

**MINUTES OF THE ANNUAL MEETING FOR THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 10, 2023**

The Board of Southwest Wisconsin Technical College met in open session of its annual Board meeting commencing at 7:02 p.m. on July 10, 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, Chris Prange,  
Donald Tuescher, Steve Williamson, Jane Wonderling

Absent: Jeanne Jordie

Others present for all, or a portion of the meeting included Jason Wood, President, and College Staff: Heath Ahnen, Holly Clendenen, Katie Garrity, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, 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**

Monday, July 10, 2023

6:30 p.m. – Dinner

7:00 p.m. - Regular District Board Meeting

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

**AMENDED AGENDA**

**OPEN MEETING**

The following statement will be read: “The July 10, 2023, annual 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](http://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
- D. Oath of Office – Recently Appointed Board Members

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the June 21, 2023, 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

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Election of 2023-24 Officers
- B. Signatory Authority Policy for 2023-24
- C. Designation of College Legal Counsel for 2023-24
- D. Three-Year Facilities Plan
- E. Ten-Year Facilities Plan
- F. Building 1700 Roof Contract Approval
- G. Professional & Temporary Staffing Services Approval
- H. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs
- I. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs
- J. Livestock & Dairy Judging Team Approval

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing Update
- B. Charger Tech 360 Research
- C. College Health Indicators – Review/Discuss Proposed Updates

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - a. 2022-23 FTE Comparison Year-Over-Year Report
  - b. 2023-24 FTE Comparison Year-Over-Year Report
- B. Chairperson's Report
  - 1. ACCT Leadership Congress – October 9-12, 2023
  - 2. District Boards Association Committee Appointments
  - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
  - a. Follow-Up from 6/21/2023 Board Meeting Questions
    - i. Compensation Policy
    - ii. Enrollments and FTEs by Delivery Method
  - 2. College Happenings
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)**

- A. Agenda
  - 1. Foundation Quarterly Report
  - 2. Real Estate Foundation Quarterly Report
- B. Time and Place

Thursday, August 24, 2023, 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 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.}. (This item may involve the Board leaving the campus property to conduct a site visit.)
  2. Discussing the President's Evaluation and 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, and June 21, 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](mailto:DISABILITYSERVICES@SWTC.EDU).}

Newly re-elected Board members David Blume and Chris Prange and newly elected Board member Steve Williamson read and signed the Oath of Office. They will serve three-year terms ending June 30, 2026.

After a review of the Consent Agenda, including the July 10, 2023, agenda; June 21, 2023, Board meeting minutes; financial reports; 249 contracts totaling \$1,440,259.48 in June 2023; and the resignations of Gary Christiansen, Accounting Instructor; and Mike Steffel, User Experience/Web Designer, Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

The Board elected the 2023-24 Board Officers as follows:

- (1) Mr. Tuescher called for nominations for Chairperson. Mr. Prange moved, seconded by Mr. Enright, to nominate Chuck Bolstad as Chairperson. Following Mr. Tuescher's three requests for further nominations and hearing none, Mr. Prange moved, seconded by Mr. Blume, that nominations be closed and that a unanimous ballot be cast for Mr. Chuck Bolstad as Chairperson of the Board. Motion Carried.
- (2) Mr. Tuescher called for nominations for Vice Chairperson. Mr. Bolstad moved, seconded by Ms. Fillback, to nominate Chris Prange as Vice Chairperson. Following Mr. Tuescher's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Mr. Enright, that nominations be closed and that a unanimous ballot be cast for Mr. Chris Prange as Vice Chairperson of the Board. Motion Carried.
- (3) Mr. Tuescher called for nominations for Secretary. Mr. Prange moved, seconded by Ms. Wonderling, to nominate Kent Enright as Secretary. Following Mr. Tuescher's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Mr. Bolstad, that nominations be closed and that a unanimous ballot be cast for Mr. Kent Enright as Secretary of the Board. Motion Carried.
- (4) Mr. Tuescher called for nominations for Treasurer. Mr. Enright moved, seconded by Mr. Blume, to nominate Jane Wonderling as Treasurer. Following Mr. Tuescher's three requests for further nominations and hearing none, Mr. Prange

moved, seconded by Mr. Blume, that nominations be closed and that a unanimous ballot be cast for Ms. Jane Wonderling as Treasurer of the Board. Motion Carried.

