



**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
SEPTEMBER 22, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:06 p.m. on September 22, 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:

Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin

Absent: David Blume, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Mandy Henkel, Kelly Kelly, Kim Maier, Lori Needham, Julie Pluemer, and Kris Wubben.

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, September 22, 2022

6:00 p.m. – Charger 360 Program Highlights  
6:30 p.m. – Board Dinner  
7:00 p.m. – Board Meeting

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The September 22, 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 and at 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
  - 1. District Boards Association Update from DBA Executive Director

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of August 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

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Dodgeville Outreach Site Lease
- B. Procurement Bid: Chevrolet Malibu 4 door LD Sedans (2)
- C. Procurement Bid: Building 100 Boiler Replacement or Repair

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Board Monitoring Report - Compliance
- B. Platteville Outreach Site Update
- C. Project RISE (ERP) Update
- D. Staffing Update

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Enrollment Comparison Report
- B. Chairperson's Report
  - 1. Wisconsin Technical College District Boards Association – Nomination for Board Member of the Year
- C. College President's Report
  - 1. Review Board Governance Policy 3.3: Compensation and Benefits
  - 2. Review Board Governance Policy 3.4: Budgeting/Forecasting
  - 3. Ad Hoc Committee: Executive Board Leadership
  - 4. College Happenings
- D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Resolution for Adoption of 2022 Tax Levy
  - 2. Fund & Account Transfers (2021-22 Budget Modifications)
  - 3. Review of Purchasing Activity
  - 4. WI Code of Ethics Resolution
  - 5. Foundation Quarterly Report
  - 6. Real Estate Foundation Quarterly Report
  - 7. Student Access Monitoring Report
- B. Time and Place
  - 1. Thursday, October 20, 2022

**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 legal issues 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 from July 11, 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](mailto:disabilityservices@swtc.edu).}**

An update of the District Boards Association (DBA) was presented by DBA Executive Director, Layla Merrifield, which included review of advocacy items for the upcoming Wisconsin Technical College budget request.

After a review of the Consent Agenda, including the September 22, 2022, agenda; August 25, 2022, Board meeting minutes; financial reports; nine contracts totaling \$28,943.60 in August 2022; two employment recommendations (Anna Schmitz – Part-time, Child Care Aid and Timothy Hoffman – Full-time Carpenter) and two retirements (Jeff Midtlien – Welding Instructor and Doris Pulvermacher - Supply Chain Management Instructor/Process Improvement Coordinator), Mr. Prange moved, seconded by Mr. Enright, to approve the Consent Agenda as presented. The motion to approve the Consent Agenda carried.

Jason Wood, College President, presented a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. Mr. Enright moved, seconded by Ms. Fillback, to approve the lease agreement with Dodgeville Family Chiropractic and Wellness Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$750 per month from August 1, 2022, through June 30, 2023. The motion to approve the lease agreement with Dodgeville Family Chiropractic and Wellness Center was approved.

Kelly Kelly, Director of Fiscal Services/Controller, presented a bid summary for 2 new Chevrolet Malibu 4 door LD Sedans (base models) for the Driver Education program (Bid 2223-01). Ms. Kelly noted that the public bid was opened on September 9, 2022, with one vendor responding to the bid request from a total of two plan holders. Mr. Prange moved, seconded by Ms. Wallin, to award the bid for 2 - new Chevrolet Malibu 4-door LS Sedan vehicles (base models) for the Driver Education program in the amount of \$43,262 to Les Mack, Lancaster, WI. The motion to award the bid to Les Mack, Lancaster, WI., was adopted.

The bid summary for Building 100's boiler replacement or repair (Bid 2223-02) was overviewed by Ms. Kelly. It was noted that the public bid was opened on September 7, 2022, with one vendor responding to the bid request from a total of nine plan holders. Mr. Enright moved, seconded by Ms. Jordie, to award the bid for Building 100 Boiler Repair in the amount of \$45,335 to 1901, Inc. (formerly H&H Industries), Madison, WI. The motion to award the bid for the repair to 1901, Inc. (formerly H&H Industries), Madison, WI., was approved.

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, and Karen Campbell, Compliance Officer, presented an overview of the Compliance Board Monitoring Report. Highpoints included Higher Learning Commission assessment and accreditation, as well as building a college culture of compliance.

Julie Pluemer, Adult Basic Education Coordinator, presented an update on the Platteville Outreach Site. Since August 2020, the Site has served 341 students and generated 26.23 Adult Basic Education FTE's. In addition, since August 2020, twenty-six students have earned their GED/HSED. A retreat is planned for October 5, 2022, at the Site focusing on site use and goals.

Project RISE team members Sarah Delegge, Project RISE Project Manager, and Heath Ahnen, Director of Information Technology Services, presented an overview of data quality, budget and schedule for the new Anthology Enterprise Resource System (ERP). Current projected go-live for the "student" module is first quarter, 2023.

College staffing was reviewed by Holly Clendenen, Chief Student Services Officer. Interviews are currently scheduled for the Multicultural Success Coach and Reference & Instruction Librarian.

The Board reviewed the Enrollment Report and Ms. Clendenen summarized by noting that FTE's are up 1.93% from this time last year.

Under the Board Chairperson's report, Mr. Tuescher noted that The Wisconsin Technical College District Boards Association is asking for nominations for the 2023 Board Member of the Year. Mr. Bolstad moved, seconded by Mr. Prange, that Mr. Don Tuescher be nominated for the 2023 District Boards Association Member of the Year. The motion to nominate Mr. Tuescher carried.

The President's report comprised of:

- A review of Board Governance Policy 3.3: Compensation and Benefits and Policy 3.4: Budgeting/Forecasting with no recommendations for updates.
- An Executive Board Leadership Ad Hoc Committee update indicating that the committee met earlier this afternoon, September 22, 2022, and will meet again in December 2022.
- A reminder that the Aspen Community College Excellence visit is November 8 & 9.
- Fall In-Service is October 14 and will showcase the good things that faculty and staff do for students and their success.
- Planning is underway for the October 20 Board retreat and meeting. In addition to the Board's regular meeting, there will be a joint meeting between the District, the SWTC Foundation and the SWTC Real Estate Foundation Boards. Members of each Board will be invited to the Foundation's Donor Appreciation Luncheon, as well.

Ms. Wallin moved, seconded by Mr. Enright, to adjourn 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.} and 2.) Discussing legal issues 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.} Upon a roll call vote, the following members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Ms. Wallin. No members opposed. The motion to move to closed session carried, and the meeting adjourned to closed session at 8:35 p.m.

The Board reconvened to open session at 9:49 p.m. with no action taken. With no further business to come before the Board, Mr. Enright moved, seconded by Ms. Fillback, to adjourn the meeting. The motion to adjourn carried and the meeting adjourned at 9:50 p.m.

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Crystal Wallin, Secretary