

**AMENDED MINUTES OF THE ANNUAL MEETING FOR THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JULY 14, 2025** (amended and approved on 9.25.2025)

The Board of Southwest Wisconsin Technical College met in an open session of its annual meeting commencing at 6:02 p.m. on July 14, 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, Theresa Braudt, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, and Jane Wonderling. Absent: Steve Williamson

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

Caleb White, Interim President and Vice President for Administrative Services, and College Staff: Heath Ahnen, Holly Clendenen, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, and Kris Wubben.

Members of the Public: Paul Bell, Paul Cutting, Hannah Kussmaul, Barb McCormick, and Karyl Nicholson.

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 ANNUAL MEETING NOTICE/AGENDA**

Monday, July 14, 2025, 6:00 p.m.

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: "The Southwest Wisconsin Technical College District Board's July 14, 2025, annual meeting is called to order. This is open to the public and in compliance with State Statutes. Notice 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), and posted on campus, CESA 3, and at the Fennimore City Office to make the general public aware of the time, place, and agenda."

- A. Roll Call
- B. Reports/Forums/Public Input

**OPEN MEETING**

- A. Oath of Office – Recently Appointed Board Members

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of
  - 1. Discussing potential candidates and evaluative criteria 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 June 19, 2025.

#### **RECONVENE TO OPEN SESSION**

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

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the June 19, 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
- F. District Boards Association (DBA) 2025-26 Fee Assessment

#### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Election of 2025-26 Board Officers
- B. Approval of 2025-26 Signatory Authority Policy
- C. Designation of 2025-26 College Legal Counsel
- D. Designation of 2025-26 Depository
- E. Approval of Three-Year Facilities Plan
- F. Approval of Ten-Year Facilities Plan

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

- A. Presidential Search Process and RFP Update
- B. Academic Master Plan Update
- C. Review Draft of 2025-26 Strategic Directions
- D. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report and Student Success Scoreboard
  - 1. Enrollment/FTE Comparison Report
  - 2. Student Success Scoreboard
- B. Chairperson's Report
  - 1. District Boards Association (DBA) 2025-26 Committee Appointments
  - 2. Nominations for 2025 District Boards Association (DBA) Awards
  - 3. Designate 2025-26 Southwest Tech Foundation and Real Estate Foundation Board Representatives
  - 4. 2025 ACCT Leadership Congress: October 22-25, 2025
- C. Interim College President's Report
  - 1. 2025-26 Calendar Update
  - 2. OPEB Actuarial 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: College Culture
  - 2. Foundation Quarterly Report & Real Estate Foundation Quarterly Report

B. Time and Place

6:00 p.m., Thursday, August 28, 2025, Southwest Tech Conference Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

**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).}

The meeting opened with Karyl Nicholson and Paul Cutting each providing public comment. Each shared their concerns about both current and future aspects of the College's state. Concerns included a lack of instructor input in decision-making, administrative decisions/direction, and a culture of employees who fear being heard. Ideas for future consideration were shared to support the Board as it begins the search for a new college president.

Newly re-elected Board members Charles Bolstad and Jeanne Jordie, and newly elected Board member Theresa Braudt, read and signed the Oath of Office. They will serve three-year terms ending June 30, 2028.

Mr. Tuescher moved, seconded by Ms. Wonderling, to adjourn to closed session to discuss potential candidates and evaluative criteria 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: Mr. Blume, Mr. Bolstad, Ms. Braudt, Mr. Enright, Ms. Jordie, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 6:29 p.m. Without any action taken in the closed session, the Board reconvened to open session at 7:19 p.m.

After a review of the Consent Agenda, including the July 14, 2025, agenda; June 19, 2025, Board meeting minutes; financial reports; 48 contracts totaling \$408,093.54 in June 2025; employment recommendation of Danielle Carlson, Academic Success Coach; resignation of Shannon Cathman, Medical Lab Tech/Science Instructor; and the 2025-26 District Boards Association Assessment in the amount of \$24,487.80, Mr. Enright moved, seconded by Ms. Braudt, to approve the Consent Agenda, as presented. Motion adopted.

The Board elected the 2025-26 Board Officers as follows:

- (1) Mr. Bolstad called for nominations for Chairperson. Mr. Enright moved, seconded by Ms. Wonderling, to nominate Chris Prange as Chairperson. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Blume moved, seconded by Mr. Tuescher, that nominations be closed, and a unanimous ballot be cast for Mr. Chris Prange as Chairperson of the Board. Motion Carried.
- (2) Mr. Bolstad called for nominations for Vice Chairperson. Ms. Jordie moved, seconded by Mr. Tuescher, to nominate Chuck Bolstad as Vice Chairperson. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Prange moved, seconded by Mr. Blume, that nominations be closed, and a

unanimous ballot be cast for Mr. Chuck Bolstad as Vice Chairperson of the Board. Motion Carried.

(3) Mr. Bolstad called for nominations for Secretary. Ms. Wonderling moved, seconded by Ms. Jordie, to nominate Kent Enright as Secretary. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Blume moved, seconded by Mr. Tuescher, that nominations be closed, and a unanimous ballot be cast for Mr. Kent Enright as Secretary of the Board. Motion Carried.

(4) Mr. Bolstad for nominations for Treasurer. Mr. Tuescher moved, seconded by Ms. Jordie, to nominate Jane Wonderling as Treasurer. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Blume moved, seconded by Mr. Prange, that nominations be closed, and a unanimous ballot be cast for Ms. Jane Wonderling as Treasurer of the Board. Motion Carried.

