

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



The Board of Southwest Wisconsin Technical College met remotely in open session of a regular meeting commencing at 6:06 p.m. on December 22, 2022, over Zoom technology. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange (only for portions of the meeting due to internet instability), Jane Wonderling

Absent: Donald Tuescher, 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, Dennis Cooley, Katie Garrity, Dan Imhoff, Cynde Larsen, Lori Needham, Krista Weber, Caleb White

Due to internet instability, Vice-Chair Prange designated Mr. Bolstad to serve as the meeting Chairperson. Mr. Bolstad 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, December 22, 2022, 6:00 p.m.  
Regular District Board Meeting over Zoom

Open Meeting Zoom Link Information:

<https://swtc.zoom.us/j/94654222704?pwd=QVYwcGhrRUFOSGR5TlpONGhqaDBkdz09>

Meeting ID: 946 5422 2704; Passcode: 777386

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: "The December 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 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 Meeting of November 17, 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. Procurement Bid (2223-05): John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Fund & Account Transfers (2021-22 Budget Modifications) and June 30, 2022, Financial Audit Updates
- B. Dodgeville Outreach Update
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FY 2023 Comparison FTE Report
  - 2. FY 2024 Application Report
- B. Chairperson's Report
  - 1. District Boards Association – Recommendation for 2023-24 Officers
  - 2. District Boards Association – Legislative Conference (January 11-13, 2023)
  - 3. National Legislative Summit (February 5-8, 2023)
- C. College President's Report
  - 1. Review Governance Policies: 4.2 College Mission, 4.3 College Purposes
  - 2. Chief Academic Officer Position Update
  - 3. End of Year Executive Team Retreat Update
  - 4. Potential Staffing RFP
- D. Other Information Items

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. DWD Job Center Lease
  - 2. Fund & Account Transfers (2021-22 Budget Modifications)
  - 3. June 30, 2022, Financial Audit Report
  - 4. SWTC Foundation Quarterly Report
  - 5. SWTC Real Estate Foundation Quarterly Report
  - 6. Safety & Security Monitoring Report
  - 7. Student Access Monitoring Report
  - 8. Benefit Consortium Update

B. Time and Place

1. Thursday, January 26, 2023, 7:00 p.m.
2. Southwest Tech, Room TBD

**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).}

After a review of the Consent Agenda, including the December 22, 2022 agenda; November 17, 2022, Board meeting minutes; financial reports; 21 contracts totaling \$80,629.03 in November 2022; employment recommendations for Holly Muench, Associate Degree Nursing Instructor; Simon Chappell, IT System Analyst-Finance/HR/Payroll; and Ramona Hach, Student Services Specialist; the resignations of Rex Smith, Dining Services Manager; Todd Kasper, Electrical Power Distribution Lab Assistant; and Maria Kindrai, Associate Degree Nursing Instructor; and the Long Term Employment (LTE) completions for Wanda Ware, Administrative Assistant-LTE; and Stephanie Evanchik, Administrative Assistant-LTE, Mr. Enright moved, seconded by Ms. Jordie, to approve the Consent Agenda, as presented. Motion adopted.

Caleb White, Vice President for Administrative Services, presented the approved capital purchase request for a new John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner (2223-05). The equipment is requested for student learning within the Ag Power, Equipment Technician and Farm Mechanics programs. Mr. White presented the bid summary noting that the public bid opening was held virtually on December 1, 2022, with five vendors responding to the bid request from a total of six plan holders. Mr. Bolstad moved, seconded by Mr. Blume, to award the purchase bid for a new John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner in the amount of \$79,900.00 to Sloan Implement of Montfort, WI.

Mr. White presented updates on the status of the June 30, 2022, Financial Audit, as well as the Fund & Account Transfers (2021-22 Budget Modifications). He informed the Board of delays in the processes due to the transition into the Anthology Finance System. An audit extension was filed and approved by the Wisconsin Technical College System (WTCS) and the new timeline for completion is in January of 2023.

An update of the Dodgeville Outreach opportunity was given by President Wood. He noted that its December meeting, the SWTC Real Estate Foundation voted to enter a memorandum of understanding (MOU) with Iowa County to explore a partnership. Next steps include a feasibility study, financial pro-forma, and exploration of future relationships with key tenants. This information will help with future decisions.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing indicating that the following full-time positions are currently posted: Associate Degree Nursing Instructor and Programmer/Analyst. In addition, an Administrative Assistant for

the Business and Industry/Foundation has been hired since the staffing report was submitted for this month's Board packet.

The Board reviewed the Enrollment and Application Reports noting that the FTE count has decreased .67 percent compared to this time last year. Fall applications are down 23 applicants from this time last year. However, January-start applications have increased by 57 since last year.

Under the Chairperson's report, Mr. Enright moved to nominate Board trustee Chuck Bolstad to serve as the District Boards Association's 2023-24 President. Ms. Fillback seconded the motion. Motion adopted. The Board's formal nomination will be submitted to the District Boards Association.

The Chairperson's report also included an overview of the upcoming January 2023 District Boards Association Legislative Conference and that it will involve a meeting with Senator Howard Marklein and other representatives from the 17<sup>th</sup> Senate District. The National Legislative Conference will be held February of 2023. Board member representation is encouraged at both conferences.

Under the College President's Report President Wood asked the Board for recommendations for updates to Governance Policies 4.2 - College Mission and 4.3 – College Purposes; there were not any recommendations for updates at this time.

Additional items noted under the President's Report:

- Thank you to Katie Garrity for her good work as the College's former Chief Academic Officer. Congratulations to Cynde Larsen as she takes the role of the next Chief Academic Officer effective January 1, 2023.
- The Executive Team held its annual end-of-year retreat on December 20, 2022.
- There is a consideration to investigate a staffing RFP that will assist with specified job searches. More information is being gathered and will be brought to a future Board meeting for formal approval if needed.
- On December 14, 2022, the Ad Hoc: Executive Board Leadership Committee met. An item discussed was potential enhancements to current benefits. More information will be brought to the Board as studies evolve.

There were not any items discussed under the agenda item "Other Information Items."

With no further business to come before the Board, Ms. Fillback moved to adjourn the meeting, seconded by Ms. Wonderling. The motion carried and the meeting adjourned at 6:50 p.m.

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Crystal Wallin, Secretary