director of Enterprise Applications; Sarah Delegge, Project Manager from Campus Works; and Heath Ahnen, Director of Information Technology Services, updated on Project RISE (the new Enterprise Resource System). The Finance module went live on July 1 and the HR/Payroll module will go live on January 1. The Finance Budgeting will be going live in January. The Student module has been moved back to a tentative date of June 2022 for go live. The College is reviewing the new timeline and cost sharing for the delay, which will also delay the Financial Aid module as the Student module will need to go live before the automation of financial aid.

Nicole Nelson, Administrative Assistant – Facilities, provided an update on the COVID response. Ms. Nelson reviewed the goals including supporting hands-on learning and activities, promoting health and safety, and implementing strategies that decrease the impact on COVID from the college. The disease burden rates, weekly case rates, and health clinical/practicum learning experiences were all reviewed.

Krista Weber, Chief Human Resources Officer, presented four options for board self-assessment and team development at the April 2022 retreat. The Board chose a two-hour session at the April retreat and a two-hour session at the October 2022 retreat. The session will focus on core values, DiSC Assessment, and 5 Dysfunctions of a Team.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting current open positions in various stages of the hiring process including an Agronomy Instructor and a Business Management Instructor/Experiential Learning Coordinator.

The Board provided input on two leadership quotes from John Maxwell.

- "The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."
- "The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders, and continually develops them."

The Board reviewed the Enrollment Reports. Mr. White provided an update noting that the FTE count shows a 1.3 percent increase compared to this time last year. The application report is comparable to where it was last year at this time.

Under the College President's Report, the Board was updated on:

- Reviewed Governance Policy 1.4: Board Policy Creation and Review and Governance Policy 1.5: Board Members' Role;

- Winter 2021 Graduation;
- Three-year Budget Forecasting – The College will look at the budget more in-depth to improve the three-year forecasting.
- College Happenings – The Higher Learning Commission Assurance Argument is moving along and the College has submitted the application for the Aspen Award.

Mr. Enright 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. 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 9:23 p.m.

The meeting reconvened to open session at 10:34 p.m. with no action taken. With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 10:35 p.m.

Crystal Wallin, Secretary