

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 25, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01p.m. on August 25, 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, Crystal Wallin

Absent: Tracy Fillback

Others present for all, or a portion of the meeting included College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Kim Schmelz, Krista Weber, Kris Wubben, 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, August 25, 2022

6:00 p.m. – Charge Forward Scholars Presentation
6:30 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The August 25, 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 11, 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. Ad Hoc Committee: Executive Board Leadership
- B. Sale of Property: Brownwood Road and Bronson Boulevard

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Real Estate Foundation Quarterly Report
- C. Board Travel Insurance
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY2122 FTE Year Over Year Comparison Report
 - 2. FY2223 FTE Year Over Year Comparison Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Board Governance Policy 3.1: General Executive Constraint
 - 2. Review Board Governance Policy 3.2: Human Relationships
 - 3. District Boards Association
 - 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.}

After a review of the Consent Agenda, including the August 25, 2022, agenda; July 11, 2022, Board meeting minutes; financial reports; eight contracts totaling \$13,872.29 in July 2022; employment recommendations for Heather Norsby – Nursing Instructor and Brianna Spehle – Nursing Instructor; promotions/transfers for Katie Garrity – Executive Advisor to the President, Kim Maier – Executive Dean, Karen Campbell – Compliance Officer, Ken Bartz – Interim Public Safety Director/EMS Coordinator/Instructor, and Andy Reynolds – Carpentry Instructor; and the resignations of Natalie Long – Academic Resources Specialist and Tiffany Cote' – Nursing Instructor, Ms. Wallin moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried.

The Ad Hoc Executive Board Leadership committee has been discussed at previous meetings. Based on feedback, modifications were made to its charter and reviewed at this meeting. After review and further discussion, the Board would like to revisit looking at the charter again at the first Executive Board Leadership meeting, which is scheduled

for September 22. Mr. Enright made a motion to table this agenda item. Ms. Wonderling seconded the motion; motion carried.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented a request for Board approval for selling a portion of public roadway. Details of the request include that the City of Fennimore discovered that the College owns a section of Brownwood Road and Bronson Boulevard, and that the College wishes to sell these portions of public roadways to the City of Fennimore. Board discussion included the importance of obtaining grandfathered setback agreements and measurements in writing. Ms. Wallin made a motion to approve the sale with the requirement to obtain written grandfathered setback agreements and measurements. Mr. Blume seconded the motion. A roll call vote was taken with all members voting in favor to approve the sale of portions of public roadways, Brownwood Road and Bronson Boulevard, to the City of Fennimore with the requirement to obtain written grandfathered setback agreements and measurements.

Kim Schmelz, Director of the SWTC Foundation, highlighted the Foundation activities from the fourth quarter of FY21-22. Highlights included:

- In FY21-22, \$1,525,488.03 in total gifts were received from 963 donors.
- 95% of full-time employees gave a gift to the Foundation in FY21-22.
- The Phonathon raised \$75,728.74 in FY21-22.
- The 2022-23 projected scholarship awards are 891 scholarships for a total of \$495,242.
- Southwest Health, Crossing Rivers Health, Memorial Hospital of Lafayette County, Gundersen Boscobel Area Hospitals and Clinics, Grant Regional Health, and Richland Hospital and Clinics have all signed an agreement pledging support of \$75,000 each over the next three years to expand the Southwest Tech Associate Degree Nursing (A.D.N) course offerings and allow for continuous enrollment, retention, and completion.
- New officers of the Foundation Board include Vice President Lisa Gotzinger and Treasurer Deb Wehrle; Four new members were welcomed – Helen Mar Adams, Tony Isabell, Scott Pauls and Sarah Saylor; and three members completed their terms – Beth Mikrut-Gilles, Debbie Johnson, and Jerry Brunner.

Caleb White, Vice President for Administrative Services, presented a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. Highlights of the Real Estate's Foundation's First Quarter Report for FY2023 included:

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- Summer Leases - 24 students (12 prior year), 100 migrant workers (80 prior year)
- Fall leases – 131 students (109 prior year) with 11 on waitlist
- New board members – David Blume, Ryan Rands & Dan Glass
- Many thanks to Chris Prange for his years of service on the board!
- Board officers reelected – Ben Wood as President, Mindy Johnson as Vice President, and Kevin Raisbeck as Secretary/Treasurer
- Last of 'older' quadplexes scheduled to be demolished in October. Substitute collateral established with newer unit.
- Future investments options being considered – additional housing, storage units for residents & SWTC Dodgeville outreach site.

In addition, Mr. White updated the Board on the status of the Real Estate Foundation's interest in purchasing the former Iowa County Jail in Dodgeville. Conversations are occurring that include development and zoning questions, future partnerships, financing options and tax-exemption status implications. Internally, the academic council is working on a programming plan to determine what programming could potentially use the outreach site.

Karen Campbell, Compliance Officer, and Lori Needham, Executive Assistant, presented an overview of the Board members' Business Travel Accident Insurance and Identity Theft Restoration Insurance. This is part of a blanket policy not requiring any enrollment.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the two positions, five promotions/transfers and 2 resignations that were approved under the Consent Agenda. In addition, the Carpentry position has been filled and the part-time Child Care Aid vacancy has interviews scheduled. The Multicultural Success Coach position has been reposted.

Caleb White provided an enrollment update noting that FY21-22 FTEs are essentially flat as compared to the previous year. Client Reporting has closed, and the ending FTE is 1253. This month's FY22-23 FTE Comparison Year over Year Report reflects a very slight increase (up 0.37% from 2021-22 school year to 2022-23 school year). This report will not change significantly until students begin registering for spring classes (in November).

Chairperson Tuescher did not have any items to report under the Chairperson's Report.

The Board reviewed Board Governance Policy 3.1: General Executive Constraint and 3.2: Human Relationships and provided feedback that there are no updates necessary at this time.

Mr. Bolstad provided an update from the District Boards Association indicating that he will be attending the annual planning meeting on August 27, 2022. Planning will focus on the response to reduced attendance.

College happenings and other informational items communicated by Ms. Weber included:

- The preliminary report for the Higher Learning Commission Mid-Cycle Review rating has been shared and will now go to the Higher Learning Commission's board for action.
- Aspen Institute visit is November 8-9, 2022.
- The executive team retreat on August 4, 2022, was at Iowa County Law Enforcement Center in Dodgeville. The focus was on the three-year strategic plan and reorganization of college operations.
- Fall in-service included a faculty and staff engagement exercise focused on trauma during childhood.
- New student orientation attendance was 425 students.
- Dual Credit Excellent Award High Schools have been notified.
- An update to the Retiree Service Stipend was shared.

- A thank you was given to Karen Campbell for her 13 years of dedication to the board during her former position of Executive Services Director.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 8:26 p.m.

Crystal Wallin, Secretary