

**MINUTES OF THE BOARD RETREAT/REGULAR
MEETING OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 20, 2022**



The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/regular meeting commencing at 12:38 p.m. on October 20, 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:

- SWTC Foundation Board members:
Helen Mar Adams, Theresa Braudt, Lisa Gotzinger, Anthony Isabell, Rose Kelley, Sara Saylor, Kris Schoville, Natalie Tollefson
- SWTC Real Estate Foundation Board members:
Brad Biddick, Daniel Glass, Ryan Rands, Kevin Raisbeck, Ben Wood
- Liz Murphy, CampusWorks; Sarah Delegee, CampusWorks (Remote)
- Jon Anderson, SWTC Legal Counsel

SWTC President Jason Wood and SWTC Executive Team Members: Heath Ahnen, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Dan Imhoff, 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 RETREAT / MEETING NOTICE AND AGENDA

Thursday, October 20, 2022
Southwest Tech Campus
1800 Bronson Blvd., Fennimore, WI 53809

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|-------------------------|--|
| 11:00 a.m. – 12:30 p.m. | Foundation Donor Appreciation Luncheon & Program (Lenz Center) |
| 12:30 p.m. – 1:30 p.m. | Joint Meeting: District, SWTC Foundation & SWTC Real Estate Foundation Boards (Room 430) |
| 1:30 p.m. – 5:30 p.m. | District Board Retreat (Room 430) |
| 5:30 p.m. – 6:00 p.m. | District Board Dinner (Room 430) |
| 6:15 p.m. | District Board Meeting (Room 430) |

AGENDA

***12:30 p.m. – District Board Meets Jointly with
SWTC Foundation & SWTC Real Estate Foundation Boards ~ Room 430***

OPEN MEETING

The following statement will be read: “The October 20, 2022, retreat/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, posted on campus, the Platteville Outreach Site, the Richland Center Outreach Site, 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

STUDENT SUCCESS NOW AND INTO THE FUTURE

- A. Review of College Health Indicators and Student Success Research
- B. Outcomes Review – Board Monitoring of Student Access

1:30 p.m. – District Board Retreat ~ Room 430

BOARD RETREAT

- A. Project RISE / ERP Discussions
- B. Board Development & Policy Question/Answer

5:30 p.m. – Dinner ~ Room 430

6:15 p.m. – Regular Board Meeting ~ Room 430

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 22, 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. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution for Adoption of 2022 Tax Levy
- B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes, Series 2022B; and Setting the Sale
- C. Procurement Bid 2223-03: 2021 or Newer Dodge RAM 1500
- D. Procurement Bid 2223-04: New UW56 Bobcat Toolcat
- E. Concept Review: Associate Degree IT – Cybersecurity Specialist (10-151-2)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activity
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 Comparison FTE Report
- B. Chairperson's Report
 - 1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 26-29, 2022)
- C. College President's Report
 - 1. Review Board Policies 3.5: Financial Condition and 3.6: Asset Protection
 - 2. Strategic Directions (2022-2025)
 - 3. Update on Sale of Property: Brownwood Road & Bronson Boulevard
 - 4. Dodgeville Outreach Site Update and Partnership
 - 5. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Fund & Account Transfers (2021-22 Budget Modifications)
 - 2. WI Code of Ethics Resolution
 - 3. Foundation Quarterly Report
 - 4. Real Estate Foundation Quarterly Report
 - 5. Student Access Monitoring Report
 - 6. 2021-22 Budget Process
- B. Time and Place
 - 1. Thursday, November 17, 2022, at 7:00 p.m. at Southwest Tech Campus

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, and September 22, 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.}

President Jason Wood thanked the District, Foundation and Real Estate Foundation Boards for gathering for a joint meeting. He believes that meeting and working together will lead to an impact on every Southwest Tech student and graduate.

Tyler Platz, Data Analyst, led an interactive activity relaying the results of recent in-depth analysis of Southwest Tech student data including the factors which affect student outcomes (retention, graduation, and transfer). Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, related the interactive exercise to the Southwest Tech College Health Indicators. Ms. Henkel defined each indicator and described their alignment with strategic initiatives and added that the indicators are the key measurements used to inform College stakeholders of Student and College success specific to the College's strategic decisions. Emphasis is placed on Indicator #1 Equity in Student Learning, with high focus on Special Populations.

A review of Board Monitoring of Student Access was presented by Holly Clendenen, Chief Student Services Officer. The Board provided feedback for ways to enhance the reporting in hopes to improve student success.

The District Board retreat included a Project RISE / ERP discussion updating the progress, project timeline, and budget. Future project options and considerations were also discussed, as well as cost considerations, an updated timeline, and staffing plans. Guidance was provided by Liz Murphy, President of CampusWorks, and Jon Anderson, SWTC Legal Counsel. The Board extended full support to President Wood to continue contract negotiations with Anthology.

Board Development conversation included member attendance and using a self-assessment tool to assess the Board as a whole.

Mr. Prange moved, seconded by Ms. Wallin, to adjourn to Closed Session to discuss personnel issues per Wisconsin Statutes 19.85(1)(c) and to discuss legal issues per Wisconsin Statutes 19.85 (1)(g). Upon a roll call vote all members that were present voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Ms. Wallin. The motion carried and the meeting adjourned to closed session at 5:00 p.m.

The Board reconvened to open session at 5:23 p.m. with no action taken and then recessed for dinner at 5:24 p.m. At 6:15 p.m. members reconvened.

