

**MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD
HOC COMMITTEE OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 14, 2022**

The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in an open session commencing at 10:05 a.m. on December 14, 2022, in room 307 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Don Tuescher, and Crystal Wallin. Absent: N/A.

Others present for all, or a portion of the meeting included President Jason Wood and College Staff: Holly Clendenen, Chief Student Services Officer; Lori Needham, Executive Assistant; Krista Weber, Chief Human Resources Officer, and Caleb White, Vice President for Administrative Services.

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:

**DISTRICT BOARD
EXECUTIVE BOARD LEADERSHIP AD HOC COMMITTEE**

Wednesday, December 14, 2022 – 10:00 a.m.

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809 - Room 307

AGENDA

OPEN MEETING

The following statement will be read: “The December 14, 2022, Southwest Wisconsin Technical College Board’s Executive Board Leadership Ad Hoc Committee 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for

- exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.
- B. Review potential Board agenda items to focus on improving College Health Indicator #1 – Student Learning/Special Populations. Design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
 - a. Benefit Investments
 - C. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.
 - a. Board Member Duties & Responsibilities
 - i. Legal Responsibilities
 - ii. Board Performance & Conduct
 - b. Trustee Informational Flyer/Brochure
 - D. Student Senate at Board Meetings
 - E. Future Board Items

ADJOURNMENT

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

The Board members wrote and signed cards acknowledging many faculty and staff.

Under the review of potential Board agenda items to focus on improving College Health Indicator #1, the ad hoc committee discussed keeping competitive with the College's benefits package. To work towards College Health Indicators, it is important for the College to attract and retain its employees by offering competitive benefit enhancements. Gallagher, the College's current consultant, may be able to help with the start of the review. The next steps will involve working with them, possibly surveying the employees, and then bringing more information to the entire Board for a comprehensive review and discussion.

The ad hoc committee's Board members are in support of a self-evaluation process. They agree that the implementation and/or approval is needed by the full Board. President Wood will bring back some ideas to future ad hoc committee meetings.

The ad hoc committee reviewed Board member legal responsibilities and Board member performance and conduct documents. In addition, the committee discussed having a Southwest Tech Board trustee informational flyer/brochure. Next steps will be to have our Marketing department work on a draft to bring back to this group for approval.

Student Senate involvement at the District Board meetings was discussed. The committee agreed that there is always an opportunity for anyone, including the Student Senate, to attend a Board meeting and report speak during the Open Meeting "Reports/Forums/Public Input" agenda item. To show the students that the Board is in support of the students, the ad hoc committee's Board members suggest that an

ongoing agenda item be added titled, "Student Senate Update." Moving forward, this will now be included in the Open Meeting part of the agenda each month.

The following was discussed under Future Board Items:

- The January 11-13 District Boards Association is in Madison and will focus on legislative visits. Board member attendance is encouraged.
- The membership fees to the District Board Association will be increasing. Mr. White will run membership costs for a comparison of increases through the years.

With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the ad hoc meeting adjourned at 12:15 p.m.