

**MINUTES OF THE BOARD REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
MARCH 30, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:02 p.m. on March 30, 2023, 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 (via Zoom, Departed from the meeting at 8:45 p.m.), Jeanne Jordie, Chris Prange (via Zoom), Don Tuescher, Jane Wonderling

Absent: Crystal Wallin

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

SWTC President Jason Wood and SWTC Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Mandy Henkel, Katie Garrity, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, Amy Seeboth-Wilson, Krista Weber

Ameresco Consultants (via Zoom): Diana Vargas, Brian Roskens, Kristin Bernstein, Adam D 'Ambrosio

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, March 30, 2023

6:00 p.m. - Online Educational Resources (OER) Presentation

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 March 30, 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 February 23, 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. Architecture & Engineering Services Request for Proposals (RFP)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Sustainability Master Plan Draft
- B. Quality Teaching & Learning Monitoring Report
- C. Staffing Update
 - 1. Staffing Summary
 - 2. Recruitment, Retention, Compensation, Benefits, and Culture: Trends and Opportunities
- D. Project RISE / ERP Update
- E. 2023-24 Budget Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 Comparison FTE Report
 - 2. FY 2024 Application Report
- B. Chairperson's Report
 - 1. Board Member Expenses Discussion
- C. College President's Report
 - 1. WTCS Grant Update
 - 2. Renewable Energy Funding Update
 - 3. WTCS & Presidents' Association Update
 - 4. Aspen Update
 - 5. Discuss Spring District Board Retreat
 - 6. Review 2023-24 District Board Monitoring Schedule (Draft)
- D. College Happenings
- E. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. SWTC Foundation Quarterly Report
 - 2. SWTC Real Estate Foundation Quarterly Report
 - 3. Recruitment, Retention, Compensation, Benefits, and Culture: Trends and Opportunities
- B. Time and Place
 - 1. Date Change from April 28, 29 to May 5, 6, 2023, UW-Platteville

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing the President's contract and performance review per Wisconsin Statutes 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 February 23, 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 March 30, 2023, agenda; February 23, 2023, Board meeting minutes; financial reports; eight contracts totaling \$10,990.44 in February 2023; employment recommendations for Mallory Fulcher, Emergency Medical Services Instructor, Jason Fielder, Electromechanical Technician Trainer (Business & Industry Services), and Andy Mumm, IT Support Specialist; the promotion/transfer of Robin Hamel to a Mental Health Counselor; and the retirement of Brenda Schwarzmann, Developmental Education Instructor; Mr. Bolstad moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Dan Imhoff, Executive Director of Facilities, Safety & Security, presented to the Board a request for proposal (RFP) for architectural and engineering services. He noted SWTC paired with three other Wisconsin Technical College System colleges on the RFP with a goal of seeking firms that can provide services in an efficient and consistent manner while also minimizing costs. Proposals were received from twenty-one (21) vendors which were then evaluated and scored. It was recommended to award the RFP to the five highest scoring vendors: Eppstein, Milwaukee, WI; Angus Young, Janesville, WI; Sommerville, Green Bay, WI; OPN, Cedar Rapids, IA; and Boldt Technical Services, Appleton, WI. In addition, it was requested to grant the College the ability to select the vendor best fit for a given project from the bench of these top scoring firms. Mr. Enright moved, seconded by Ms. Jordie, to award the College's request for proposal (RFP) for architectural and engineering services to the following top scoring vendors: Eppstein, Milwaukee, WI; Angus Young, Janesville, WI; Sommerville, Green Bay, WI; OPN, Cedar Rapids, IA; and Boldt Technical Services, Appleton, WI, and to allow the College to maintain the ability to select the best fit vendor for a given project from the bench of these top five scoring firms. Motion adopted.

Mr. Imhoff and Amy Seebboth-Wilson, Director of Grants, presented the 100% draft of the Integrated Energy Master Plan. Representatives from the consulted renewable energy asset developer, Ameresco, were virtually present for discussion and to answer questions. Conversation included comparison of the solution options, importance of choosing a plan that will achieve goals, and how the plans show alignment with existing projects. The Board will meet in early May for a retreat where they will consider the 3-year and 10-year master facilities plans along with the financing. At that time the Board will prioritize projects.

Cynde Larsen, Chief Academic Officer, presented the Board monitoring report on Quality Teaching and Learning. Priority goals include the launching of new programs; revitalization of current programming; increasing dual credit enrollment; programmatic support for students who are native Spanish speakers; expansion of services and programming to increase the number of students served in Prairie du Chien and Dodgeville; and increasing the rate of students in HSED programs that enroll in college-level programming. Dr. Larsen explained that evidence of learning is displayed through student program learning outcomes; licensure/certification exam results; graduation/retention/course completion; and job placement.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing and outlined the College's compensation philosophy and sustainability plan. Initial results of the recent Gallagher employee compensation survey, current workplace culture priorities, and a compensation proposal were evaluated by the Board.

Heath Ahnen, Executive Director of IT Services, provided an update on the ERP Project RISE. As of March 10, 2023, Student test case quality is at 76%. The goal is to be at 90% quality before go-live. There was a review of current issues, as well as the path for improvement.

The status of the General Fund 2023-24 budget was presented by Kelly Kelly, Director of Fiscal Services/Controller. The budget is being built on assumptions of 1300 FTE's, no increases health and dental coverage costs, and consideration of the consumer price index increase of 8%. An update on progress will be presented to the Board at the next meeting/retreat on May 5-6, 2023.

The Board reviewed enrollment and application reports noting that the FTE count has increased 3.7% compared to this time last year. Fall applications have increased by 102 applicants from this time last year.

The Chairperson's report included a Board member expense and reimbursement discussion. The possibility of a WTCS regional governance leadership institute led by the ACCT was also briefed under Chairperson Tuescher's report.

Under the College President's Report, President Wood recognized Grant Director, Amy Seebboth-Wilson, for leading efforts and noted that the WTCS has indicated it will fund 100% of the College's grant requests for the upcoming 2023-24 grant cycle. This amount equates to just over \$1.3 million. In addition, the College has secured

\$500,000 in funding in renewable energy and energy storage under the Public Service Commission of Wisconsin.

President Wood briefed the Board that he is working within a committee within the Presidents' Association reviewing bylaws and self-governance.

The Aspen Prize for Community College Excellence awards ceremony is April 20 in Washington DC. In addition, the six-year commitment to the Aspen: Unlocking Opportunities cohort work is well underway.

The SWTC District Board's retreat and meeting date has been moved from April 28, 29 to May 5, 6, 2023.

The Board reviewed a draft of the 2023-24 Board Monitoring report schedule. Recommended updates will be made and brought back to the Board.

College Happenings noted under the President's Report include community outreach conversations with Dodgeville, Richland Center, and Prairie du Chien.

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

Mr. Blume moved, seconded by Mr. Enright, to adjourn to closed session for the purpose of discussing the President's contract and performance review and a preliminary notice 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, Mr. Tuescher, and Ms. Wonderling. The motion carried and the meeting adjourned to closed session at 9:48 p.m.

The Board reconvened to open session at 10:25 p.m. With no further business to come before the Board, Mr. Blume moved to adjourn the meeting, seconded by Ms. Wonderling. The motion carried and the meeting adjourned at 10:26 p.m.

Crystal Wallin, Secretary