

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 16, 2023**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on November 16, 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. Absent: Jane Wonderling

Others present for all, or a portion, of the meeting included:

Jordan Masnica, Vice President of Public Finance, Robert W. Baird & Co.

Southwest Tech President Jason Wood and College Staff: Heath Ahnen, Katie Garrity, Katie Glass, Mandy Henkel, Dan Imhoff, Cynde Larsen, Lori Needham, Caleb White, Kris Wubben.

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, November 16, 2023

7:00 p.m. – Regular District Board Meeting  
(Working dinner will be served.)

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Room 430

### **Agenda**

#### **OPEN MEETING**

The following statement will be read: “The November 16, 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), 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. October 20, 2023, Regular Board Retreat/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. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes, Series 2023A

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

- A. 2024-25 Budget Process
- B. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FY 2024 Comparison FTE Report
  - 2. Program Application Comparison 2023/24 vs. 2024/25
- B. Chairperson's Report
  - 1. Board Member Reflection: What it means to be SWTC Board Member
  - 2. Board Playbook Update & Feedback
  - 3. ACCT National Legislative Summit – February 4-7, 2024 (early bird deadline 12/13/23)
- C. College President's Report
  - 1. WTCS Board Meeting Update
  - 2. Fall Graduation Ceremonies – Friday, December 15, 2023
  - 3. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. Fund & Account Transfers (2022-23 Budget Modifications)
  - 2. Financial Audit Update
- B. Date, Time, and Place
  - 1. Thursday, December 21, 2023, 7:00 p.m., Virtual via Zoom

#### **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 a situation related to Wis. Statutes 19.85(1)(f) {Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations}.
- B. Approval of Closed Session Minutes from October 20, 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).}

Southwest Tech President Jason Wood provided a brief Student Senate update. Current initiatives include a food/clothing drive and funding for the College's holiday project.

After a review of the Consent Agenda, including the November 16, 2023, agenda; October 20, 2023, Board meeting minutes; financial reports; 36 contracts totaling \$176,116.30 in October 2023; the promotion/transfer of Kris Wubben, Academic Dean; and the retirement of Dawn Adkins, Associate Degree Nursing Instructor, Mr. Tuescher moved, seconded by Mr. Prange, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Mr. Jordan Masnica, Vice President of Public Finance at Robert W. Baird & Co., and Caleb White, Vice President for Administrative Services, presented the final pricing summary for the sale of \$4,000,000 in General Obligation Promissory Notes, Series 2023A. Six competitive bids were received ranging from 3.4555% to 3.7911% with the winning bid going to Huntington Securities, Inc. Mr. Masnica explained that the coupons are a flat of 5% with a \$143,920.00 premium being paid to Southwest Wisconsin Technical College. The premium will be deposited into the debt service account and used for interest payments. Mr. Tuescher moved, seconded by Ms. Jordie, to approve the resolution awarding the sale of \$4,000,000 general obligation promissory notes, Series 2023A to Huntington Securities, Inc. at 3.4555% for five years, as presented. Upon a roll call vote, all present members voted affirmatively: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion was unanimously adopted.

The 2024-25 budget process was outlined by Mr. White. The process started on November 15, 2023, and will end with the final budget hearing in June 2024. The Budget Assumptions and Parameters will come before the Board in February 2024, with preliminary budgets presented in April and May 2024.

A summary of open positions was provided under the College Staffing report. The Systems Analyst position remains vacant and will be reevaluated. Current postings include a Nursing Instructor and a Radiography Program Director/Instructor.

Mr. White presented the FY 2024 FTE Year-Over-Year enrollment report indicating a .33% decrease compared to this time last year. Program applications were also reviewed which show an increase of 99 spring-start applications and an increase of 47 fall-start applications compared to the November 2022 report.

Under the Chairperson's Report:

- Ms. Fillback described her deep appreciation of being a SWTC Board trustee.
- Board Playbook Update & Feedback: Board training opportunities are being considered. The training will focus on learning how to understand and use data to make decisions. More information will be brought forward at future meetings.
- The ACCT National Legislative Summit will be held February 4-7, 2024, in Washington D.C. After discussion, it was proposed that Board members withdraw from national travel and activities for one year and defer the cost savings to the Board training previously discussed. Staff attendance is still acceptable.

Under the President's Report:

- The November 2023 WTCS Board meeting's highlights include Fox Valley Technical College's concept review for Precision Agriculture, Madison College's plans to expand its childcare center, and Northwest Wisconsin Technical College's acquisition of 22.7 acres.
- Fall Graduation will be on Friday, December 15, 2023, and will be comprised of a Nursing pinning service and two ceremonies.

Under College Happenings:

- The SWTC Foundation's Scholarship reception was on November 15, 2023, and was a celebration of the \$600,000 in scholarships that will be awarded in the 2023-24 year.
- Fall program Advisory Committee meetings are being held and include a short conversation and presentation on student access, completion, post-graduation success, and high-wage programming.
- The Wisconsin Secure Prison Facility is holding its graduation ceremony on January 10, 2024. Dr. Wood has been asked to deliver the commencement speech.
- This is Dr. Katie Garrity's last in-person board meeting. Her retirement is on December 31, 2023. Board members gave a standing ovation and thanked her for her years of dedicated service to the College.

Under Other Informational Items:

- Consideration to include a future meeting topic regarding Board member email best practices.
- Consideration to include a Richland County update on a future meeting agenda.

Mr. Blume moved, seconded by Mr. Williamson, to adjourn to a closed session to discuss 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.} and a situation related to Wis. Statutes 19.85(1)(f) {Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations}. Upon roll call vote, the following members voted affirmatively: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion unanimously carried, and the meeting adjourned to a closed session at 7:59 p.m. There was not any action during the closed session and the Board reconvened to an open session at 8:32 p.m.

Without any further business to come before the Board, Mr. Prange moved to adjourn the meeting, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 8:32 p.m.

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Kent Enright, Secretary