

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

The Board of Southwest Wisconsin Technical College met over Zoom technology in an open session of a regular meeting commencing at 7:05 p.m. on December 21, 2023. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie (arrived at 7:05 p.m.), Chris Prange, Donald Tuescher, Steve Williamson, Jane Wonderling

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

Southwest Tech President Jason Wood and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Kelly Kelly, Cynde Larsen, Lori Needham, Krista Weber

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, December 21, 2023
7:00 p.m. – Regular District Board Meeting
Remote via Zoom

AGENDA

OPEN MEETING

The following statement will be read: “The December 21, 2023, Southwest Wisconsin Technical College Board regular meeting 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, 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. Approval of Minutes from the November 16, 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

OTHER ITEMS REQUIRING BOARD ACTION

No Agenda Items for the December 21, 2023, meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 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 a SWTC Board Trustee
2. District Boards Association Meeting Update
3. District Boards Association Board Member of the Year – 2024 Information
4. Board Professional Development Update
5. Material for Prospective Applicants to the SWTC District Board

C. College President's Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Approval of Fund & Account Transfers (2022-23 Budget Modifications)
2. Approval of Board Monitoring Report – Safety and Security
3. Financial Audit Update
4. SWTC Foundation Quarterly Report
5. SWTC Real Estate Foundation Report

B. Date, Time, and Place

1. Thursday, January 25, 2024
2. 7:00 p.m.
3. Southwest Tech's Campus, Room 430

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 December 21, 2023, agenda; November 16, 2023, Board meeting minutes; financial reports; 27 contracts totaling \$90,896.23 in November 2023; the resignations of Denise Dixon, Administrative Assistant-Academics; Akshay Sukhwal, Student Success Coach; and the retirement of Katie Garrity, Executive Advisor to the President; Mr. Enright moved, seconded by Mr. Tuescher, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

There were not any agenda items under "Other Items Requiring Board Action".

A summary of open positions was provided by Krista Weber, Chief Human Resources Officer. The previous Systems Analyst posting has been reposted as a Business Analyst. Additional postings include a Nursing Instructor and an Administrative Assistant. The Radiography Program Director/Instructor has been hired and will start in early 2024.

Dr. Wood presented the FY 2024 FTE Year-Over-Year enrollment report noting a 2.57% increase compared to this time last year. Program applications were also reviewed

which show an increase of 125 spring-start applications and an increase of 33 fall-start applications compared to the December 2022 report.

Under Mr. Bolstad's Chairperson Report:

- Ms. Wondering's reflection on being a SWTC Board trustee embraced a message of compassion recognizing the unexpected passing of Southwest Tech's Katie Garrity, Chief Advisor to the President.
- The District Boards Association will meet next on March 22, 2024, at Nicolet College. Moving forward, meetings will be semiannually rather than quarterly.
- District Boards Association's 2024 Board Member of the Year nominations are due January 12, 2024. Board members were asked to inform Mr. Bolstad of nomination interest.
- The next step for Board professional development training is an RFP (Request for Proposals) to secure a training partner. The intent is for the Board to consider the RFP at the February 2024 meeting.
- Katie Glass, Executive Director of Marketing, reviewed with the Board a draft of an informational flyer for prospective applicants to the SWTC District Board. The flyer will be emailed to the Board for further review and the opportunity to provide feedback.

The President's Report included:

- A message of sadness and gratitude for the late Katie Garrity noting that she was always there for those who needed help. Katie was an integral part of starting the College's food pantry and it was recently announced that the Foundation will be naming it Katie's Cupboard in her honor.
- This year's Board member appointment public hearing and meeting will be on March 7, 2024.
- The 2025 Aspen award application was submitted earlier this month.

There were not any College Happenings or Other Informational Items discussed.

Without any further business to come before the Board, Mr. Tuescher moved to adjourn the meeting, with Ms. Wonderling seconding the motion. The motion carried, and the meeting adjourned at 7:46 p.m.

Kent Enright, Secretary