

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 19, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on May 19, 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, Tracy Fillback, Jeanne Jordie Chris Prange,
Donald Tuescher, Crystal Wallin

Absent: Kent Enright, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Kim Schmelz, CoraBeth Schmitz, Krista Weber, and Caleb White.

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, May 19, 2022

6:00 p.m. – Franklin Doctoral Cohort

6:30 p.m. – Dinner

7:00 p.m. – Board Meeting

Southwest Tech

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The May 19, 2022, regular Board 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel 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.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat of April 22, 2022, and the Regular Board Meeting of April 25, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. ACCT Membership Renewal
- G. Southwest WI Workforce Development Board Lease
- H. Division of Vocational Rehabilitation (DVR) Lease
- I. Forward Services Corporation Lease
- J. Public Safety Complex Hay Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP: Renewable Energy Plan
- B. Darlington Outreach Site Lease
- C. 2022-23 Out-of-State Tuition Waivers
- D. 2022-23 Employee Compensation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Real Estate Foundation Quarterly Report
- C. Board Monitoring Report – Fiscal Sustainability
- D. 2022-23 Budget Update
- E. 2022-23 Board Monitoring Schedule
- F. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY Report
- B. Chairperson's Report
 - 1. Executive Board Leadership Ad Hoc Committee Review
- C. College President's Report
 - 1. Review Governance Policies 2.3: Monitoring College Effectiveness and 2.4: President's Performance Review

2. July Annual Meeting
 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 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.}
- B. Approval of Closed Session Minutes of February 24, April 22 and 25, 2022

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.}

Mr. Prange moved to adjourn to Closed Session to discuss personnel per Wisconsin Statutes 19.85(1)(c). Ms. Wallin seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 7:06 p.m. The meeting reconvened to open session at 7:43 p.m.

After a review of the Consent Agenda, including the May 19, 2022, agenda; April 22, 2022 Board Retreat meeting minutes; April 25, 2022, Board meeting minutes; financial reports; ten contracts totaling \$48,803.78 in April 2022; three employment recommendations for Holly Knapp – Mental Health Counselor, Karen Farner – Medical Lab Tech Program Director/Instructor, and Carly Livingston – part-time Women’s Golf Coach; the Association of Community College Trustees membership renewal in the amount of \$3,540; a 18-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space at the Richland Center Outreach site; a 24-month lease for Division of Vocational Rehabilitation Services (DVR) to rent 439 square feet of space at the Richland Center Outreach Site; a 24-month lease for Forward Services Corporation to rent 100 square feet of space at the Richland Center Outreach site; and a 5-month lease for Winch’s Pine Grove Farms, LP, Fennimore, to rent 2.8 acres of hay ground at the Public Safety Complex, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Ms. Fillback seconding the motion. The motion carried.

The Board was presented with a summary of the RFP: Renewable Energy Plan proposals that were received. The Renewable Energy Plan will assist in preparation of an Integrated Energy Master Plan (IEMP). The IEMP project is fully funded through a grant received from the Public Service Commission of Wisconsin. Five proposals were received and three companies interviewed with the RFP team. The three companies

interviewed were asked to submit their best and final process. Mr. Bolstad moved to award the contract for completion of an Integrated Energy Master Plan for the college to Ameresco, Inc. for a total of \$18,060 and, only if necessary, subsequent ongoing project consultation at the standard hourly rates used for completion of the IEMP. Ms. Jordie seconded the motion; the motion unanimously was approved.

Caleb White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. Mr. Tuescher moved to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI for \$1220 annually from July 1, 2022, through June 30, 2023. Ms. Wallin seconded the motion; the motion carried on a unanimous vote.

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. CoraBeth Schmitz, Student Financial Assistance Manager, provided information on the 2022-23 Out-of-State Tuition Waiver Requests noting that the plan is to stop offering out-of-state tuition waivers for the 2023-24 school year. Mr. Prange moved to approve the 2022-23 Out-of-State Tuition Waiver Request for 600 credits for 20 needy and worthy students. Ms. Jordie seconded the motion; motion was unanimously approved.

