

**MINUTES OF THE BOARD REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
JUNE 21, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:52 p.m. on June 21, 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, Tracy Fillback, Chris Prange, Don Tuescher (arrived at 7:01 p.m.), and Jane Wonderling. The following member was absent: Jeanne Jordie.

Others present for all, or a portion, of the meeting included: SWTC President Jason Wood and SWTC Staff Dennis Cooley, Derek Dachelet, Katie Glass, Mandy Henkel, Kelly Kelly, Cynde Larsen, Kim Maier, Nicole Nelson, Caleb White, Kris Wubben.

In the absence of Chairperson Tuescher, Vice-Chair 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 MEETING NOTICE/AGENDA

Wednesday, June 21, 2023

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus ~1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The June 21, 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, at the Fennimore City Office, and CESA 3 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 May 18, 2023, Regular Board Meeting
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. United Migrant Opportunity Services (UMOS) Lease
- G. District Boards Association 2023-24 Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Appoint Board Secretary until July 2023 Board Officer Election is Held
- B. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs
- C. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs
- D. 2023-24 Employee Compensation Approval
- E. 2023-24 Budget Approval

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. Board Monitoring Report – College Culture

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2022-23 FTE Comparison YOY Report
 - 2. 2023-24 FTE Comparison YOY Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Wisconsin Technical College System President's Association 2023-24 Work Plan
 - 2. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Oath of Office
 - 2. Election of Officers
 - 3. Three-year Facilities Plan
 - 4. Ten-Year Facilities Plan
 - 5. Designate Legal Counsel
 - 6. 2022-23 Signatory Authority Policy
 - 7. Building 1700 Roof Contract Approval
 - 8. Professional & Temporary Staffing Services Approval
 - 9. College Health Indicators – Review Proposed Updates
- B. Time and Place
Monday, July 10, at 7:00 p.m., Southwest Tech Conference Room 430, 1800 Bronson Blvd, Fennimore, WI 53809

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a 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 18, 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 June 21, 2023, agenda; May 18, 2023, Board meeting minutes; financial reports; 40 contracts totaling \$279,984.42 in May 2023; an employment recommendation for Alexa Chiefari, Communication Resource Instructor; the resignations of James Godfrey, EPD Lab/Housing Assistant, and Darwyn Wolfe, IT System Analyst; a 12-month lease for UMOS, Inc., to lease 145 square feet of space at the Richland Center Outreach site; and the 2023-24 District Boards Association fee assessment, Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

Vice Chairperson Prange informed the Board that Board member and secretary, Crystal Wallin, moved out of the district earlier this month. He explained that Wisconsin State Statute 38.08 (1)(a) states that a Board member must vacate their membership upon moving out of the district. Vice Chairperson Prange appointed Mr. Enright to temporarily fill the secretary officer position until the July 2023 officer election. Mr. Bolstad moved, seconded by Ms. Fillback, to approve Mr. Prange's appointment of Mr. Enright to temporarily fill the Board's secretary position until the July 2023 officer election. Motion carried.

There was no Board action taken on the agenda items requesting approval of the amendments to the Reciprocity Agreements that Southwest Wisconsin Technical College has with Northeast Iowa Community College and Highland Community College. Dr. Wood explained that a few questions arose after the Board agenda and packet were posted, which have not been answered yet. The items will be presented to the Board for approval at a future meeting.

The Board reviewed the 2023-24 employee compensation proposal. Mr. Enright moved to approve the 2023-24 employee compensation 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) The possibility of a December 2023 stipend will be evaluated based on enrollment, expenditure trends, and funding priorities and will require future Board approval. Mr. Prange seconded Mr. Enright's move. Upon roll call vote, the following members voted affirmatively: Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. Mr. Bolstad voted against the motion. Motion adopted.

Caleb White, Vice President for Administrative Services, presented the 2023-24 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2024 budget was built on a slight decrease (.6% estimated) in revenue levels compared to 2022-23, an estimated enrollment of 1,300 FTE, and estimated expenditures of \$25,409,000. The projected tax effect on \$100,000 of property value is estimated at \$103.00. Mr. Prange moved, seconded by Mr. Enright, to approve the 2023-24 Budget as presented. Upon roll call vote, all members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. Motion adopted.

Krista Weber, Chief Human Resources Officer, provided a College staffing update noting positions in the various phases of the hiring process. The Sustainable Energy Management Instructor/Energy Coordinator and the IT System Analyst positions are posted. The Process Improvement Analyst/Trainer position is on hold, and the Communication Instructor position has been reposted. Disability Services Specialist interviews are scheduled.

Ms. Weber presented a summary of the College Culture Board Monitoring Report. She noted that the results from the recent employee survey indicated a slight increase in overall satisfaction from the previous survey. Based on survey results, workgroups will identify some themes to work on. Some highlights from the last year include the addition of Human Resource hosted employee benefit informational meetings; Optum RX being selected as the new drug vendor; the hiring of a new Chief Academic Officer; the implementation of the Academic Lead model; and the organization of the first Black History month social. 2023-2024 projects include a deeper evaluation of positions when they come open; a focus on recruitment from diverse populations; improving timing and documentation for addressing employee performance and accountability; prioritizing and aligning duties with college goals; and a commitment to giving and receiving honest feedback.

Mr. White presented the 2022-23 and 2023-24 Comparison Year-Over-Year FTE Reports. The 2022-23 report shows a 3.57% increase compared to a year ago. The 2023-24 report reflects a 2.20% 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 overview of the annual WTCS President's Planning meeting held earlier in June.

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

Mr. Prange moved, seconded by Ms. Fillback, 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, all members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms.

Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 7:39 p.m.

The Board reconvened to open session at 9:20 p.m. without any action taken. With no further business brought to the Board, Mr. Prange moved to adjourn the meeting, seconded by Mr. Bolstad. The motion carried, and the meeting adjourned at 9:20 p.m.

Kent Enright, Secretary