Per Southwest Wisconsin Technical College District Board Governance Policies, only designated Board Officers, the President, or the President's designees, as approved by the District Board, may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. Dr. Wood presented the proposed 2023-24 signatory policy, noting that there were not any changes made from the previous year. Ms. Fillback moved to approve, as presented, the 2023-24 Signatory Authority Policy identifying those individuals designated with the authority to sign official or legally binding documents. Mr. Enright seconded the motion; the motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Prange moved, seconded by Mr. Enright, to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. The motion carried.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the Three-Year Facilities Plan 2023-2026. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Mr. Imhoff noted two errors within the document provided to the Board within the packet. Section 1 – Executive Summary total estimations for 2023-24 are \$3,070,000 (not \$3,060,000 as reported) and 2024-25 totals are estimated to be \$1,760,000 (not \$2,160,000 as reported). Highlights of the forecast include the 2023-24 plan to upgrade the Public Safety Complex and pavilion wrap; upgrade the existing clock system; replace the roof on the Ag/Auto Center; and invest in a solar panel and battery storage for Building 1700. 2024-25 plans include the repair of Building 1600's caulking; parking lot lighting upgrades & sealing; installation of Building 1700's charging stations; an upgrade to Building 100's electrical system; and a possible property acquisition. 2025-26 plans include Building 1600 flooring replacement; Building 500 roof replacement & restroom upgrade; upgrade to automation system; and Building 100 remodel. Mr. Blume moved, seconded by Mr. Williamson, to approve the presented Three-Year Facilities Plan 2023-2026. The motion carried.

Mr. Imhoff presented the Ten-Year Facilities Master Plan. This plan is a vision for the next ten years. Highlights of the plan include alternative and sustainable energy projects and campus-wide maintenance. Mr. White also described financing options for future projects. Mr. Enright moved, seconded by Ms. Fillback, to approve the Ten-Year Facilities Master Plan as presented. The motion was adopted.

A bid summary to reroof the Agriculture/Automotive Building (Building 1700) was provided by Mr. Imhoff. A required pre-bid meeting was held on June 1, 2023, and the public opening of bids was held on June 15, 2023. Three vendors responded to the bid request from sixteen solicited vendors. Mr. Imhoff noted that since the Board packet was distributed, the recommendation to the Board has changed. He further explained

that the conversations about solar panels are continuing and because of this, the alternate (new mineral surfaced system) is being removed from the recommendation. Mr. Imhoff indicated that the alternate may be brought to the Board for future approval, based on the results of the solar panel discussions. The updated recommendation is to award the contract for the base bid (without the alternate) in the amount of \$1,324,740 to Jackson & Associates LLC of White Bear Lake, MN. Mr. Prange moved, seconded by Mr. Enright, to award a contract for the base bid for the Building 1700 Roof Project for \$1,324,740 to Jackson & Associates LLC of White Bear Lake, MN. Upon roll call vote, the following members voted affirmatively to approve the Agriculture/Automotive Building (Building 1700) roof contract for the base bid in the amount of \$1,324,740 to Jackson & Associates LLC of White Bear Lake, MN: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion was approved.

Caleb White, Vice President for Administrative Services, reviewed the request for proposals (RFP) for Professional & Temporary Staffing. Proposals were received from eight vendors, of which five provided all the required documentation. An evaluation team reviewed and rated the proposals. Mr. Bolstad moved, seconded by Ms. Fillback, to award the RFP for Professional & Temporary Staffing to the following vendors: TSCTI of Madison, WI; Infojini of Columbia, MD; Kelly Services of Troy, MI; Compunnel, Inc. of Plainsboro, NJ; and Express Employment Professionals of Platteville, WI, and allow the College to maintain the ability to select the best fit for a given job opening from the bench of top-five scoring firms. The motion to approve the Professional & Temporary Staffing to TSCTI of Madison, WI; Infojini of Columbia, MD; Kelly Services of Troy, MI; Compunnel, Inc. of Plainsboro, NJ; and Express Employment Professionals of Platteville, WI, and allow the College to maintain the ability to select the best fit for a given job opening from the bench of top-five scoring firms was adopted.

