

**MINUTES OF REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
FEBRUARY 27, 2025**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 5:02 p.m. on February 27, 2025, 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, and Don Tuescher. Absent: Jeanne Jordie, Steve Williamson, Jane Wonderling

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

Jason Wood, President, and College Staff: Heath Ahnen, Dennis Cooley, Katie Glass, Dan Imhoff, Cynde Larsen, Ross Martin, Lori Needham, Caleb White, Kaye Woodke

Student Senate Representatives: Kajal Patel, Megan Stauffacher, Karson Wenger

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:



District Board Meeting Notice/Agenda

Thursday, February 27, 2025

5:00 p.m. – Regular Board Meeting

Southwest Tech ~ Conference Room 430

1800 Bronson Boulevard, Fennimore, WI 53809

Agenda

5:00 p.m.	Meeting Begins – Open Meeting
6:30 -7:00	Board Dinner
7:00 p.m.	Closed Session, Followed by Open Meeting

Open Meeting

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s February 27, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore’s City Office, and on the College’s website at www.swtc.edu/about/board/meetings in an attempt to make the general public aware of the time, place, and agenda.”

Open Meeting

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Student Senate Update

Consent Agenda

- A. Approval of Agenda
- B. Minutes of the January 23, 2025, 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. Award RFP – Facilities Maintenance and Repair Services
- B. Approval of 2023-24 Single Audit Report

Board Monitoring of College Effectiveness

- A. Staffing Update
- B. Review of Employee Benefits Package
- C. SWTC Foundation 2nd Quarter Report
- D. SWTC Real Estate Foundation 2nd Quarter Report
- E. College Budget Update
- F. Review of Compensation Proposal
- G. Application Report

Information and Correspondence

- A. Enrollment Reports and Student Success Scoreboard
 - 1. Program Application Comparison: 2024-25 vs. 2025-26
 - 2. 2024-25 Year-Over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association Update
 - 2. District Boards Association Nominations for Officer Elections
 - 3. ACCT National Legislative Summit Update
 - 4. ACCT Awards
- C. College President's Report
 - 1. Funding Update
 - 2. Faculty, Staff, Student Outreach Update
 - 3. College Happenings
- D. Other Information Items

Establish Board Agenda Items for Next Meeting (Regular Meeting)

- A. Agenda
 - 1. Approval of Board Monitoring Report – Quality Teaching & Learning
 - 2. Academic Master Plan Update
 - 3. Dual Enrollment Funding Update
- B. Time and Place
 - 6:00 p.m. on Thursday, March 27, 2025, Southwest Tech, Room 430

Dinner: 6:30-7:00 p.m.**Adjourn to Closed Session**

- A. Consideration of adjourning to a closed session for the purpose of

1. Discussing a lawsuit per Wis. Stats. 19.85(1)(a) {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}
2. Discussing preliminary notices of non-renewal 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 the president's employment 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 January 23, 2025

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Open Meeting

Other Items Requiring Board Action

A. Approval of 1st Reading: Ad Hoc Committee

Board Monitoring of College Effectiveness

- A. Student Success Policy Discussion
- B. President Priority Outreach for 2025-2026

Adjournment

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Student Senate Representatives Kajal Patel, Megan Stauffacher, and Karson Wenger updated the Board members on a recent legislative visit to the state capitol and current campus events.

After a review of the Consent Agenda, including the February 27, 2025, agenda; January 23, 2025, Board meeting minutes; financial reports; 18 contracts totaling \$94,821.02 in January 2025; recommendations to hire Laura Sturtz, Human Resource Generalist, Erika Brunson, Student Success Coach (Part-time LTE); the resignations of Kyle Bennett, Recruitment/Student Success Manager, Tina Stoeffler, WIG Grant Coordinator-LTE; and the retirement of Connie Haberkorn, Director of HR, Mr. Prange moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

The summary of the RFP for a contract for on-call repair and maintenance services was reviewed. The public opening for the request for proposals was held on February 4, 2025, with seven vendors submitting the required documentation. Mr. Tuescher moved, seconded by Mr. Enright, to award the RFP for Facilities Maintenance & Repair Services to all vendors that submitted a valid RFP response for a three-year term with the option to extend one (1) additional year. An award is no guarantee of work. The awarded vendors are as follows: Baus Electric, Lancaster, WI; Energy Management Consultants, Fennimore, WI; H&N, Fennimore, WI; Hall Ceilings, Steuben, WI; Helm Mechanical/Helm Service, Freeport, IL; Jim's Building Center, Fennimore, WI; and Pioneer Roofing, LLC, Johnson Creek, WI. The motion unanimously carried.