After a review of the Consent Agenda, including the October 20, 2022, agenda; September 22, 2022, Board meeting minutes; financial reports; six contracts totaling \$13,848.92 in September 2022; employment recommendation for Margaret Gardner, Reference & Instruction Librarian and the resignation of Craig Woodhouse, Regional Engagement Coordinator; and the 2023 membership renewal to the American Association of Community Colleges for \$3,549.00, Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

The resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2022, in the amounts of \$5,016,626 for operational expenses and \$6,510,000 for debt retirement for a total tax levy of \$11,526,626, was presented for approval. Caleb White, Vice President for Administrative Services, provided a summary of the factors that impact the tax levy noting that the valuation in the district increased significantly this year. Mr. Blume moved to approve as presented, seconded by Ms. Jordie, the Resolution Providing for Tax Levy for the Year 2022. Upon a roll call vote all members that were present voted affirmatively: Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Bolstad, Mr. Blume, Mr. Tuescher, Mr. Prange, and Ms. Wallin. The motion to approve the Resolution Providing for Tax Levy for the Year 2022, as presented, was carried.

Mr. White presented the resolution to borrow up to the amount of \$4,000,000 for the public purpose of paying the cost of acquiring movable equipment is being requested. Mr. White also noted the sale will be in November 2022. Mr. Prange moved to approve, seconded by Mr. Blume, the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes, Series 2022B; and setting the sale. Upon a roll call vote all members that were present voted affirmatively: Mr. Bolstad, Mr. Blume, Mr. Enright, Ms. Jordie, Mr. Tuescher, Ms. Wallin, Ms. Fillback, and Mr. Prange. The motion to approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes, Series 2022B; and setting the sale, was adopted.

The bid summary for a 2021 or newer Dodge RAM 1500 (Bid 2223-03) was summarized by Mr. White. It was noted that the public bid was held virtually on September 30, 2022, with one vendor responding to the bid request from a total of two plan holders. Mr. Enright moved, seconded by Ms. Wallin, to award the bid for a 2021 or new Dodge RAM 1500 in the amount of \$64,719.00 to Les Mack, Lancaster, WI. Motion carried.

Mr. White presented a bid summary for a new UW56 Bobcat Toolcat (2223-04). It was noted that the public bid opening was held virtually on September 30, 2022, with three vendors responding to the bid request from a total of 8 plan holders. Mr. Bolstad moved, seconded by Mr. Enright, to award the bid for a new UW 56 Bobcat Toolcat in the amount of \$60,985.00 to Richie Implement, Cobb, WI. Upon member debate, the question was asked to Mr. White about the potential to lease, rather than purchase, the Toolcat. There was a request to investigate this option before approving the purchase as presented.

Chairperson Tuescher called for a voice vote asking if the Board would like to adopt the motion for awarding the procurement bid, as presented. Two members voted yay; six members voted nay. Based on the voice vote results, the motion to approve the procurement bid, as presented, was not carried. Chairperson Tuescher asked Mr. White to investigate leasing as an option, rather than purchasing the UW56 Bobcat, and asked him to present his findings at the November Board meeting.

Derek Dachelet, Executive Dean, presented a Concept Review for a new Associate Degree in IT-Cybersecurity Specialist (Program Number 10-151-2). He noted that the industry has changed dramatically over the years and that this new program is the existing IT-Network Specialist program with several modifications. There are enough modifications that warrant a brand-new program to replace the prior. Ms. Wallin moved, seconded by Ms. Fillback, to approve the Concept Review for an Associate Degree in IT-Cybersecurity Specialist (Program Number 10-151-2). Motion carried.

A six-year Purchase Card Activity Summary report and a listing of the FY2022 >\$50,000 Vendors were presented to the Board by Caleb White. Mr. White noted the purchase card activity was down slightly from last year.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. She noted that the Multicultural Success Coach and Reference & Instructional Librarian positions have been filled. In addition, a Systems Analyst was just posted.

The Board reviewed the Enrollment Report noting that the FTE count has increased 2.10 percent compared to this time last year.

Under the Chairperson's Report, Mr. Tuescher informed the Board that the College is entitled to one vote at the upcoming Association of College Trustees (ACCT) Leadership Conference on October 26-29, 2022, in New York City. Board trustee Chuck Bolstad will be attending and representing Southwest Tech as the voting delegate.

Under the College President's Report President Wood asked the Board for recommendations for updates to Governance Policies 3.5 – Financial Condition and 3.6 – Asset Protection. The Board did not have any recommendations for updates or changes.

President Wood reminded the Board that the Strategic Directions (2022-2025) document will be utilized as a roadmap in front of administration, faculty and staff as the team works into the future. The Board requested that this document be placed in future Board packets for easy reference.

The President's update on the sale of property Brownwood Road and Bronson Boulevard included that the sale is near completion and that the transfer is expected to go through without any issues.

President Wood presented an update regarding the Dodgeville Outreach and Partnership with Iowa County. He noted that the Iowa County Board is preparing to present an MOU to the SWTC Real Estate Foundation. The agreement specifies that both parties will enter a partnership where each exercises due diligence working through the processes in relation to the property transfer.

College Happenings reported by President Wood included:

- Dr. Wood will be bringing a compensation increase recommendation to the District Board next month.
- Close to 200 high school students here for Ag Day today, October 20, 2022.
- Midwifery program students, along with three instructors, were on campus this week.
- Congratulations to the Clay Target trapshooting team for their 1st place finish in the conference this week!
- The Graphic Web Design 2nd year students and instructors are currently at a conference in Los Angeles, CA.
- Human Service Associate student club attended an event at Wisconsin Dells.

Other informational items discussed included an update from Mr. Bolstad and Mr. Prange that the fall quarter's District Boards Association meeting held a very educational session on parliamentary procedure.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting, seconded by Ms. Wallin. The motion carried and the meeting adjourned at 7:13 p.m.

Crystal Wallin, Secretary