



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 22, 2024**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:00 p.m. on February 22, 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, Jeanne Jordie, Donald Tuescher, Steve Williamson. Absent: Tracy Fillback, Chris Prange, Jane Wonderling

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

Southwest Tech President Jason Wood and College Staff: Holly Clendenen, Dennis Cooley, Katie Glass, Dan Imhoff, Kelly Kelly, Kim Maier, Lori Needham, Krista Weber, Caleb White

Jordan Scott, SWTC Student Senate President; Candace Pesch, Richland County Administrator; Jordan Boehm, Clifton Larson Allen LLP (Zoom)

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, February 22, 2024

6:00 p.m. – Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The February 22, 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. Student Senate Update
- D. Richland County Administrator Update

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 staff performance evaluations 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.}
- B. Approval of Minutes from the January 25, 2024, Closed Session

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the January 25, 2024, 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. 2022-23 Financial Audit
- B. RFP – Board and Leadership Training
- C. RFP – Interactive Video Platform
- D. Bid– Telehandler/Forklift
- E. Richland Center Outreach Site Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2024-25 Budget Assumptions & Parameters
- 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 a SWTC Board Trustee
 - 2. District Boards Association (DBA) Officer Nomination
 - 3. WTCS Eagle Award Presentation and Student Ambassador Banquet – 4/18/24
- C. College President's Report
 - 1. Student Success Strategic Directions Progress Report
 - 2. College's Legal Counsel Process
 - 3. ACCT Legislative Summit Update
 - 4. Sabbatical Planning

5. ERP Update
 6. ERP Heroes
 7. Crucial Conversations: High Stakes, Differing Opinions, Strong Emotions. Feedback and guidance on the quote, “When it comes to risky, controversial, and emotional conversations, skilled people find a way to get all relevant information (from themselves and others) out into the open.”
 8. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 1. Board Monitoring Report – Quality Teaching & Learning
- B. Date, Time, and Place
Thursday, March 28, 2024, 7:00 p.m., 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.}

Student Senate President, Jordan Scott, briefed the Board on current Student Senate initiatives including bylaw updates, an analysis of climate survey results, and a review of funding for program-related activities.

Richland County Administrator, Candace Pesch, spoke to the Board about county updates which involve restructuring to a unified commitment.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e), legal issues per Wis. Stats. 19.85(1)(g), and staff performance evaluations per Wis. Stats. 19.85(1)(c). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Mr. Williamson. The motion unanimously carried, and the meeting adjourned to a closed session at 6:29 p.m. Without any action taken, the Board reconvened to an open session at 7:29 p.m.

After a review of the Consent Agenda, including the February 22, 2024, agenda; January 25, 2024, Board meeting minutes; financial reports; 11 contracts totaling \$55,915.61 in January 2024; the employment recommendations of JoAnn Wiederholt, Academic Success Coach, and Renuka Vallarapu, Business Analyst-Student Information System, the promotion/transfer of George Whiteaker, Automotive Technician Instructor, the resignation of Haylee Freymiller, Administrative Assistant (Public Safety), and the retirement of Brian Kitelinger, Safety Coordinator; Mr. Williamson moved, seconded by Ms. Jordie, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Caleb White, Vice President for Administrative Services, and Jordan Boehm, of Clifton Larson Allen LLP, presented the College’s 2022-23 Financial Audit. Mr. Boehm’s presentation indicated that the independent auditors’ 2022-23 report is an unmodified (“clean”) audit opinion without compliance or internal control matters noted. Mr.

Tuescher moved, seconded by Mr. Enright, to approve the 2022-23 financial audit, as presented. The motion was unanimously adopted.

Mr. White informed the Board that proposals were sought from qualified vendors for Board Member and College Leadership Professional Development. The purpose of the professional development is to advance the College's achievements in access, completion, and post-graduate success (transfer and wage outcomes) of all students especially emphasizing on Special Populations. The public opening for the request for proposals was held on January 24, 2024, with three proposals received. Mr. Tuescher moved, seconded by Mr. Williamson, to award the request for proposal (RFP) for Board and Leadership Training to The Aspen Institute, Inc. of Washington DC for \$38,000 plus travel expenses, including the College's ability to utilize the Aspen Institute, Inc. for future similar scoped engagements at a rate of \$80/hour for a three-year period. The motion unanimously carried.

Mr. White reviewed the summary of the request for proposals for an Interactive Video Platform describing that the project's purpose is to support learning needs for the College's diverse student community. The platform's support includes but is not limited to, the ability to create interactive videos for faculty and students, analytics, Schoology Gradebook integration, and interventions regarding the information contained within the videos. The public opening for the request for proposals was held on February 2, 2024, with three proposals received. Mr. Blume moved, seconded by Mr. Enright, to award the request for proposal (RFP) for an Interactive Video Platform to The We Video Inc. of Lake Forest, CA for \$16,753 for a one-year term with two optional one-year renewals. The motion was unanimously adopted.

