

**MINUTES OF THE BOARD REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
NOVEMBER 17, 2022**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:20 p.m. on November 17, 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, Jane Wonderling

Absent: Crystal Wallin

Others present for all or a portion of the meeting included:

SWTC President Jason Wood and SWTC Executive Team Members: Heath Ahnen, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, Caleb White, 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, November 17, 2022

6:00 p.m. – Adult Basic Education Spotlight

6:30 p.m. – Dinner

7:00 p.m. – Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The November 17, 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, 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
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Retreat/Meeting of October 20, 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. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes, Series 2022B
- B. Procurement Bid: New UW56 Bobcat Toolcat
- C. Wisconsin Code of Ethics Resolution
- D. Concept Review: Artisanal Modern Meat Butchery Technical Diploma (30-316-x)
- E. 2022-23 Employee Compensation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2023-24 Budget Process
- B. SWTC Foundation Quarterly Report
- C. SWTC Real Estate Foundation Quarterly Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 Comparison FTE Report
 - 2. FY 2024 Application Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Governance Policies: 3.7 ~ Communication & Counsel to the Board; 4.1 ~ College Vision
 - 2. Save the Date: Platteville Chamber of Commerce's "Good Morning, Platteville" ~ 1/26/2023
 - 3. College Teams Attending Conferences
 - 4. Executive Board Leadership Committee Meeting Agenda Topics
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Fund & Account Transfers (2021-22 Budget Modifications)
 - 2. Financial Audit
 - 3. Board Monitoring Report – Student Access
- B. Time and Place

After a review of the Consent Agenda, including the November 17, 2022 agenda; October 20, 2022, Board meeting minutes; financial reports; 31 contracts totaling \$134,024.95 in October 2022; an employment recommendation for Akshay Sukhwal, Multicultural Success Coach; promotion/transfers for Holly Straka – Workforce Innovation Grant Coordinator and Christina Winch – Agricultural Instructor (Full-time); and the resignations of Kim Schmelz - Director of Foundation, Andy Draus - Systems Analyst, Dan Kiefer - Farm Operations & Management Instructor, Jenna Taylor - Associate Degree Nursing Instructor, Mr. Blume moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

John Mehan, Managing Director of Robert W. Baird & Co., and Caleb White, Vice President for Administrative Services, presented the final pricing summary for the sale of \$4,000,000 in General Obligation Promissory Notes, Series 2022B. Eight competitive bids were received ranging from 3.1739 – 3.5365% with the winning bid going to StoneX Financial Inc. Mr. Mehan explained that the coupons are a flat of 5% with a \$170,840 premium being paid to Southwest Wisconsin Technical College and that the premium will be deposited into the debt service account and used for interest payments. Mr. Bolstad moved to approve, seconded by Mr. Prange, the resolution awarding the sale of \$4,000,000 general obligation promissory notes, Series 2022B to StoneX Financial Inc. at 3.1739% for five years, as presented. Upon a roll call vote all present members voted affirmatively: Mr. Bolstad, Mr. Blume, Mr. Enright, Ms. Jordie, Ms. Wonderling, Ms. Fillback, Mr. Prange and Mr. Tuescher. Motion adopted.

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. Per request from last month's meeting, Mr. White investigated and brought forth a summary of leasing options, noting that purchasing is the best value. Mr. Prange moved, seconded by Mr. Enright, to award the purchase bid for a new UW56 Bobcat Toolcat in the amount of \$60,985.00 to Richie Implement, Cobb, WI. Motion carried.

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented by President Wood. Included in the resolution are Jason S. Wood, College President; Holly Clendenen, Chief Student Services Officer; Katie Glass, Executive Director of Marketing; Krista Weber, Chief Human Resources Officer; and Caleb White, Vice President for Administrative Services. Ms. Jordie moved, seconded by Mr. Enright, to approve the Code of Ethics Resolution as presented. Motion carried.