Per Southwest Wisconsin Technical College District Board Governance Policies, only designated Board Officers, the President, or the President's designees, as approved by the District Board, may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The proposed 2025-26 signatory policy, which identifies the designated individuals with authority to sign official or legally binding documents, was reviewed. Mr. Prange moved to approve, as presented, the 2025-26 Signatory Authority Policy. Mr. Tuescher seconded the motion; the motion carried.

Letters of legal engagement were reviewed from Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Enright moved, seconded by Ms. Wonderling, to retain the following law firms for 2025-26: Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. The motion carried.

At the April 27, 2024, District Board meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to MidWestOne Bank, Fennimore, WI, for a period beginning July 1, 2024, through June 30, 2029. The awarded contract is being honored by MidWestOne Bank, and the College is satisfied with the service level and products offered by MidWestOne Bank. Mr. Tuescher moved, seconded by Mr. Prange, to approve the designation of the College's 2025-26 official depository as MidWestOne Bank, Fennimore, WI, for fiscal year 2025-26. The motion was adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the Three-Year Facilities Plan 2025-2028. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board.

Mr. Tuescher moved, seconded by Mr. Blume, to approve, as presented, the Three-Year Facilities Plan 2025-2028. The motion carried.

Mr. Imhoff presented the Ten-Year Facilities Plan. This plan is a vision for the next ten years. Mr. Tuescher moved, seconded by Ms. Jordie, to approve, as presented, the Ten-Year Facilities Master Plan. The motion was adopted.

The Board discussed the Presidential Search Process, including strategizing options and timelines, and ultimately decided to issue a Request for Proposal (RFP) for Presidential Search Services with the intent of hiring a consultant to lead the process. At this time, the projected timeline for the search anticipates a presidential hire date of July 1, 2026.

Cynde Larsen, Chief Academic Officer, reviewed the Academic Master Plan, which aims to align college programming with high-wage, high-demand careers, supporting student success, bachelor's degree transfer, and regional economic growth. The current portfolio includes 23 associate degrees, 22 technical diplomas, and 3 apprenticeships, with new programs in Radiography Tech, Precision Agronomy, Software Development, and Automation Systems Technology launching through 2026. Strategic analysis of enrollment, costs, and wage data informs annual planning, with recommendations developed by cross-functional teams. Due to low enrollment and industry shifts, the Auto Collision and Medical Assistant programs will conclude after the 2025–26 academic year, with a revised Medical Assistant offering proposed for Fall 2026 or Fall 2027, and has some dependence on WTCS processes. Faculty from affected programs have worked productively through the coming changes and are being considered for alternative roles that continue to support students without increasing budget demands.

A draft of the 2025–26 goals aligned with the College's Strategic Directions was reviewed. It was noted that the final version is scheduled to be presented to the Board for review at the August 28, 2025, meeting.

Krista Weber, Chief Human Resources Officer, reviewed this month's College Staffing report. Replacement positions include Academic Success Coach (hired), Director of Human Resources (paused), and Electrical Power Distribution Lab Assistant (posted). Interviews will soon be conducted for the new position, Manufacturing Outreach Coordinator.

Holly Clendenen, Chief Student Services Officer, presented the Enrollment/FTE Comparison Report. The report shows a 4.2% increase compared to last year at this time. Registration will be open until August 8 for the fall semester's 16-week classes starting on August 18, 2025.

The progress of Student Success Plans was summarized by Ms. Clendenen. As of June 25, 2025, the following portions have been completed: 2,484 career assessments, 2,514 academic maps with supports and services, and 1,348 financial budgets. 1,271 students have completed a plan. The current average 2025-26 student financial gap is \$8,112.

Under the Chairperson's Report:

- The 2025-26 District Boards Association (DBA) Committee Appointments and the Southwest Tech Foundation Board and Real Estate Foundation Board representatives were determined:
  - Kent Enright will continue to serve on the DBA Awards Committee.
  - Jeanne Jordie will continue to serve on the DBA Internal Best Practices Committee.
  - Chris Prange will continue to serve on the DBA Bylaws Committee.
  - At this time, the Board will not have a representative on the DBA External Partnerships Committee.
  - David Blume will continue to represent the Board as an ex officio member on the SWTC Real Estate Foundation Board.
  - Theresa Braudt will represent the Board as an ex officio member of the SWTC Foundation Board.
- Nominations for the 2025 DBA Awards were discussed.
- The Board determined that it will not be sending a representative to this fall's ACCT Leadership Congress 2025.

Under the Interim College President's Report and College Happenings:

- The 2025-26 Calendar revision was described as follows: The College's Celebration and Open House will be on Saturday, September 27, 2025. Faculty and Staff should be on campus on September 27 unless excused by a supervisor and HR. The College will be closed on Wednesday, November 26, 2025.
- The most recent OPEB actuarial report indicates a liability reduction of over \$300,000.
- Under College Happenings :
  - Senator Marklein and Representative Tranel visited on July 7, focusing on the Meat Butchery and Child Care programs.
  - The solar array is now active, and the federal credits can now be applied.
  - The College plans to undergo an RFP to update its learning management system. The last time this was done was in 2016.
  - Student Housing Happenings:
    - The migrant worker tenants have arrived.
    - The footers have been poured on the newest unit.

There were no items reported under Other Information Items.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 8:52 p.m.

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*Kent Enright, Secretary*