

**MINUTES OF THE BOARD REGULAR
MEETING/RETREAT OF THE BOARD OF DIRECTORS OF
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 5-6, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 12:05 p.m. on May 5, 2023, in Room Velzy South, in the University of Wisconsin-Platteville's Ullsvik Building located at One University Plaza in the City of Platteville, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Don Tuescher (arrived at 12:10 p.m.), Jane Wonderling (arrived at 4.26 p.m.).
Absent: Crystal Wallin

Others present for all, or a portion, of the meeting included: College President Jason S. Wood and SWTC Executive Team members: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Mandy Henkel, Dan Imhoff, Cynde Larsen, Lori Needham, Krista Weber, Amy Seeboth-Wilson, Caleb White, Kris Wubben.

Lunch Guests present from the University of Wisconsin-Platteville: Dr. Tammy Evetovich, Chancellor; Carrie Keller, Associate Provost; and Lauren Ganzer, Executive Assistant

Vice-Chairperson Prange 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 RETREAT / MEETING NOTICE/AGENDA
May 5-6, 2023**

UW-Platteville ~ Ullsvik Hall, Room Velzy South

One University Plaza

Platteville, WI 53818

FRIDAY, MAY 5, 2023

12:00 P.M. – LUNCH

(LUNCH IS FOR SOCIAL PURPOSES, COLLEGE BUSINESS WILL NOT BE DISCUSSED)

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The May 5-6, 2023, board retreat / 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

(1:00 – 3:00 P.M.) BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. College Finance/Budget Educational Session
- B. Compensation Proposal

- C. Review of Facilities and Financing Plan Drafts
 - 1. 3-Year Facilities Plan
 - 2. 10-Year Facilities Plan
 - 3. 10-Year Financing Plan

(3:00 P.M.) ADJOURN TO CLOSED SESSION, CONFERENCE ROOM 1510

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Private Conference with Individual Receiving Preliminary Non-Renewal Notices 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. Final Notice 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.}

RECONVENE TO OPEN SESSION (RETURN TO VELZY SOUTH ROOM)

- A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 30, 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. Bid Approval: Building 1600 Roof Project
- B. Concept Review Approval: Radiography Applied Associate of Science (10-526-1)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Financial Sustainability Monitoring Report
- B. Staffing Update
 - 1. Recruitment, Retention, Compensation, Benefits, and Culture: Trends and Opportunities
- C. Southwest Tech Foundation Quarterly Report
- D. Southwest Tech Real Estate Foundation Quarterly Report

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2022-23 FTE Comparison (Year Over Year)
 - 2. 2023-24 FTE Comparison (Year Over Year)
- B. Chairperson's Report
 - 1. 2023-24 District Boards Association (DBA) Officer Election Results
- C. College President's Report
 - 1. Recognize Don Tuescher, WI Technical College District Boards Association Board Member of the Year (2023)
 - 2. ACCT Presentation Proposal and 2023-24 Membership Renewal

3. Partnership Update: Fennimore Police Department
 4. Discuss Professional Services to the Board
- D. College Happenings
E. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
1. 2023-24 Budget Update
 2. President's Evaluation and Contract
- B. Time and Place
Wednesday, May 18, 2023, at 7:00 p.m., Southwest Tech Campus, Room 430

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
1. 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.}
 2. Discussing the President's evaluation 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.}
- B. Approval of Closed Session Minutes from March 30, 2023

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

THE BOARD WILL RECESS UNTIL 9:30 A.M. ON SATURDAY, MAY 6, 2023. THE BOARD WILL HAVE DINNER FRIDAY EVENING AND BREAKFAST ON SATURDAY MORNING FOR SOCIAL PURPOSES ONLY AND NO COLLEGE BUSINESS WILL BE CONDUCTED.

SATURDAY, MAY 6, 2023

9:30 A.M.

