

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

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:12 p.m. on September 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:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, Jane Wonderling

Absent: N/A

Others present for all, or a portion, of the meeting included Doreen Larson, Aspen Institute Network Coach; David Bevevino, Aspen Institute Director, Research, & Knowledge Management; Layla Merrifield, District Boards Association Executive Director; Jason Wood, SWTC President; and SWTC College Staff: Karen Campbell, Holly Clendenen, Dennis Cooley, Mandy Henkel, Kelly Kelly, Cynde Larsen, Kim Maier, and Lori Needham

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, September 21, 2023

6:00 p.m. – Aspen: Unlocking Opportunities

6:30 p.m. – Board Dinner

7:00 p.m. – Board Meeting

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

AGENDA

OPEN MEETING

The following statement will be read: “The September 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, 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
 - 1. District Boards Association Update ~ Executive Director, Layla Merrifield
- C. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. August 31, 2023, Board Meeting Minutes
- 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. Award RFP for Professional Coaching
- B. Designation of Official Newspaper
- C. Adoption of Grant County Hazard Mitigation Plan
- D. Second Reading of Governance Policy 4.5: College Strategic Directions
- E. Approval of Board Monitoring Report – Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. Academic Master Plan Discussion
- C. Review of College Naming Policies

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2023-24 FTE Year-Over-Year Comparison Report
- B. Chairperson's Report
 - 1. Voting Delegate – Annual ACCT Leadership Congress (Oct. 9-12, 2023)
 - 2. Call for October 20, 2023, Retreat Agenda Items/Topics
 - 3. What it means to be a SWTC Board Member
- C. College President's Report
 - 1. Unlocking Opportunities Update
 - i. Monthly Metrics
 - 2. Administration to Student Ratio WTCS Comparison
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Review of Purchasing Activity
 - 2. Resolution for Adoption of 2023 Tax Levy
 - 3. Initial Borrowing Resolution
 - 4. Bid – Building 1600 & 1700 Lighting Project
 - 5. RFP – Advertising, Marketing, & Digital Services
 - 6. Foundation Quarterly Report
 - 7. Real Estate Foundation Quarterly Report
 - 8. Board Monitoring Report – Student Access
- B. Time and Place

Friday, October 20, 2023 ~ Lenz Center & Room 430, SWTC
11:30 a.m. Welcome/Social; 12:00 p.m. Foundation Luncheon & Program
Meet with Foundation & Real Estate Foundation, Retreat, then Regular Meeting

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 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 August 31, 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.}

A legislative advocacy update was presented by Executive Director, Layla Merrifield, of the of the District Boards Association (DBA).

After a review of the Consent Agenda, including the September 21, 2023, agenda; August 31, 2023 Board meeting minutes; financial reports; nine contracts totaling \$24,111.88 in August 2023; employment recommendations for Brittany Sherman, Student Engagement Coordinator and Abby Meier, Child Care Aide; the resignations of Janine Schmitz, Academic Success Coach and Jordyn Poad, Advisor; and the retirement of Janet Giese, ATL/Lab Assistant for Health Occupations; Mr. Prange moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, presented the request for proposals (RFP) for Professional Coaching (RFP #2324-05). Proposals were received from six vendors which were reviewed and evaluated in accordance with pre-established criteria. Mr. Tuescher moved, seconded by Mr. Williamson, to award the RFP for Professional Coaching (RFP #2324-05) to Audrey Reille, LLC of Menifee, CA, and Elevating Leadership, LLC of Bountiful, UT, under the proposed standard hourly rates and fee schedules for each firm for a three-year term with the understanding that there will be no guarantee of work for either partner and the College will maintain the ability to select the best fit for each given professional coaching engagement. The motion unanimously carried.

Bids for the official College newspaper for the remainder of FY2024 through FY2026 were overviewed by Lori Needham, Executive Assistant. There were three bids submitted for review, all three with the same pricing. The Boscobel Dial's circulation is the largest at 2,259 paid circulations. Mr. Enright moved, seconded by Ms. Fillback, to designate the Boscobel Dial as the College's official newspaper for the remainder of FY2024 through FY2026 at a cost of \$4.85 first insertion and \$3.84 for subsequent insertion. After discussion, Mr. Enright moved, seconded by Ms. Fillback, to amend the motion on the floor as follows: Designate the Boscobel Dial (Morris Newspaper

Corporation of WI – parent company/publisher) as the College's official newspaper for the remainder of FY2024 through FY2026 at a cost of \$4.85 first insertion and \$3.84 for subsequent insertion. The motion unanimously carried.