Caleb White, Vice President of Administrative Services, presented the 2023-24 single audit report. It was noted that the audit findings request three corrective actions regarding financial aid reporting. The planned completion date for the corrective action plan is June 30, 2025. Mr. Enright moved, seconded by Mr. Prange, to approve the 2023-24 financial audit, as presented. Upon roll call vote, all present members voted affirmatively to approve as moved: Mr. Tuescher, Mr. Prange, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried.

Ross Martin, Human Resources Director, summarized the monthly staff report. Currently, posted positions include a Nursing Instructor, an Academic Success Coach-Tutor (Health/Science), and a Radiography Instructor/Clinical Coordinator.

Mr. Martin presented a College benefits update. Benefit priorities, member education, and future benefit considerations were reviewed. Leveraging benefits as a mechanism for attracting talent, retaining talent, and overall employee health and well-being are a long-term focus.

Dennis Cooley, Executive Director of Advancement, presented the Southwest Tech Foundation and Real Estate Foundation's 2nd Quarter FY2025 reports. The Student Success Plan concept has led to the formation of fundraising committees each tasked with organizing and contacting alumni and friends on behalf of the Student Success Plan Fund for that particular K-12 School District. It was also noted that the Dodgeville property purchase is in the four-step HUD approval process.

Dr. Wood briefed Board members on the College's 2025-26 budget process. All signs point to a delay in state budget approval. Many circumstances are being considered and the College's budget is being built as if nothing changes at the state level.

The Board deliberated on a 3% cost-of-living increase for employees and a minimal investment in the reclass process. Given the uncertainty of the timing of the state budget, Dr. Wood walked through a few scenarios for the Board to consider. The Board stressed the importance of acting in good faith toward good fiscal decisions and keeping employees' best interests in mind.

Katie Glass, Chief Communications Officer, and Kaye Woodke, Student Success Specialist, summarized application trends and actions to increase applications. Efforts to increase applications include marketing and personalized outreach, mailers, event-based recruitment, adult student information nights, and personalized time with high schoolers developing a student success plan.

The Program Application Comparison and the FTE Year Over Year Comparison Reports were reviewed. Fall applications are significantly down 166 compared to this time last year. This month's FTE report shows a decrease of .2% from last year's report.

Ms. Glass presented an update on the advancements made in Student Success Plans. As of February 17, 2025, the following portions have been completed: 1,821 career assessments, 1,846 academic maps with supports and services, and 957 financial budgets. 918 students have a completed plan. The current average 2024/25 student financial gap is currently \$6,486.

Under the Chairperson's Report:

- The District Boards Association (DBA) will hold officer elections at its condensed meeting on April 11, 2025, at Wisconsin Dells. The WTCS Ambassador Banquet the night before. Participation is highly recommended at this very special event.
- Nominations for the DBA's upcoming officer elections were discussed. Members present at tonight's meeting cannot commit to a nomination.
- The Washington D.C. ACCT National Legislative Summit was held February 9-12, 2025. Attendees included President Wood, Chuck Bolstad, David Blume, Kent Enright, Katie Glass, and Riley Klein. Mr. Blume and Mr. Enright summarized the visit.
- ACCT Award nominations were discussed. The board agreed to nominations for Jason Wood, as Chief Executive Officer, and Lori Needham, as Professional Board Staff Member

Under the College President's Report:

- The funding update agenda item was summarized earlier in the meeting during the budget conversation.
- An update about recent visits with faculty, staff, and students.
- A summary of the speaking engagement at Achieve the DREAM conference in Philadelphia the week of February 17, 2025.

Mr. Blume moved, seconded by Mr. Enright, to adjourn to a closed session to discuss 1) a lawsuit per Wis. Stats. 19.85(1)(a) {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}; 2) preliminary notices of non-renewal and 3) the president's employment 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.} Upon roll call vote, all present members voted affirmatively to move to closed session: Mr. Tuescher, Mr. Prange, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting moved to a closed session at 7:41 p.m.

No action was taken during the closed session. The Board reconvened to open session at 9:03 p.m.

The ad hoc committee agenda item was reviewed and discussed. Mr. Tuescher moved, seconded by Ms. Fillback, to approve the first reading of the ad hoc committee charter. Motion carried.

A short discussion about the draft of the 2018 Student Success Policy occurred. There was interest in returning it to a future meeting with suggested updates and edits.

The president's recent engagement with employers, partners, and community agencies was briefly highlighted. Presentations at school board meetings and business visits remain a key focus. The Board will review the initial goals and success metrics for the 2025-26 outreach initiatives at a future meeting.

With no further business, Mr. Blume moved to adjourn the meeting, with Mr. Tuescher seconding the motion. The motion carried, and the meeting adjourned at 9:08 p.m.

Kent Enright, Secretary