Holly Clendenen, Chief Student Services Officer, presented to the Board amended Reciprocity Agreements between 1) Southwest Wisconsin Technical College and Northeast Iowa Community College and 2) Southwest Wisconsin Technical College and Highland Community College. Ms. Clendenen explained that there are no changes to the agreements, but instead, there are amendments to the list of programs included within the agreements. Mr. Blume moved, seconded by Mr. Prange, to approve the amended list of included programs within the Reciprocity Agreement with Northeast Iowa Community College. Motion Adopted. Mr. Enright moved, seconded by Ms. Fillback, to approve the amended list of included programs within the Reciprocity Agreement with Highland Community College. Motion Adopted.

Ms. Clendenen presented information on the Livestock & Dairy Judging Team. Formal Board approval is requested before this team is recognized as an official team within the College. Mr. Bolstad moved, seconded by Mr. Williamson, to approve the Livestock & Dairy Judging Team as a recognized and approved team within Southwest Tech. Motion carried.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Sustainable Management Instructor/Energy Coordinator interviews were today; there is an accepted offer on the Disability Services Specialist position; Interviews are being scheduled for the Accounting and Communication Instructors; and the IT Systems Analyst, Multicultural Success Coach, and Student Engagement Coordinator positions are posted.

Tyler Platz, Data Analyst, provided a presentation on Charger Tech 360 and the program's impact on student success. Evaluation findings indicate that Charger Tech 360 eligible students saw a .12 GPA point increase in their semester GPA (on average) and the odds that eligible students completed 100% of their course were 29% higher after program implementation (on average).

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison, introduced proposed updates to the College Health Indicators describing the proposal includes fewer and more targeted College Health Indicators with strong consideration of student access, completion, and post-college success. The interactive session was brought in front of the Board as an opportunity to allow time for Board feedback and engagement. This topic will be revisited with the Board at future meetings and finalized when all three Boards (District, Real Estate, and Foundation) meet on October 20, 2023.

The 2022-23 and 2023-24 Comparison Year-Over-Year FTE Reports were reviewed. The 2022-23 report shows a 3.83% increase from last year. The 2023-24 report indicates a .91% decrease in comparison to last year.

Under the Chairperson's Report, the October 9 – 12, 2023, ACCT Leadership Congress was briefed. This year's conference will be in Las Vegas. Katie Glass, Krista Weber, and Chuck Bolstad will be presenting along with Bill Chan, Ph.D., Senior Vice President of Franklin University. Jeanne Jordie plans to attend the event, as well.

The 2023-24 District Boards Association (DBA) Committee Appointments and the Southwest Tech Foundation Board and Real Estate Foundation Board representatives were determined: Kent Enright will serve on the DBA Awards; Chris Prange will continue to serve on the DBA Bylaws; Don Tuescher will continue to serve on the DBA External Partnerships; and Jeanne Jordie will serve on the DBA Internal Best Practices. David Blume will continue to represent the Board on the Real Estate Foundation Board and Don Tuescher will be the District Board representative on the Foundation Board.

The College President's Report included a follow-up report on questions from the June 21, 2023, Board meeting regarding compensation, enrollments, and FTEs.

There were not any College Happenings presented to the Board.

Under Other Informational Items, Mr. Bolstad thanked Mr. Tuescher for his two years of service and leadership as the Board's Chairperson.

It was decided by the Board that the August Board meeting will not be held on August 24, 2023, as previously scheduled. The newly scheduled date and time is August 31, 2023, at 5:00 p.m.

Mr. Blume moved, seconded by Mr. Williamson, to adjourn to closed session to discuss the President's Evaluation and Contract per Wis. Stats. 19.85(1)(c) and property acquisition per Wis. Statutes 19.85(1)(e). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 8:48 p.m.

The Board reconvened to open session at 10:50 p.m. Mr. Blume motioned, seconded by Mr. Prange, to approve a contract amendment between Jason S. Wood, Ph.D., and the Southwest Wisconsin Technical College District Board. Upon roll call vote, the following members voted affirmatively to approve the contract amendment: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. Motion carried.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 10:52 p.m.

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Kent Enright, Secretary