

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

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:06 p.m. on March 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, Tracy Fillback (joined via videoconference), Jeanne Jordie, Donald Tuescher, Jane Wonderling

Absent: Chris Prange, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, and Caleb White. Public included John Mehan from Robert W. Baird & Co.

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, March 24, 2022

6:00 p.m. – Student Presentations
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 March 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of February 24, 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. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- B. Bid: Buildings 300-400 Conference Center and Dining Remodel
- C. Second Reading of Governance Policy 4.5: College Strategic Directions
- D. Retirement Incentive Proposal

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report: Quality Teaching & Learning
- B. Strategic Directions – Roadmap to the Future
- C. 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
 - 2. ACCT National Awards
- C. College President’s Report
 - 1. Review Governance Policy 1.13: Board Members’ Code of Conduct and Governance Policy 1.14: College Budget Process
 - 2. Budget Update
 - 3. Presidents’ Association Meeting Update
 - 4. Student Interactions
 - 5. April Board Retreat
 - 6. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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 disabilityservices@swtc.edu.}

After a review of the Consent Agenda, including the March 24, 2022, agenda; February 24, 2022, board meeting minutes; financial reports; ten contracts totaling \$70,938.00 in February 2022; two retirements (Karen Dombeck – Culinary Management and Joan Young – Medical Lab Tech Program Director/Instructor); and one resignation (JoAnn Wiederholt - Medical Lab Tech Instructor 50%), Mr. Enright moved to approve the Consent Agenda, as presented, with Mr. Blume seconding the motion. The motion carried.

Mr. John Mehan, Managing Director of Robert W. Baird & Co., presented the final pricing summary for the sale of \$4,000,000 in General Obligation Promissory Notes. Nine bids were received ranging from 1.9694 – 2.3655%. Mr. Enright moved to approve the resolution as written/presented. Mr. Bolstad seconded the motion. A roll call vote was taken with all members voting in favor to approve the resolution awarding the sale of \$4,000,000 General Obligation Promissory Notes to Northland Securities, Inc. at 1.9694% for five years.

Dan Imhoff, Executive Director of Facilities, Safety & Security, reported that there were six bids received for the Building 300/400 Conference Center and Dining Remodel project. He indicated that the project was approved by the WTCS State Board on March 16, 2022, in the amount of \$1,500,000 which is inclusive of audio/visual allowance and engineering/architecture fees. After discussion, Ms. Jordie moved to approve the lowest bid for the Building 300/400 Conference Center and Dining Remodel Project, in the amount of \$1,154,900 (Base Bid of \$934,000; Alternative #1 Reconfigure 340 & 341 of \$163,000; Alternative #2 Folding Partition 115 of \$33,900; and Alternative #3 Large Group Room 126 of \$24,000) to Fowler & Hammer, Inc. of La Crosse, WI. Ms. Wonderling seconded the motion. A roll call vote was taken with all members voting in favor; none opposed.

The District Board approved the first reading of Governance Policy 4.5: College Strategic Directions at its February 24, 2022, Board meeting. The policy includes the Strategic Directions for 2022-2025. 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. These Strategic Directions were presented as the second reading of Governance Policy 4.5: College Strategic Directions. Mr. Enright moved to approve the second reading of Governance Policy 4.5: College Strategic Directions. Ms. Jordie seconded the motion; the motion unanimously carried.

Jason Wood summarized a retirement proposal that would increase the incentive payment to \$2,000 as a one-time option for notice of retirement effective prior to July 1, 2022 with a 90-day notice through a formal letter of retirement submitted to Human Resources on or before April 1, 2022. After discussion, Mr. Blume motioned to approve this one-time option for incentive payment as written. Mr. Enright followed by seconding the motion; the motion unanimously carried.

Katie Garrity, Chief Academic Officer, provided a presentation of the Board Monitoring Report: Quality Teaching & Learning. Areas to strategize include Retention, Completion and Persistence; the Charger 360 Program; Special Populations; Diversity; Equity and Inclusion; Dual Enrollment; and the Outreach Centers. Strengths include High Rates of Placement and Student Satisfaction greater than 90%; Faculty engagement as evidenced by rapid response and continued movement to optional platforms, such as HyFlex learning; and Technology Growth and Change. Focal areas of opportunities include: Outcome Based Funding indicators (ABE/GED transitions to College) are less than 40%; Active Recruitment and Enrollment growth; and Co-Curricular Assessment and Expansion. Universal designs, Experiential learning, New Program Development, Hybrid Positions and a K-12 Presence/Experience were also highlighted as points of future opportunities.

Katie Glass, Executive Director of Marketing, brought forward the Strategic Directions document titled Roadmap to the Future for Board review and questions. The goals and actions were further defined. The Board was very pleased with the document and had no further recommendations for edits.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the Data Analyst position has been offered and accepted; interviewing is currently underway for the Institutional Research position; the Driver's Ed Coordinator position has been offered; the Mental Health position interviews will begin next week; and both Medical Lab Tech instructor positions are posted.

The FTE and Application reports were overviewed by Caleb White, Vice President for Administrative Services. The numbers are very similar to last month and that the FTE count is trending slightly below our goal of 1250 FTE's. The application report for Fall, 2022 reflected a decrease of 68 applicants as compared to a year ago. He also added that the returning student registration for Summer and Fall, 2022-23 began this week.

The Chairperson's Report was led by Mr. Tuescher and included a brief summary of the Executive Board Leadership Ad Hoc Committee held on March 9, 2022. ACCT National Awards was also mentioned and Mr. Bolstad encouraged others to use award nominations as a way to recognize wonderful administration, faculty and staff. Any award given will also result in a positive reflection back to the College.

The College President's Report included:

- A Review Governance Policy 1.13: Board Members' Code of Conduct and Governance Policy 1.14: College Budget Process.
- An update of the budget indicating that there is approximately a \$3,000,000 deficit at this time. Personnel is the largest expenditure. Dr. Wood presented a few options to the Board and asked for feedback. The Board's response was to take care of our employees. They are interested in hearing faculty and staff opinions. Dr. Wood is committed to hearing what people say. More to come at April retreat.
- An update of the Presidents' Association Meeting included the focus of completing current projects and being intentional on pursuit of future projects. A key priority is to be supportive of each other as a whole.
- Dr. Wood has been meeting with students in the Midwifery program and there is consideration of diversity, equity and inclusion consultation.

- The planning of the April Board Retreat is under way. Items to discuss include the budget and future planning.
- The Bookstore plans to partner with eCampus as an online retailer for student textbooks. This College Happening is exciting as it will save the College money and will better serve our students.

Under Other Information Items, Ms. Jordie noted that the three incumbent Board members were unanimously re-elected to their positions.

With no further business to come before the Board, Mr. Enright moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 8:23 p.m.

Crystal Wallin, Secretary