Krista Weber, Chief Human Resources Officer, and Caleb White, Vice President for Administrative Services, presented a proposal for 2022-23 employee compensation. Mr. Blume moved to approve the following for 2022-23 employee compensation:

June 2022 - Pay all regular FT employees a \$1,000 stipend; regular PT employees a \$500 stipend

July 2022 - Increase regular employee pay by 3.0% and raise the floor for base salary at the college to \$40,000

Ms. Wallin seconded the motion. Upon a roll call vote with all members present voting affirmatively, 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. Areas highlighted were donations from Patrick Thiele, Daryl Tresner, an anonymous \$100,000 gift, and a gift of 25% of an alum's estate. Also included in the report was an update on the Nurses Scholarship where the Foundation is seeking \$75,000 from each of the seven hospitals in the college's district.

Caleb White updated the board on the Real Estate Foundation (REF) noting that the REF is up slightly in housing numbers for the summer, two of the oldest units will be razed in the fall, housing will be full in the fall, and for the first time ever there will be a transfer from the Real Estate Foundation to the Foundation.

Mr. White presented the Board Monitoring Report on Fiscal Sustainability. He highlighted strengths of the general fund reserves, the reduction of the OPEB liability, the student loan default rate of 3.5%, the reduction in student borrowing, Moody's Investor Service Rating of Aa2, the HLC Composite Financial Index of 4.12, the operational funds directed to instruction, and the property values per FTE. Fiscal risks included the FTE

Stagnation/decline, grant revenue to support operations and fund key initiatives, the lack of a financial forecasting/modeling tool, and the profitability of auxiliaries including housing, bookstore, food services, daycare, and vending. Mr. White discussed the fiscal opportunities that Project RISE will provide, reserve funds will allow the college to use some of these funds for innovative sustainable solutions, and the referendum borrowing will come off the books in 2027-28.

Caleb White presented an overview of the FY2023 Budget including the Fund Accounts. Mr. White reviewed all six Funds – General, Special Fund (non-aidable) Trust, Capital Projects, Debt Service, Enterprise (Auxiliaries), and Internal Service. The final budget numbers will be presented at the public hearing prior to the June 23 Board meeting, with the budget on the agenda for approval.

Karen Campbell, Executive Services Director, reviewed the draft 2022-23 Board Monitoring Schedule, which outlines when key items will be brought to the board for approval or monitoring. The Board would like to return to annually holding two Board meetings in locations throughout the district. A final version will be brought to the June board meeting for approval.

An update on College staffing was provided by Krista Weber who noted positions various phases of the hiring process included a 50% Medical Lab Tech Instructor, Institutional Research Analyst, and Electromechanical Technology Instructor.

The 2021-22 and 2022-23 Comparison Year-Over-Year FTE Reports were reviewed. The 2021-22 report showed a slight increase compared to a year ago. The 2022-23 report reflected a eight percent increase compared to the same time last year.

Under the Chairperson's Report, it was noted there will be a discussion at the July annual Board meeting regarding the Executive Board Leadership Ad Hoc Committee.

Under the College President's Report, the Board reviewed Governance Policies 2.3: Monitoring College Effectiveness and 2.4: President's Performance Review with no noted changes needed. Other items discussed included moving the joint meeting of the District Board, Foundation Board, and Real Estate Foundation Board to the October Board meeting; Anthology and staff are working towards an end-of-July implementation for the Student module; graduation will be held Friday and Saturday with four ceremonies; and thanked the acting presidents for their roles this summer while Dr. Wood is out of the office.

The second Closed Session was no longer needed so the Board stayed in Open Session.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Mr. Bolstad seconding the motion. The motion carried and the meeting adjourned at 8:53 p.m.

Crystal Wallin, Secretary