

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 31, 2023**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 5:00 p.m. on August 31, 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 (left at 8:36 p.m.), Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 5:05 p.m.), Steve Williamson, Jane Wonderling (arrived at 5:03 p.m.)

Absent: N/A

Others present for all, or a portion of the meeting included Jason Wood, President, and College Staff: Heath Ahnen, Josh Bedward, Holly Clendenen, Dennis Cooley, Derek Dachelet, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, John Troxel, Caleb White.

Chairperson Bolstad 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, August 31, 2023

5:00 p.m. – Regular District Board Meeting  
6:15 p.m. - Dinner

Southwest Tech  
1800 Bronson Boulevard, Fennimore, WI 53809  
Conference Room 430

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The August 31, 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](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

#### **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
- F. Southwest WI Workforce Development Board Lease

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

- A. Access Controls System Upgrade RFP
- B. Concept Review: IT-Software Developer (10-152-1)
- C. First Reading of Governance Policy 4.5: College Strategic Directions

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

- A. Staffing Update
- B. Southwest Tech Foundation Quarterly Report
- C. Southwest Tech Real Estate Foundation Quarterly Report

#### **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
  - 1. Prairie du Chien Wisconsin Department of Corrections – Spring Graduation Ceremony
- C. College President's Report
  - 1. Banking RFP
  - 2. Project RISE (ERP Implementation) Update
  - 3. Naming of College Facilities or Property Policy
  - 4. College Happenings
- D. Other Informational Items

#### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Board Monitoring Report – Compliance
  - 2. Academic Master Plan Update
  - 3. Visit from Layla Merrifield, District Boards Association
  - 4. Aspen: Unlocking Opportunities Update
  - 5. Designate Official Newspaper
- B. Time and Place  
Thursday, September 21, 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.}.
  - 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 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 May 18, June 21, and July 10, 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).}

Under Reports/Forums/Public Input, Holly Clendenen, Chief Student Services Officer, thanked the Board for their support during her participation in the Aspen Rising Presidents Fellowship. She attended the first session at Stanford, CA, the last week of July.

After a review of the Consent Agenda, including the August 31, 2023, agenda; July 10, 2023 Board meeting minutes; financial reports; six contracts totaling \$10,555.54 in July 2023; employment recommendations for Tracy Allen, Disability Services Specialist; Ashley Wojtalewicz, Sustainable Energy Management Instructor/Energy Coordinator; Julie Johll, Accounting Instructor; Sarah Gleisner, Communication Instructor; and Karla Escobar, Multicultural Success Coach; the resignations of Anna Schmitz, Child Care Aide, Annetta Smith, Human Resources Specialist, and Nikki Nemitz, Foundation Development Officer/BIS; and a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space for \$338/month at the Richland Center Outreach Center; Mr. Prange moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, reviewed the request for proposals for the Access Control System Upgrade (RFP #2324-04). Proposals were received from four vendors, one of which was disqualified for not meeting the due date. Mr. Tuescher moved, seconded by Mr. Williamson, to award the RFP for the installation of a new Access Control System (RFP 2324-04) to Energy Management Consultants, LLC (EMC) of Fennimore WI, in the amount of \$1,069,842.86. Upon voice vote, the following members approved the motion: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Mr. Williamson. Ms. Wonderling abstained from the voice vote. Motion carried.

Cynde Larsen, Chief Academic Officer, presented to the Board a Concept Review for an Associate Degree in IT- Software Developer (Program Number 10-152-1). It was noted that the demonstration of a program need was assessed by an employer survey, ad hoc advisory committee feedback, and an occupation overview of our region. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Concept Review for an Associate Degree in IT- Software Developer (Program Number 10-152-1). 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.

Dr. Wood presented to the Board the first reading of updates to Governance Policy 4.5: College Strategic Directions: 1.) Create transformational student success plans to improve access for all students; 2.) Enhance high-quality work-based learning to improve course completion and graduation for all students; and 3.) Innovate the curriculum and workforce to improve wage and transfer success for all graduates. Dr.