UW-Platteville ~ Ullsvik Hall, Room Velzy South

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review Priorities

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
1. Discussing the President's contract 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.}

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{FACILITIES AT UW-PLATTEVILLE ARE HANDICAP ACCESSIBLE. FOR ACCOMMODATIONS, CALL 608-822-2300}

The Board, College Staff and UW-Platteville guests enjoyed lunch without any College business discussed. After lunch, an interactive educational budget and finance session was led by Caleb White, Vice President for Administrative Services. Mr. White reviewed the College's budget policy and annual process. He also shared a descriptive breakdown of the line items within each of the six college funds.

Krista Weber, Chief Human Resources Officer, reviewed the 2023-24 compensation proposal that was brought to the Board at the March 30, 2023, meeting. The proposal is a multi-step process with consideration of CPI and of future enrollments described as follows: 1) June 2023: Pay all regular FT employees a \$1,000 stipend, regular PT employees a \$500 stipend; 2) July 2023: Increase regular employee base pay by 4.0%; 3) Pay all regular FT employees a \$1,000 stipend, regular PT employees a \$500 stipend (subject to November Board approval); and January 2024: Increase regular employee base pay by 2.0% (subject to November Board approval). There was a review without any Board action.

The draft of the 3-Year and 10-Year Facilities plan were presented by Dan Imhoff, Director of Facilities, Safety, and Security. The Board discussed thoughts on future outreach, expansion of on-campus facilities, programing, and housing.

A Capital Project Financing Plan was presented by Mr. White. His report detailed options for financing for the Board to consider.

Mr. Prange moved, seconded by Mr. Enright, to adjourn to closed session for the purpose of a Private Conference with Individual Receiving Preliminary Non-Renewal Notice and Final Notice of Non-Renewal per Wis. Stats. 19.85(1)(c). Upon a roll call vote, the following members voted affirmatively to move to closed session: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, and Mr. Tuescher. The motion carried and the meeting adjourned to closed session at 2:55 p.m. The Board reconvened to open session at 4:17 p.m., with no action taken.

After a review of the Consent Agenda, including the May 5-6, 2023, agenda; March 30, 2023, Board meeting minutes; financial reports; 34 contracts totaling \$174,551.10 in March 2023; employment recommendations for Jordyn Wendhausen, Associate Degree Nursing Instructor, James Godfrey, Electrical Power Distribution Lab/Housing Assistant, and the resignation of Heather Swatek, Disability Services Associate; Mr. Bolstad moved, seconded by Mr. Prange, to approve the Consent Agenda, as presented. Motion adopted.

Mr. White presented to the Board a request for bid approval for Building 1600's Roof Project. It was noted that the public opening of bids was held on April 6, 2023, with two vendors responding to the bid request from a total of 13 solicited vendors. Ms. Jordie moved, seconded by Mr. Enright, to award a contract for base bid #1 (new modified torch system) for the building 1600 Roof Project in the amount of \$596,270 to Pioneer Roofing, LLC of Johnson Creek, WI. Motion carried.

Cynde Larsen, Chief Academic Officer, presented to the Board a Concept Review for a Radiography Applied Associate of Science (Program 10-526-1). Dr. Larsen noted that demonstration of program need was assessed by an employer survey, ad hoc advisory committee feedback, and an occupation overview of our region. Mr. Enright moved,

seconded by Mr. Bolstad, to approve the Concept Review for a Radiography Applied Associate of Science (Program 10-526-1). Motion carried. The Concept Review, along with the SWTC Board's approval, will now be sent to the Wisconsin Technical College System's Board for their approval process.

Mr. White presented the Board Monitoring Report on Fiscal Sustainability. The strengths of the College's general fund reserves and the reduction of the OPEB liability were reviewed. It was noted that the College's student loan default rate of 1.1% (2019) is the lowest cohort default rate in the WTCS. Also highlighted was a Moody's Investor Service Rating of Aa2; a 4.87% HLC Composite Financial Index; the operational funds directed to instruction; and the property values per FTE. Fiscal risks and opportunities were also mentioned.

