

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 11, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:03 p.m. on July 11, 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, Donald Tuescher, Crystal Wallin

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood, President, and College Staff: Heath Ahnen, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, 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

Monday, July 11, 2022

5:45 p.m. – Tour
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The July 11, 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 at the Fennimore City Office 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 23, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Three-Year Facilities Plan
- B. Ten-Year Facilities Master Plan
- C. Signatory Authority Policy for 2022-23
- D. Designate College Legal Counsel for 2022-23
- E. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. ACCT Leadership Congress
 - 2. Boards Association Committee Appointments
 - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
 - 1. Review Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President
- 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 issues 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 a legal issue per Wis. Stats. 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.}
- B. Approval of Closed Session Minutes of May 19, 2022

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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

Re-elected Board member Charles Bolstad, Tracy Fillback, and Jeanne Jordie read and signed the Oath of Office. They will serve three-year terms ending June 30, 2025.

After a review of the Consent Agenda, including the July 11, 2022, agenda; June 23, 2022, Board meeting minutes; financial reports; an employment recommendation for Nanette Hubbard – Administrative Assistant; a promotion/transfer for Tina Leis – Administrative Assistant; and a resignation from Abbey Vosberg – Child Care Aide, Mr. Blume moved to approve the Consent Agenda, as presented, with Ms. Wallin seconding the motion. The motion carried.

Josh Bedward, Facilities Manager/Master Electrician, presented the Three-Year Facilities Plan 2022-2025. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Highlights of the report included for 2022-23 an upgrade to the campus lock system, the first sustainability/renewable energy project and a capital improvement of a student activities and event center; a large sustainability/alternative energy project, interior signage, universal design improvements, and parking lot lighting upgrades and sealing for 2023-24; and in 2024-25 remodeling projects of Building 1600 flooring replacement, sustainability/renewable energy project, Building 100 remodel, Building 500 roof replacement, and an addition to Building 600. Mr. Enright moved to approve the Three-Year Facilities Plan 2022-2025 with Ms. Jordie seconding the motion. Motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the Ten-Year Facilities Master Plan. This plan is a vision of the next ten years for campus. Areas highlighted included alternative energy projects, razing Building 800, upgrades to lock and clock systems; campus-wide maintenance, new construction, and remodeling projects; and upgrading Outreach sites. Mr. White explained financing for these projects and presented three options for consideration. The Board asked him to continue researching the options. Ms. Wallin moved to approve the Ten-Year Facilities Master Plan with Mr. Blume seconding the motion. The motion carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. President Wood noted that the policy was updated under the President's designees to add that the Vice Presidents can sign non-employment contracts, agreements, and memos of understanding. Mr. Bolstad moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2022-23 with the authority to sign official or legally binding documents. Ms. Fillback seconded the motion; motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Enright made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. Ms. Jordie seconded the motion, which unanimously carried. Next year, the College will put out RFPs for legal counsel.

Elections for the 2022-23 Officers of the Board were held. Mr. Prange nominated Donald Tuescher for Chairperson. Mr. Blume moved to close nominations and cast a unanimous ballot with Ms. Jordie seconding the motion. Upon the motion being unanimously approved, Mr. Tuescher was elected Chairperson.

Mr. Bolstad nominated Chris Prange for Vice Chairperson. Mr. Blume moved to close nominations and cast a unanimous ballot with Mr. Enright seconding the motion. Mr. Prange was elected Vice Chairperson.

Mr. Enright nominated Crystal Wallin for Secretary. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wallin. Mr. Blume seconded the motion; motion carried. Ms. Wallin was elected Secretary.

Mr. Enright nominated Jane Wonderling for Treasurer. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wonderling. Mr. Blume seconded the motion; the motion carried. Ms. Wonderling was elected Treasurer.

After discussion regarding the Executive Board Leadership Ad Hoc Committee, the Board would like to have four meetings annually with one in Dodgeville and one on UW-Platteville's campus. The other two should be to plan the Board retreats.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the two administrative assistant positions are filled, and current open positions are the Carpentry Instructor, a part-time Child Care Aide, and a Nursing Instructor.

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 two percent increase compared to the same time last year.

Under the Chairperson's Report, the upcoming ACCT Leadership Congress, Boards Association Committee Appointments, and Foundation Board and Real Estate Foundation Board representatives were discussed. Chuck Bolstad indicated interest in attending the ACCT Leadership Congress. Crystal Wallin will serve on the DBA Awards Committee, David Blume and Chris Prange will serve on the Bylaws Committee, Donald Tuescher and Jeanne Jordie will serve on the External Partnerships Committee, and Tracy Fillback and Kent Enright on the Internal Best Practices Committee. David Blume will represent the Board on the Real Estate Foundation Board and Chuck Bolstad will be the District Board representative on the Foundation Board.

The Board reviewed Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President with no updates needed at this time.

Ms. Jordie noted she had hand drawn and painted note cards for each regular employee to congratulate the staff on making it to the top ten for the Aspen Prize for Community College Excellence. Karen Campbell and Lori Needham will have the cards printed with a message and sent out to all regular employees.

Mr. Prange moved to adjourn to Closed Session to discuss personnel issues per Wisconsin Statutes 19.85(1)(c) and a legal issue per Wisconsin Statutes 19.85(1)(g). Ms. Fillback seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:01 p.m. The meeting reconvened to open session at 9:05 p.m.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Blume seconding the motion. The motion carried and the meeting adjourned at 9:07 p.m.

Crystal Wallin, Secretary