

**MINUTES OF THE BOARD REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
FEBRUARY 23, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:01 p.m. on February 23, 2023, over Zoom Technology and in-person in Conference Room 430, on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin.

Members present:

David Blume (on Campus), Charles Bolstad (Zoom), Kent Enright (Zoom),
Jeanne Jordie (Zoom), Chris Prange (Zoom), Don Tuescher (on Campus)

Members absent:

Tracy Fillback, Jane Wonderling, Crystal Wallin

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

SWTC President Jason Wood and SWTC Staff: Holly Clendenen, Dennis Cooley,
Katie Garrity (Zoom), Katie Glass, Dan Imhoff, Cynde Larsen, Lori Needham, Krista
Weber (Zoom), 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 MEETING NOTICE/AGENDA

Thursday, February 23, 2023
6:00 p.m. - Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430 or via remote Zoom

Join Zoom Meeting:

<https://swtc.zoom.us/j/98938080755?pwd=cEI3Ym9VNUxFTVRMK1F5dkN4aHFVQT09>

Meeting ID: 989 3808 0755

Passcode: 033038

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The February 23, 2023, 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 and posted on the College's website at www.swtc.edu/about/board/meetings. Notice is also posted on Campus, CESA3, and 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
- C. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of January 26, 2023
- 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. 2021-22 Financial Audit
- B. Fund & Account Transfers (2021-22 Budget Modifications)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2023-24 Budget Priorities & Assumptions
- B. Safety & Security Monitoring Report
- C. Staffing Update
 - 1. Staffing Summary
 - 2. Recruitment, Retention, Compensation, Benefits, and Culture: Trends and Opportunities

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 FTE Comparison Report
 - 2. FY 2024 Application Comparison Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Higher Learning Commission
 - 2. Unlocking Opportunity: The Post-Graduation Success & Equity Network
 - 3. Dodgeville Outreach Update
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Quality Teaching & Learning Monitoring Report
- B. Time and Place
Thursday, March 23, 2023, 7:00 p.m., Southwest Tech, Room 430

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 preliminary notices of non-renewal 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.}
- B. Approval of Closed Session Minutes from January 26, 2023

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.}

After a review of the Consent Agenda, including the February 23, 2023, agenda; January 26, 2023, Board meeting minutes; financial reports; eight contracts totaling \$88,635.00 in January 2023; employment recommendations for Nikki Nemitz, Foundation Development Officer, and Dan Rogers, Programmer/Analyst; and the resignations of Tyler Horton, IT Support Specialist, and Anne Otto, Communication Instructor; Mr. Enright moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Caleb White, Vice President for Administrative Services, and Jordan Boehm, of Clifton Larson Allen LLP presented the College's 2021-22 Financial Audit. Mr. Boehm's presentation indicated that the independent auditors' 2021-22 report is an unmodified ("clean") audit opinion without compliance or internal control matters noted. Mr. Prange moved, seconded by Mr. Blume, to approve the 2021-22 financial audit, as presented. Motion adopted.

The 2021-22 Budget Modifications were presented by Mr. White. Four of the six College funds were affected by modifications: the General, Capital, Enterprise, and Special Revenue. Mr. Prange moved, seconded by Mr. Enright, to approve 2021-22 Budget Modifications, as presented. Upon a roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Prange, and Mr. Tuescher. Motion carried.

The 2023-24 Budget Priorities and Assumptions were reviewed. The budget priorities are aligned with the Strategic Directions and College key initiatives. Assumptions include a projected slight increase in state revenue, as well as considerations of Project RISE; health, dental and other benefits; inflationary pieces; and grant-funding opportunities. The budget is being built on projection of 1300 in FTEs. The preliminary budget will be brought to the Board in April 2023.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented the Board monitoring report on Safety and Security. The report included a review of campus initiatives including "if you see something, say something"; walk safe saltshaker campaign; updates to the lock system; security camera additions; and 24/7 IT endpoint monitoring.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting that a Programmer/Analyst and a Foundation Development Officer have been hired. Other updates include an accepted offer on the Electromech Trainer position.

The Nursing Instructor, EMS Instructor, and EPD Lab Assistant positions are reposted. The IT Support Specialist position was recently posted.

A summary outlining recruitment and retention data was given by Ms. Weber. A shift in organizational priorities and higher-ed trends post-pandemic were reviewed. Current College council projects were briefed and include enhancing employee engagement through diversity, equity, and inclusion; developing leaders/succession planning; campus-wide universal design; and research on benefits enhancement for employee recruitment and retention.

The Board reviewed enrollment and application reports noting that the FTE count has increased 3.18% compared to this time last year. Fall applications have increased by 77 applicants from this time last year.

Under the Chairperson's report, Chairperson Tuescher informed the Board of a new requirement within the District Boards Association's officer election process. Beginning this year, each college's District Board must appoint a delegate to the District Boards Association. After discussion, the Board unanimously agreed to designate Chuck Bolstad as the Southwest Tech District Board delegate. The District Boards Association election will be held in April 2023.

Under the College President's Report, President Wood indicated that a submission to The Higher Learning Commission in response to the Midwifery accreditation was completed.

Dr. Wood's report also described the College's involvement in the "Unlocking Opportunity: The Post-Graduation Success & Equity Network." This a national cohort of ten selected colleges from across the nation and involves a six-year commitment. The SWTC internal team is made up of Dr. Wood, Holly Clendenen, Cynde Larsen, Mandy Henkel, Katie Glass, Betsy Ralph-Tollefson, and Ryan Weigel.

The possibility of a Dodgeville Outreach opportunity was reviewed. The College is still in an agreement with Iowa County to explore a partnership, but nothing has been solidified.

College Happenings noted under the President's Report:

- Anthology Project RISE testing currently has a 77% pass rate. There was a recent impasse on the shopping cart experience for continuing education. Solution options are being explored.
- The Public Hearing/Southwest Tech District Board Appointment meeting will be on March 2, 2023, at 7:00 p.m. It will be on campus and over Zoom. There are three applicants for three positions.
- President Wood asked the Board to consider moving the date of the March District Board meeting. All Board members present were in favor of changing

from March 23, 2023, to March 30, 2023. The meeting will be rescheduled to March 30, 2023.

- The April 28 & 29 District Board retreat was confirmed. The tentative plan is to hold at UW-Platteville.

There were not any items to discuss under agenda item "Other Information Items".

Mr. Blume moved, seconded by Mr. Prange, to adjourn to closed session for the purpose of discussing personnel issues and preliminary notices of non-renewal per Wis. Stats. 19.85 (1)(c). Upon a roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Prange and Mr. Tuescher. The motion carried and the meeting adjourned to closed session at 7:33 p.m.

The Board reconvened to open session at 7:48 p.m. With no further business to come before the Board, Mr. Blume moved to adjourn the meeting, seconded by Ms. Jordie. The motion carried and the meeting adjourned at 7:49 p.m.

Crystal Wallin, Secretary