Kim Maier, Executive Dean, presented a Concept Review for a Technical Diploma in Artisanal Modern Meat Butchery (30-316-x). Ms. Maier noted that this programming will be offered under the State of Wisconsin's American Rescue Plan (ARPA) funding with the intention to strengthen the area's meat processing supply chain and workforce. Mr. Bolstad moved, seconded by Ms. Wonderling, to approve the Concept Review for a Technical Diploma in Artisanal Modern Meat Butchery (30-316-x). Motion carried.

Krista Weber, Chief Human Resources Officer, and Mr. White presented a request for Board approval to complete step three of the 2022-2023 employee compensation proposal presented in May 2022 (a 1.7% salary increase for all regular employees). Dr. Wood asked the Board to also consider including a one-time \$1,000 stipend for all full-time benefitted employees and a one-time \$500 stipend for all part-time benefitted employees to be paid on the last paycheck in December 2022. Mr. Bolstad moved, seconded by Mr. Blume to approve the increase of regular employee pay by 1.7% as of the first paycheck in January 2023 to complete the second and final step in attaining the WERC CPI-U wage adjustment for July 1, 2022, and to pay a one-time \$1,000 stipend to all full-time benefitted employees and a one-time \$500 stipend to all part-time benefitted employees to be paid on the last paycheck in December 2022. Motion carried.

Mr. White outlined the 2023-24 budget process. The process started on November 15, 2022 and will end with the final budget hearing in June 2023. The Budget Assumptions and Parameters will come before the Board in February 2023, with preliminary budgets being presented in April and May 2023.

The FY 2023 1st quarter Southwest Tech Foundation report was reviewed by the Board noting that fundraising (cash and gift in-kind) for 7/1/22 – 9/30/22 totaled \$227,810.52.

The Real Estate Foundation's FY 2023 2nd Quarter report was presented by Mr. White. He reported that Housing is at capacity with 131 fall leases in place. Future investment options being considered involve the SWTC Dodgeville Outreach, additional housing units, and provided furnishings in a segment of units.

Ms. Weber provided an update on College staffing. The following positions are currently posted: Two Associate of Degree Nursing Instructors, Systems Analyst, and Student Services Specialist. An Administrative Assistant for Business & Industry Services position was just approved for posting.

The Board reviewed the Enrollment and Application Reports noting that the FTE count has increased 3.10% percent compared to this time last year. Fall applications are down 39 from this time last year. However, January-start applications have increased by 48 since last year.

There were not any items to bring to the Board under this month's Chairperson's report.

Under the College President's Report President Wood asked the Board for recommendations for updates to Governance Policies 3.7 – Communication & Counsel to the Board and 4.1 – College Vision. The Board did not have any updates. Also discussed were agenda items for the December Executive Leadership Committee meeting. The agenda will include benefit investments and Board member duties/responsibilities.

College Happenings provided by Dr. Wood include:

- The Aspen Institute visit was on November 8, 9 and the visitors were very impressed with what and how well the College does.
- A group of College staff visited Adult Basic Education instructor Kalee Crist and about of her 60 ESL (English as a 2nd Language) students at Darlington High School on November 15.
- Congratulations to the Clay Target Team for bringing home another national championship title for the second consecutive year!
- The Platteville Chamber of Commerce will be hosting “Good Morning, Platteville” on 1/26/2023. The Platteville Outreach will be a spotlight.

Other informational items discussed included an update from Mr. Bolstad regarding his attendance at the ACCT Leadership Conference in New York City in October. The conference’s focus was “improving the lives of the entire family”.

Mr. Prange moved, seconded by Ms. Wonderling 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: Ms. Wonderling, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Bolstad, and Mr. Blume. The motion carried and the meeting adjourned to closed session at 8:34 p.m.

The Board reconvened to open session at 10:19 p.m. With no further business to come before the Board, Ms. Jordie moved to adjourn the meeting, seconded by Ms. Fillback. The motion carried and the meeting adjourned at 10:20 p.m.

Crystal Wallin, Secretary