The 2023-2028 Grant County Hazard Mitigation Plan was recently approved by Wisconsin Emergency Management and the Grant County Board of Directors. Dr. Wood explained that in order to formalize Southwest Tech's participation and to become eligible for FEMA grant funding, the Southwest Technical College District Board needs to review and adopt the plan. Mr. Williamson moved, seconded by Mr. Enright, to approve the resolution of the adoption of the 2023-28 Grant County Hazard Mitigation Plan. The motion was unanimously adopted.

The District Board approved the first reading of Governance Policy 4.5: College Strategic Directions at its August 31, 2023, Board meeting. The policy includes the Strategic Directions for 2023-2026. The Strategic Directions will read: 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. These Strategic Directions were presented in the second reading of Governance Policy 4.5: College Strategic Directions. After discussion, Mr. Tuescher moved, seconded by Mr. Prange, to approve the second reading of Governance Policy 4.5: College Strategic Directions. The motion unanimously carried.

Ms. Henkel and Karen Campbell, Compliance Officer, presented an overview of the September 2023 Board Monitoring Report - Compliance. A highlight includes the formation of the new campus Accreditation Workgroup. The group plans to emphasize developing member knowledge with the utilization of member expertise as it relates to college and programmatic accreditation. The Clery Act, a federal consumer protection statute, was also highlighted.

Katie Glass, Executive Director of Marketing, 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 current Academic Master Plan was discussed. Cynde Larsen, Chief Academic Officer, noted that future programs in the plan are within the high or medium-wage scale. The Radiography Tech and IT Software Developer programs have been approved at the WTCS level and work is underway for start-up. Respiratory, Paramedic, and Precision Agriculture are in the early planning phases. Dental Hygiene is a very early exploratory phase.

The Administrative and SWTC Foundation policies on the Naming of College Facilities or Property were reviewed by the Board without any action taken.

Dr. Larsen presented the 2023-24 FTE Comparison Year-Over-Year report. The report indicates a 1.95% increase compared to last year.

Under the Chairperson's Report:

- Mr. Prange moved, seconded by Mr. Enright, to nominate Chairperson Chuck Bolstad as the SWTC voting delegate at the upcoming ACCT Leadership Conference, October 9-12, 2023, in Las Vegas. The motion was unanimously approved.

- Agenda item ideas for the October 20, 2023, Retreat include reviewing Board ends and the Agriculture program enrollments/trends. Other ideas should be emailed to Chairperson Bolstad.
- Kent Enright described what it means to him to be a SWTC Board member as well as the positive impact and influence the College has on changing lives.

The College President's Report included:

- A quantitative goals and strategic program and revising reforms document was recently prepared and submitted as part of the Aspen: Unlocking Opportunities cohort participation. Holly Clendenen, Chief Student Services Officer, reviewed the document with the Board and gathered Board feedback on the type of monthly data they would like to hear about access, completion, and post-graduate success.
- Recent WTCS Administration to Student Ratio information was briefed. SWTC has the fewest administrators within the WTCS and is not the smallest college in the system. It was also noted that SWTC has the 5th highest student-to-administrative ratio.
- Project RISE / ERP is anticipated to go live in late October 2023. October 4 is a review of the showstoppers and there will be a decision if go-live will occur at the end of October.

There were not any College Happenings or Other Informational Items to discuss.

Ms. Wonderling moved, seconded by Ms. Fillback, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e) 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 unanimously carried and the meeting adjourned to a closed session at 8:58 p.m.

There was not any action taken during the closed session. The Board reconvened to open session at 10:04 p.m. Without any further business to come before the Board, Ms. Fillback moved to adjourn the meeting, with Ms. Wonderling seconding the motion. The motion carried, and the meeting adjourned at 10:05 p.m.

Kent Enright, Secretary