Ms. Weber provided an update on College staffing noting positions in the various phases of the hiring process including the following positions: Process Improvement Analyst/Trainer, Communication Instructor, and Communication Resource Instructor. Ms. Weber's College benefits overview included initial benefit survey results and future benefit considerations.

Dennis Cooley, Executive Director of Advancement, presented to the Board the Southwest Tech Foundation FY 2023 Quarter report noting that fundraising totals 7/1/2022– 3/31/2023 were \$639,906.06 (Cash) and \$106,124.73 (In-Kind). 4560 gifts were received from 639 donors.

Mr. Cooley presented the FY 2023 Quarter Real Estate Foundation report highlighting potential new housing and the furnishing of some apartments. Dodgeville Outreach opportunities were briefed mentioning discussions are still occurring without any action taken.

The 2022-23 and 2023 Comparison Year-Over-Year FTE Reports were reviewed. The 2022-23 report shows a 3.38% increase compared to a year ago. The 2023-24 report reflects a 14.73% decrease compared to the same time last year. It was described that early results are unpredictable because of the registration timing.

The Chairperson's report included a discussion about the 2023-24 District Boards Association officer election. The election was held at the spring meeting on April 21, 22, 2023. Southwest Tech's Board trustee, Chuck Bolstad, was elected to serve as President.

Under the College President's Report, President Wood reported that at the Spring DBA meeting, Board Trustee and Chairperson, Don Tuescher, was awarded as the District Boards Association 2023-24 Board Member of the Year. Dr. Wood and Board trustee, Chris Prange, presented Mr. Tuescher with a SWTC Board Resolution signifying the distinguishment of this well-deserved award.

President Wood also presented a proposal from the Association of Community College Trustees (ACCT). The Board reviewed the membership rates for the upcoming 2023-24 year noting a 3% increase from last year.

A partnership update between the College and the Fennimore Police Department was briefed. There is agreement in place for visible presence on campus.

Dr. Wood and the Board reviewed the policy on professional services to the Board without any action taken.

College Happenings noted by Dr. Wood included a thank you to Dennis Cooley for his leading efforts within the Advancement team.

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

Ms. Fillback moved, seconded by Mr. Wonderling, to adjourn to closed session for the purpose of discussing Legal Issues per Wis. Stats. 19.85(1)(g) and the President's Evaluation per Wis. Stats. 19.85(1)(c). Upon a roll call vote, the following members voted affirmatively to move to closed session: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. The motion carried and the meeting adjourned to closed session at 5:48 p.m. The Board reconvened to open session at 6:41 p.m. with without any action taken.

At 6:41 p.m., the Board recessed until Saturday, May 6, 2023. The Board had dinner and breakfast for social purposes only and no College business was conducted.

The Board of Southwest Wisconsin Technical College reconvened in open session of the regular Board meeting commencing at 9:33 a.m. on May 6, 2023, in Room Velzy South at the at University of Wisconsin-Platteville's Ullsvik Building located at One University Plaza in the City of Platteville, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Don Tuescher, Jane Wonderling. Absent: Crystal Wallin

Others present for all, or a portion, of the meeting included: College President Jason S. Wood and SWTC Executive Team members: Lori Needham and Caleb White

The Board discussed future trends in industry, as well as future programming shifts and opportunities. Consideration of student success post-graduation will be taken into consideration as the strategic plans are decided. Additional conversations included the College's partnerships with the districts K-12; the new ERP system; and accountability of our faculty and staff to provide quality education and services to students and the district.

Mr. Bolstad moved, seconded by Mr. Wonderling, to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Stats. 19.85(1)(c). Upon a roll call vote, the following members voted affirmatively to move to closed session: Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. The motion carried and the meeting adjourned to closed session at 11:01 a.m. The Board reconvened to open session at 12:06 p.m., with no action taken.

With no further business to come before the Board, Mr. Enright moved, seconded by Ms. Wonderling to adjourn the meeting. The motion carried and the meeting adjourned at 12:06 p.m.

Crystal Wallin, Secretary