

**MINUTES OF THE BOARD REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
MAY 18, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:07 p.m. on May 18, 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:

Charles Bolstad, Kent Enright, Jeanne Jordie, Don Tuescher, Crystal Wallin

Absent: Tracy Fillback, Chris Prange, Jane Wonderling

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, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, Nicole Nelson, Kris Wubben

Public Attendance: Steve Williamson

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, May 18, 2023

6:00 p.m. - Aspen Unlocking Opportunities: The Post-Graduation Success & Equity Network

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 May 18, 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, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, 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
- C. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Meeting/Retreat of May 5-6, 2023
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Hay Lease – 4.1 acres, SW Corner County F & Hwy 18
- G. ACCT (Association of Community College Trustees)
2023-2024 Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of the 2023-24 Board Monitoring Schedule
- B. Darlington Outreach Site Lease
- C. Dodgeville Outreach Site Lease
- D. 2023-24 Employee Compensation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. 2023-24 Budget Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2022-23 FTE Comparison Year-Over-Year Report
 - 2. 2023-24 FTE Comparison Year-Over-Year Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Internal Reorganization
 - 2. College Beautification
 - 3. Student Success Stories
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Public Budget Hearing / Approval
 - 2. College Culture Monitoring Report
- B. Time and Place
Wednesday, June 21, 2023, at 6:30 p.m.
Public Budget Hearing followed immediately by the Board meeting on Southwest Tech's campus, Conference 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 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.}

3. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
4. 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.}

B. Approval of Closed Session Minutes from May 5-6, 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 May 18, 2023, agenda; May 5-6, 2023, Board meeting minutes; financial reports; eight contracts totaling \$7,835.03 in April 2023; hay lease (4.1 acres, SW Corner of County F and Highway 18); and the 2023-24 ACCT membership renewal; Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

President Jason Wood presented to the Board the 2023-24 Board Monitoring schedule. The Board requested that the April 2024 retreat be held on a Friday/Saturday, rather than a Thursday/Friday, as presented. Ms. Wallin moved, seconded by Ms. Jordie, to approve the 2023-24 Board Monitoring Report, modifying the April retreat dates to Friday & Saturday, April 26 and 27, 2023. Motion adopted.

The lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI, was presented by Dan Imhoff, Executive Director of Facilities, Safety, and Security. Ms. Wallin moved, seconded by Mr. Enright, to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI, for \$1220 annually from July 1, 2023, through June 30, 2024.

The lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI, was presented by Mr. Imhoff. Ms. Wallin moved, seconded by Ms. Jordie, to approve the lease agreement with Dodgeville Chiropractic and Wellness Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI, for \$750 monthly from July 1, 2023, through June 30, 2024.

The Board reviewed the 2023-24 employee compensation proposal without any action taken. 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 and regular PT employees a \$500 stipend; 2) July 2023: Increase regular employee base pay by 4.0%; 3) December 2023: Pay all regular FT employees a \$1,000 stipend and 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). This agenda item was tabled for a vote because of a lack of quorum. It will be brought forth again at the June 21, 2023, Board meeting.

Holly Clendenen, Chief Student Services Officer, provided an update on College staffing, noting positions in the various phases of the hiring process. The Disability Services Specialist position is posted, and the Sustainable Energy Management Instructor/Energy Coordinator position will soon be posted. The Process Improvement Analyst/Trainer posting was removed, and the job will be restructured. Interviews are scheduled for the Communications Instructor and Communication Resource Instructor.

The 2023-24 budget status was presented by Kelly Kelly, Director of Fiscal Services/Controller. The budget is being built on assumptions of 1300 FTEs, no increases in health and dental coverage costs, and consideration of the consumer price index increase of 8%.

The 2022-23 and 2023-24 Comparison Year-Over-Year FTE Reports were presented by Katie Glass, Executive Director of Marketing. The 2022-23 report shows a 3.46% increase compared to a year ago. The 2023-24 report reflects a 5.34% decrease compared to last year.

Mr. Tuescher had nothing to report under the Chairperson's report.

The President's Report and College Happenings presented by Dr. Wood included:

- An update on an internal reorganization that will take effect on July 1, 2023. Academic leads and a shift of some programming into internal areas were highlighted.
- A description of the Spanish wall art that will be displayed in the front entrance (across from the auditorium) and the hallway between buildings 200 and 1600. The artwork will follow the life cycle of a student in a powerful way.
- Graduation is this coming Saturday, May 20, 2023. It will be made of four ceremonies. Student success stories will be incorporated into student and the President's speeches.
- The College Health Indicators are being reviewed, and proposals for updates will be brought to the Board at the July meeting.
- A briefing of Dr. Wood's recent visit to Darlington schools. He presented Southwest Tech awards at the senior scholarship reception, visited a Spanish class, and read to grade school students.

There was nothing reported under the agenda item "Other Information Items."

Ms. Wallin moved, seconded by Ms. Jordie, to adjourn to closed session to discuss personnel issues and the President's contract per Wis. Stats. 19.85(1)(c); legal issues per Wis. Stats. 19.85(1)(g); and property acquisition per Wis. Statutes 19.85(1)(e). Upon roll call vote, the following members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Ms. Wallin. The motion carried, and the meeting adjourned to a closed session at 7:49 p.m.

The Board reconvened to open session at 9:05 p.m. without any action taken. With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting, seconded by Mr. Bolstad. The motion carried, and the meeting adjourned at 9:05 p.m.

Appointed Secretary