Bids were sought for a new 23/24 Telehandler/Forklift with outlined specifications required. Mr. White informed the Board the public bid opening of bids was held on February 7, 2024, with five vendors responding from a list of 12 plan holders. Mr. Tuescher moved, seconded by Mr. Williamson, to award a contract for a bid amount of \$114,513.41 to Fairchild Equipment of Green Bay, WI. The motion was unanimously adopted.

The existing lease with TWA Properties of Richland Center, WI, for 3,400 square feet of office/classroom space located at 373 W. Sixth Street, Richland Center, WI, was reviewed by the Board. Mr. White reminded the Board that this has been the location for Southwest Tech's Outreach Site in Richland Center for approximately five years when the lease ends on May 31, 2024. Mr. Williamson moved, seconded by Mr. Enright, to approve exercising the 60-month lease renewal option with TWA Properties of Richland Center, WI, beginning June 1, 2024, and ending on May 31, 2029, for 3,400 square feet of office and classroom space located at 373 W. Sixth Street, Richland Center, WI 53581, contingent upon Wisconsin Technical College System board approval. The motion unanimously carried.

The 2024-25 Budget Priorities and Assumptions were reviewed. Mr. White led an interactive activity in which the Board provided engagement and feedback on opportunities, risks, and threats that will affect fiscal college health over the next five

years. Information collected from the discussion will help guide budget-building over the coming months. The preliminary budget will be brought to the Board in April 2024.

A summary of open positions was provided under the College Staffing report by Krista Weber, Chief Human Resources Officer.

Mr. White presented the FY 2024 FTE Year-Over-Year report noting that the FTE report in this month's packet is inaccurate due to the timing of switching to the new Anthology system. The review of the Application Comparison report indicates that when discounting application variations above program caps, the numbers increase from down 22 year-over-year to up 16 applications for Fall, 2024, and an increase from down 26 to down 7 for Spring, 2025.

Under the Chairperson's Report:

- Mr. Tuescher reflected on the rich personal rewards and challenges of serving as SWTC board trustee for the last thirty years.
- Mr. Chuck Bolstad was nominated by Mr. Tuescher, seconded by Mr. Blume, as a nomination for President of the District Boards Association (DBA). The motion unanimously carried. The nomination paperwork will be sent to the DBA for the upcoming 2024 election process.
- The next DBA meeting is March 22-23, 2024, at Nicolet College. Attendance is encouraged.
- Save the date for the upcoming WTCS Eagle Award Luncheon and Student Ambassador Banquet on April 18, 2024, at the Wilderness Resort, Wisconsin Dells.

Under the President's Report:

- Currently, fourteen students have completed the first phase of their Student Success Plans. Specifically, they have worked through a facilitated career exploration process, completed a budget, identified the gap in resources, and agreed to their plan for support while taking classes. Over 700 people (future students) are working through the process before classes this summer/fall.
- Identification of the College's Legal Counsel was discussed. Options will be brought forth at the March 28, 2024, meeting.
- Dr. Wood and Katie Glass, Executive Director of Marketing, attended the ACCT Legislative Summit Update in Washington DC earlier this month.
- Dr. Wood may be taking a sabbatical leave this summer and leadership plans are being discussed.
- The ERP Anthology Student module (student portal, faculty portal, enrollment, degree audit, grades, transcripts, payments, and financial aid) and the Lumens Continuing Education portal went live earlier this month. Our staff is working diligently with Anthology to overcome hurdles with the transition to the new systems.
- ERP Heroes include Matthew Baute, Director of Enterprise Applications; Danielle Seippel, Registrar; and CoraBeth Schmitz, Student Financial Assistance Manager. The Board expressed their sincere appreciation and gratitude to them and all of those on the front lines during this project.

- The Board offered guidance to Dr. Wood about a quote from Crucial Conversations coursework.

There was nothing discussed under College Happenings or Other Informational Items.

Mr. Tuescher moved, seconded by Mr. Enright, to adjourn to a closed session to continue discussion on legal issues per Wis. Stats. 19.85(1)(g). Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Mr. Williamson. The motion unanimously carried, and the meeting adjourned to a closed session at 9:20 p.m. Without any action taken, the Board reconvened to an open session at 9:38 p.m.

Without any further business to come before the Board, Ms. Jordie moved to adjourn, with Mr. Williamson seconding the motion. The motion carried, and the meeting adjourned at 9.38 p.m.

Kent Enright, Secretary