Wood reminded the Board that the updated College Health Indicators were brought forward last month. The intention of bringing the first reading of the new Strategic Directions is that they can be reviewed again at the September meeting and be in place for the October retreat when all three Boards meet. After discussion, Mr. Blume moved, seconded by Mr. Prange, to approve the first reading of Governance Policy 4.5: College Strategic Directions: 1.) Create transformational student success plans to improve access for all students; 2.) Enhance high-quality work-based learning to improve course completion and graduation for all students; and 3.) Innovate the curriculum and workforce to improve wage and transfer success for all graduates. The motion carried.

Ms. Clendenen provided an update on College staffing by outlining recent new hires and the various stages of the hiring process for the current open positions.

The Southwest Tech Foundation 4<sup>th</sup> Quarter (FY 2023) report was highlighted by Executive Director of Advancement, Dennis Cooley. Highlights include: the Raising Chargers Program is a new initiative that pledges support to a cohort of single parents; the fiscal year ended with approximately \$400,000 in pledges; and all seven of the area hospitals have committed to the Need for Nurses Campaign.

Mr. Cooley summarized the Real Estate Foundation's 4<sup>th</sup> Quarter (FY 2023) report. Campus housing is at capacity with a waitlist and there was a strong year in revenue generation.

Caleb White, Vice President for Administrative Services, presented the 2022-23 and 2023-24 Comparison Year-Over-Year FTE enrollment reports. The 2022-23 report shows a 3.74% increase from last year. The 2023-24 report indicates a 1.71% increase compared to last year.

Under the Chairperson's Report:

- Mr. Bolstad noted that he was the speaker for the SWTC graduation ceremony at the minimum-security Prairie du Chien Corrections Facility earlier this summer. It was a very humbling experience.
- Ms. Jordie shared educational and diverse experiences she embraced during her summer 5-week trip to Slovakia.
- Mr. Bolstad shared a remembrance of Steve Tenpas, the District Boards Assistant Director, who recently passed away.

The College President's Report included:

- The College plans to undergo a Banking Request for Proposals (RFP). Dr. Wood indicated that there is not dissatisfaction with the current system, but rather we must go through the process. The plan is to have the RFP awarded to begin July 1, 2024.
- The College is seeking a Newspaper of Record. More information will be brought back to the board at the September meeting.
- An update on the ERP implementation (Project RISE) indicates that issues are narrowed to a shorter list and there are intentions to go live in late October.
- The Naming of College Facilities or Property Policy will be brought back to the Board again in September. The Foundation is looking at naming opportunities and the Board will review the policy before any action is taken.

- It was noted that the Board already approved contracting with Ameresco as part of the facilities planning and the budget process. An update on the progress includes the contract on the Solar/Battery Project is nearing the final stages. The battery component will now move away from the previously planned Ag Auto building. Ameresco has developed a 297 kW-DC ground mount solar array with a 125kW/220 kWh battery energy storage system that will produce 352,710 kWh that will serve Building 400. The solar PV will be in the grassy area west of Building 500, north of the pond with work to be completed by June 30, 2024. The net system cost is projected to be \$481,600 with an annual savings of \$28,216 and a simple payback of 17 years.
- October's meeting will include a retreat and will include a review of the Board Ends. The Real Estate Board and the Foundation Board will meet with our Board for a portion to work on the alignment of the efforts.

There were not any College Happenings to discuss.

Under Other Informational Items, Ms. Wonderling thanked Mr. Imhoff for his work on safety and security. He recently partnered with the Fennimore School District on the school's staff training.

Mr. Blume moved, seconded by Mr. Tuescher, to adjourn to closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e); legal issues per Wis. Statutes 19.85(1)(g) and the President's Evaluation per Wis. Stats. 19.85(1)(c). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 6:02 p.m.

There was no action taken during the closed session. The Board reconvened to open session at 9:18 p.m. Without any further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Ms. Fillback seconding the motion. The motion carried, and the meeting adjourned at 9:18 p.m.

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Kent Enright, Secretary