

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 25, 2024**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:03 p.m. on January 25, 2024, 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 (present over Zoom technology), Donald Tuescher, Steve Williamson, Jane Wonderling. Absent: Jeanne Jordie

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, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, 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, January 25, 2024

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

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The January 25, 2024, 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. Richland County Administrator Update
- D. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the December 21, 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

- A. Approval of Board Monitoring Report - Safety and Security
- B. Approval of Fund & Account Transfers (2022-23 Budget Modifications)

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. 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 (DBA) Update
 - i. Board Member for the Year Nomination
 - ii. Officer Nominations
 - iii. Other Updates
- C. College President's Report
 - 1. Student Success Agenda: Progress Update and Initial Scoreboard Proposal
 - 2. Student Success Endowment
 - 3. Midwifery Education Accreditation Council Update
 - 4. Crucial Conversations: High Stakes, Differing Opinions, Strong Emotions
 - i. Feedback and Guidance on the Quote: "There are four common ways of making decisions: command, consult, vote, and consensus. These four options represent increasing degrees of involvement."
 - 5. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. 2024-25 Budget Assumptions & Parameters
 - 2. 2022-23 Financial Audit
 - 3. Bid/RFPs
 - i. Board/Leadership Training & Data Analytics
 - ii. Interactive Video Platform
 - iii. Telehandler
- B. Date, Time, and Place
 - 1. Thursday, February 22, 2024
 - 2. 7:00 p.m.
 - 3. Southwest Tech's Campus, Room 430

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 personnel issues per Wis. Stats. 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.}
 3. Discussing disciplinary data for a specific 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}.
 4. Discussing the president's 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 November 16, 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.}

Due to illness, the Richland County update by County Administrator, Candace Pesch, will be tabled until the February 2024 meeting.

After a review of the Consent Agenda, including the January 25, 2024, agenda; December 21, 2023, Board meeting minutes; financial reports; four contracts totaling \$46,550 in December 2023; the employment recommendations of new hire Rachel McGuire, Radiography Program Director & Instructor, and promotion/transfer of Tina Leis, Administrative Assistant-Academics; Mr. Blume moved, seconded by Mr. Tuescher, to approve the Consent Agenda, as presented. The motion unanimously adopted.

Dan Imhoff, Executive Director of Facilities, Safety & Security, and Heath Ahnen, Executive Director of Information Technology Services presented the January 25, 2024, Board Monitoring Report - Safety and Security. Workers Compensation claim reporting, current initiatives, and cybersecurity were highlighted. Mr. Tuescher moved, seconded by Mr. Williamson, to approve the January 25, 2024, Board Monitoring Report – Safety and Security, as presented. The motion unanimously carried.

The 2022-23 Budget Modifications were presented by Kelly Kelly, Director of Fiscal Services/Controller. All six of the College funds are affected by modifications: General, Capital, Debt Service, Enterprise, Internal Service, and Trust/Agency. Mr. Tuescher moved, seconded by Ms. Fillback, to approve 2022-23 Budget Modifications, as presented. Upon a roll call vote, the following members voted affirmatively: Ms.

Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion unanimously carried.

A summary of open positions was provided under the College Staffing report by Krista Weber, Chief Human Resources Officer. The Academic Success Coach (part-time) was hired. The Business Analyst, Nursing Instructor, and Automotive Technician Instructor positions are in the interview stage.

The Southwest Tech Real Estate Foundation and Foundation FY 2024 2nd quarter reports were presented by Dennis Cooley, Executive Director of Advancement. It was noted that the Foundation completed a comprehensive draft of its five-year fundraising plan that features supporting the College's strategic directions. Priorities include providing financial support for needs identified in the Student Success Plans; 2) Providing resources for academic programming (increase enrollments in high-wage programs, innovate low/medium wage programs, and start new high-wage programs); and 3) Developing additional funds to help Special Populations achieve higher rates of access, completion, and post-graduate success.

Katie Glass, Executive Director of Marketing, presented the FY 2024 FTE Year-Over-Year enrollment report noting that there is a 3.0% increase compared to this time last year. Program applications were also reviewed which indicate a slight decrease of 7 fall-start applications compared to the January 2023 report.

Under the Chairperson's Report:

- Mr. Prange reflected on the honor involved in serving as SWTC board trustee.
- There was not a nomination submitted for the District Boards Association (DBA) the Board Member of the Year this year.
- A request for District Boards Association (DBA) officer nominations will be brought to the February 2024 meeting under the Chair report.
- The next DBA meeting is March 22-23, 2024, at Nicolet College. Attendance is encouraged.
- The DBA is considering contracting services under a one-year pilot program instead of replacing the late Steve Tenpas' position.
- Save the date for the upcoming WTCS Student Ambassador Banquet on April 18, 2024, at the Wilderness Resort, Wisconsin Dells.
- Reminder to Board members to complete their Statement of Economic Interest certification with the WI Ethics Commission.

Under the President's Report:

- Progress made on Student Success Plans development includes identifying the processes to 1.) Help the student select a program; 2.) Help the student identify how to pay for college and life while he or she is a student, including how to bridge the gap; 3.) Obtain commitment from the student that he or she will access the services that are made available. The intention is to bring initial indicators to the February meeting.
- To assist students with financial gaps, the SWTC Foundation and Real Estate Foundation are working towards the formation of a Student Success Endowment.

The goals are to have \$600,000 endowed by July 1, 2024, and to establish a million-dollar endowment over the next two years.

- The Midwifery Education Accreditation Council (MEAC) accepted the College's most recent submission and is honoring a continuance of the program's accreditation.
- The Board offered words of guidance to Dr. Wood about a quote from Crucial Conversations coursework.
- The Project RISE Student module plans to go live on January 30, 2024.
- Dr. Wood has been asked to serve as the President's Association Representative during the WTCS biennial budget process. The Board members offered support for this new duty.
- The Boscobel prison's winter graduation ceremony was on January 10, 2024, with Dr. Wood as the commencement speaker. Other representatives from the College were Caleb White and Board member David Blume.

There was not anything discussed under Other Informational Items.

Mr. Tuescher moved, seconded by Ms. Wonderling, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e), a personnel issue per Wis. Stats. 19.85(1)(c), disciplinary data for a specific situation per Wis Statutes 19.85(f), 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, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion unanimously carried, and the meeting adjourned to a closed session at 8:46 p.m. No action was taken during the closed session and the Board reconvened to an open session at 9:50 p.m.

Without any further business to come before the Board, Mr. Tuescher moved to adjourn, with Ms. Wonderling seconding the motion. The motion carried, and the meeting adjourned at 9:57 p.m.

Kent Enright, Secretary