

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 24, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on February 24, 2022, 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, Jeanne Jordie, Chris Prange,
Donald Tuescher, Jane Wonderling

Absent: Tracy Fillback, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Karen Campbell, Holly Clendenen, Dennis Cooley, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, Caleb White, and Jake Wienkes. Others present include Student Senate President Celeste Sangster.

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, February 24, 2022

6:00 p.m. –Criterion Five: Institutional Effectiveness, Resources & Planning
6:30 p.m. – Dinner
7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The February 24, 2022, 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 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. Student Senate Legislative Priorities

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of January 20, 2022
- 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. First Reading of Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. Foundation Quarterly Report
- C. Real Estate Foundation Quarterly Report
- D. Lenz Center Remodel
- E. Strategic Directions – Roadmap to the Future
- F. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
 - 1. Recognition of the WI Technical College District Boards Association Board Member of the Year
- C. College President's Report
 - 1. Review Governance Policy 1.11: Board Committees and Governance Policy 1.12: Board Planning & Agenda
 - 2. Board Monitoring Report – Safety & Security Update
 - 3. 2023 Aspen Prize Update
 - 4. Facilities Naming
 - 5. Economic Development
 - 6. Renewable Energy Plan
 - 7. Board Appointment
 - 8. COVID Response
 - 9. 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 preliminary notices of non-renewal per Wis. Stats. 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.}

2. 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.}
 3. Discussing property expansion 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.}
 4. 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 from January 20, 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.}

Celeste Sangster, Student Senate President, presented on the recent Wisconsin Student Government Legislative Seminar. Wisconsin Student Government presented a proposal to legislators for \$1 million to be invested into Open Education Resources (OER) to make OER a more universal resource for students. They also presented their support for all 16 WTCS colleges to be able to offer the Associate of Arts and Associate of Science degree and to increase the Wisconsin Student Grants.

After a review of the Consent Agenda, including the February 24, 2022, agenda; January 20, 2022, Board meeting minutes; financial reports; 28 contracts totaling \$131,101.62 in January 2022; one employment recommendation for Seth Henkel – Business Management Instructor/Experiential Learning Coordinator; and four resignations from Jen Taylor – Student Services Specialist, Jonna Schutte – Farm Business & Production Management Instructor, Camille Chappell – Data Analyst, and Katie Snitker – Academic Services Supervisor, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Mr. Enright seconding the motion. The motion carried.

At the January 20, 2022, Board meeting, the proposed Strategic Directions for 2022-2025 were brought forth. The Strategic Directions will read: 1. Engage students in High-Quality Experiential Learning; 2. Strengthen a Culture of Caring and Success; and 3. Enhance the College's Economic Impact. The Strategic Directions were presented as the first reading of Governance Policy 4.5: College Strategic Directions. Mr. Bolstad moved to approve the first reading of Governance Policy 4.5: College Strategic Directions. Ms. Jordie seconded the motion; the motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the 2022-23 Budget Priorities and Assumptions. The Budget Priorities have been aligned with the Strategic Directions and eight key initiatives. The Budget Assumptions include estimates for revenue and expenses with a slight increase in new construction, tuition, and general aid. A partial shift of Project RISE personnel costs from capital to operational will begin, health and dental insurance rates will remain flat, there will be a steep decline in grant funding as the federal relief funding lapses, and projecting a 6% increase in utilities. The budget is being built on 1190 FTEs (5% decrease). Inflation will make the budget more volatile as the CPI was 4.7% and supplies and services are expected to increase 5 – 20%. The preliminary budget will be brought to the board in April

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 included gifts received for the fiscal year so far total almost \$900,000; the audit received an unqualified opinion with total liabilities and net assets at \$6.7 million, and the Fuel a Charger program has been supported by donors.

Caleb White provided an update on the Real Estate Foundation noting there are 112 occupied leases for the spring semester putting housing at three-fourths capacity. New leases will start going out in the spring for fall 2022.

The Board reviewed the preliminary drawings and cost estimates for the Lenz Center Remodel at the December Board meeting when the resolution to submit the project to the WTCS was approved by the Board. Dan Imhoff, Executive Director of Facilities, Safety & Security; Dennis Cooley, Charger Leadership Director; and Jake Wienkes, IT Support Specialist, presented additional research and planning conducted to address concerns and opportunities related to the remodel. During fall semester 2019, there were 171 events serving about 5,000 people in the event space. A remodeled facility will aid in Universal Design allowing for improved screen and presenter site lines, adjustable furniture and podiums, and digital signage with audible options. In addition, the IT technology will be more enhanced for video conferencing and hyflex options. Business & Industry Services will be able to partner with organizations on campus and stream their trainings to other locations.

Katie Glass, Executive Director of Marketing, updated the Board on the Strategic Directions document including the Roadmap to the Future. The Board members liked the Good, Better, Best and the goals. The goals and actions will be more defined and brought back to the Board for review.

A College staffing report was presented by Krista Weber, Chief Human Resources Officer. Ms. Weber noted there are three positions that will be posted – a Data Analyst, an Institutional Research Analyst, and a Mental Health Counselor.

The Board reviewed the enrollment reports. Caleb White provided an update noting the FTE count is trending slightly below our goal of 1250 FTEs. The application report for Fall 2022 reflected a decrease of 63 applicants as compared to a year ago.

Under the Chairperson's Report, Mr. Tuescher recognized Chuck Bolstad as the 2022 District Boards Association Board Member of the Year recipient. A Board resolution was read and presented to Mr. Bolstad.

The College President's Report included:

- A review of Governance Policy 1.11: Board Committees and Governance Policy 1.12: Board Planning & Agenda;
- An update to the Board Monitoring Report – Safety & Security that was presented in January - Dr. Wood noted the mod factor for workmen’s compensation used in the report was the mod factor from the prior year.
- An update on the 2023 Aspen Prize - The College interviewed with the Aspen Institute, and they were impressed with student success numbers (very high and rising over the past several years), the fact that we are doing things they simply don’t see anywhere else and are doing them well, and one of the interviewers wants to tell our story in 1,000 places. If the College is selected as one of the top 10 colleges, the Aspen Institute will send a team out to visit the College.
- A note regarding Facilities Naming – The College is working with hospitals in the region to commit to \$25,000 for 3 years to fund a model that would have nursing starting twice a year. There may be some room sponsorships during the duration of the gift.
- An update on Economic Development – Conversations are continuing with Grant County regarding Grant County Economic Development Corporation.
- An update on the Renewable Energy Plan – The bids have been received and are being reviewed. There will be a focus on what the College can do in operations with one-time funds to reduce future expenses and also be a learning model.
- An announcement that the Board Appointment meeting will be held on Thursday, March 10, 2022. There are three candidates, one for each position.
- An update on COVID Response – The College has moved to masks are recommended and is starting to open up more.
- A note that the Board may be asked to provide a one-time small retirement incentive. Dr. Wood will bring back to the next meeting.
- An ask to move the Executive Board Leadership Ad Hoc Committee meeting back a week to March 9; permission granted.

Under Other Information Items, Mr. Bolstad asked for the ACCT National Awards to be added to the agenda for the March Board meeting.

Mr. Blume moved to adjourn to Closed Session to discuss preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c), potential legal situations per Wisconsin Statutes 19.85(1)(g), property expansion per Wisconsin Statutes 19.85(1)(e), and personnel issues per Wisconsin Statutes 19.85(1)(f). Mr. Enright seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:44 p.m.

The meeting reconvened to open session at 9:41 p.m. With no further business to come before the Board, Mr. Bolstad moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 9:42 p.m.

Crystal Wallin, Secretary