

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JUNE 23, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 6:47 p.m. on June 23, 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, Jeanne Jordie, Chris Prange (via videoconference), Donald Tuescher (via videoconference), Jane Wonderling

Absent: Crystal Wallin

Others present for all or a portion of the meeting included College Staff:  
Karen Campbell, Katie Garrity, Katie Glass, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, 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, June 23, 2022

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The June 23, 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](http://www.swtc.edu/about/board/meetings), and posted on campus, at the Fennimore City Office, 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 Meeting of May 19, 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. 2022-23 Budget
- B. Concept Review: Advanced Technical Certificate – Cancer Information Management
- C. 2022-23 Board Monitoring Schedule

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Student Activities Center Update
- B. College Culture Monitoring Report
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2021-22 FTE Comparison YOY Report
  - 2. 2022-23 FTE Comparison YOY Report
- B. Chairperson's Report
- C. Acting President's Report
  - 1. Selling of Property: Brownwood Road (C. White)
  - 2. Project RISE Update (C. White)
  - 3. Aspen Celebration (K. Weber)
  - 4. College Happenings
- D. Other Information Items

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

## **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).}

After a review of the Consent Agenda, including the June 23, 2022, agenda; May 19, 2022, Board meeting minutes; financial reports; 86 contracts totaling \$1,521,747.86 in May 2022; employment recommendations for Shannon Cathman – Medical Lab Tech Program Instructor (Part-time), Leonor Chivas – Institutional Research Analyst, and Stephen Goss – Electromechanical Technician Instructor; a promotion/transfer for Lori Needham – Executive Assistant; resignations from Craig Peterson – Building Trades-Carpentry Instructor and Giulio Reyes – Multicultural Success Coach; and the Wisconsin

Technical College District Boards Association membership renewal in the amount of \$23,332, Mr. Prange 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 2022-23 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2023 budget was built on a five percent increase in revenue, an estimated enrollment of 1,250 FTE, and estimated expenditures of \$25,265,400. The projected tax effect on \$100,000 of property value is estimated at \$115.07. Mr. Bolstad moved to approve the 2022-23 Budget as presented, with Ms. Jordie seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Kim Maier, Executive Director of Innovative and Alternative Learning, presented on the Concept Review for the Cancer Information Management Advanced Technical Certificate, 10-530-X, and the Board resolution approving the program be sent to the Wisconsin Technical College System Board. Dr. Maier explained that Southwest Tech has the only Cancer Information Management program in the State aligned with the National Cancer Registry. The proposed advanced technical certificate will allow individuals with an associate degree or those who have completed 60 hours of college-level courses (including 6 credits in Human Anatomy & Physiology) to take the program. The advanced technical certificate will be 27 credits and when students are done with the program they can take the national certification exam with the National Cancer Registrars Association (NCRA). Mr. Enright moved to approve the Concept Review for the Cancer Information Management Advanced Technical Certificate, 10-530-X. Ms. Wonderling seconded the motion; motion carried on a unanimous voice vote.

The 2022-23 Board Monitoring Schedule had been updated based on feedback from the Board at the May 2022 Board meeting. Mr. Enright moved to approve the 2022-23 Board Monitoring Schedule as presented. Ms. Fillback seconded the motion, and the motion unanimously carried.

Two options for a Student Activities Center were presented to the Board for feedback. Caleb White shared that the budget is \$1.5 million. The first option was a 34,000 sq. ft. air-supported facility and would need a phase two for additional space to include concessions and classroom space. The second option was for a fabric membrane held up by A steel structure with a lobby space and restrooms included. A business plan is being developed on different activities that could be held along with financial projections. Questions from the board included operational costs and life expectancy. The Board requested more information on adding second phases.

Krista Weber, Chief Human Resources Officer, presented a summary of the College Culture Board Monitoring Report. She highlighted the strengths/sustainability as the council structure, professional development for employees, new technology, and workplace culture. Some risks noted include external factors, maintaining the culture and engagement of employees, monitoring turnover, employee satisfaction survey, being more inclusive in hiring and training, workgroups, and monitoring health care costs. Projects the College Council will be working on in the coming year include enhancing employee engagement through Diversity, Equity, & Inclusion, developing leaders and succession planning, campus-wide Universal Design, and enhancing benefits for employee recruitment and retention.

Ms. Weber then provided an update on college staffing noting the Institutional Research Analyst, Medical Lab Tech Instructor (50%), and the Electromechanical Technician Instructor positions had been filled. The two administrative assistant positions have offers out, and a Building Trades-Carpentry Instructor position has been posted.

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

Under the President's Report, Caleb White presented a proposal from the City of Fennimore to purchase the part of Brownwood Road the college owns. The WTCS is willing to work with us on selling the property for a \$1. The proposal will be brought back to the Board for approval at a future meeting.

Mr. White updated the Board on Project RISE, the college's ERP (Anthology) project. Anthology was on campus the last week and worked with our staff on implementation of the product. Anthology staff and the college's staff were able to accomplish a lot; however, the go live date for the student module was set for July and will need to be pushed back. Dr. Wood and Anthology are negotiating a new date and where we go from here. There have been some product defaults which has led to a low-quality rate. The Board asked questions related to the product, costs, options, Campus Works collaboration, and what the Board can do. More information will be available at the July Board meeting.

Krista Weber asked for input on how the College should celebrate being a top 10 finalist for the Aspen Prize for Community College Excellence. Recognition gifts were discussed. Under College Happenings, Ms. Weber shared that Governor Evers was on campus earlier to announce that Southwest Tech was awarded \$3.3 million in grant funds for an Advance Southwest Wisconsin project to launch jobsite trainings, educational pathways, and advanced support. Kudos were given to Dennis Cooley, Charger Leadership Director, for being awarded an Honorary FFA Degree for his work with the Wisconsin FFA Foundation; WLDI graduates Kim Maier, Christena Bowers, and Karen Campbell; Connie Haberkorn for being elected as secretary of the Wisconsin Deferred Compensation Board, and Kim Schmelz and her team for achieving 92 percent staff giving in 2021-22.

Under Other Information Items, Jane Wonderling noted that at Fennimore High School's recent graduation, those high school students who were enrolled in a Southwest Tech pathway received a cord and that 85 percent of the high school graduates had taken credits at the technical college level. Kent Enright shared he presented the Southwest Tech scholarships at the Mineral Point High School scholarship ceremony.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 8:07 p.m.

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Crystal Wallin, Secretary