

**MINUTES OF A REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 25, 2025**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:01 p.m. on September 25, 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, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson, and Jane Wonderling. Absent: Theresa Braudt

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, Karen Campbell, Holly Clendenen, Dennis Cooley, Karen Farner, Katie Glass, Mandy Henkel, Christina Hill, Dan Imhoff, Cynde Larsen, Kim Maier, Isabelle Manning, Lori Needham, Nicole Nelson, Kris Schoville, Amy Seeboth-Wilson, Gabby Snider, Krista Weber.

Chairperson Prange 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, September 25, 2025

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

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 September 25, 2025, regular 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, and 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.”

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

INFORMATION AND CORRESPONDENCE

- A. Overview of the September 27, 2025, SWTC Celebration & Open House

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. Discussing employee compensation 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.}
 - 2. Discussing potential legal situation per Wisconsin Statutes 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 potential presidential 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 August 28, 2025, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of August 28, 2025, Board Meeting Minutes
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Approval of Amendment to the July 14, 2025, Annual Board Meeting Minutes

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Concept Review: Clinical Medical Assistant (Program 30-509-5)
- B. Approval of Board Monitoring Report: Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report and Student Success Scoreboard
 - 1. FTE Comparison Report
 - 2. Student Success Scoreboard
- B. Chairperson's Report
 - 1. Presidential Search Update
 - 2. WCTC 2025 Biennial Legal Issues Conference (Oct. 16-17, 2025) & District Boards Association Fall Meeting (Oct. 17-18, 2025) at Waukesha County Technical College
- C. Interim College President's Report
 - 1. November Joint Board Proposal
 - 2. District Boards Association Survey
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Bid: Laser Welder
 - 2. Resolution for Adoption of 2025 Tax Levy
 - 3. Fund & Account Transfers (2024-25 Budget Modifications)

4. Review of Purchasing Activity
 5. WI Code of Ethics Resolution
- B. Date, Time, and Place
Thursday, October 23, 2025, 6:00 p.m., 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.}

A summary highlighting the events of the upcoming September 27, 2025, Southwest Tech Celebration and Open House was given by the following members of the event's core planning team: Christina Hill, Dining Services Manager/Lead Chef; Isabelle Manning, HR Generalist; Nicole Nelson, Bookstore Manager; and Gabby Snider, Administrative Assistant. The day will include campus tours, program showcases, guest speakers, live music, food prepared by SWTC, food trucks, and children's entertainment.

Mr. Bolstad moved, seconded by Mr. Blume, to adjourn to closed session to discuss employee compensation 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}; a potential legal situation per Wisconsin Statutes 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}; and potential presidential 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 in the affirmative: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, Mr. Williamson, Ms. Wonderling, and Mr. Prange. The motion carried, and the meeting adjourned to a closed session at 6:14 p.m. The Board reconvened to open session at 6.49 p.m.

After a review of the Consent Agenda, including the September 25, 2025, agenda; the August 28, 2025, Board meeting minutes; financial reports, nine contracts totaling \$33,890.00 in August 2025; employment recommendations of Thomas Moravits, Electrical Power Distribution Lab Assistant, and Stacia Stephenson, Director of Foundation; the retirement of Margaret Chubb, Financial Aid Assistant/Accounting Bursar; and an amendment to the July 14, 2025, Board meeting minutes, Mr. Bolstad moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

A Concept Review for a Technical Diploma in Clinical Medical Assistant (Program Number 30-509-5) was presented by Cynde Larsen, Chief Academic Officer; Kris Schoville, Academic Lead/Medical Assistant Instructor; and Karen Farner, Academic Lead/Medical Lab Tech Program Director/Instructor. It was noted that the new program

is a restructuring of the current Medical Assistant program, transitioning from a two-semester format to a three-semester format consisting of three 8-week sections. The revision will adjust the program's total credits from 28 to 24. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Concept Review for the Clinical Medical Assistant Technical Diploma (Program 30-509-5). The next step in the process will be a review and approval by the Wisconsin Technical College System's District Board.

Mandy Henkel, Executive Director of College Effectiveness/Accreditation, and Karen Campbell, Compliance Officer, presented the September 2025 Board Monitoring Report-Compliance. Ms. Henkel reported that the College is in its ninth year of a ten-year Higher Learning Commission accreditation cycle. The upcoming comprehensive evaluation visit, including a federal compliance review, is scheduled for November 30–December 1, 2026. Preparations include emphasizing evidence collection, continuous improvement documentation, and stakeholder engagement. In addition, as part of the report, Ms. Campbell reviewed the fiduciary compliance responsibilities of Board members. Mr. Williamson moved, seconded by Mr. Enright, to approve, as presented, the September 2025 Board Monitoring Report – Compliance. Motion adopted.

The College Staffing report was provided by Krista Weber, Chief Human Resources Officer. Current postings include Software Development Instructor, Medical Laboratory Technician Instructor, and a Driver's Education Program Coordinator (internal posting).

Katie Glass, Chief Communications Officer, presented the Enrollment/FTE Comparison Report. FTE enrollments are remaining steady compared to the same period last year with a .8% increase.

Holly Clendenen, Chief Student Services Officer, provided an update on the monthly Student Success Scoreboard. As of September 15, 2025, 771 program students and 106 dual credit students, who are currently taking a class, have completed a Success Plan. There are 54 potential future students with a completed success plan who have applied and are accepted but are not yet taking any classes. This month, the report introduces reporting data on Adult Education and English Language Learning (ELL) students. Seven ELL students with a completed plan are currently taking a class at Southwest Tech. Data also indicates that 43% of 2025-26 students who reported an initial financial gap have seen a reduction in the gap.

Under the Chairperson's Report:

- Presidential Search Update:
 - Two planning meetings have been held thus far with the consulting firm, AGB Search, and an aggressive, yet adjustable, timeline has been established.
 - The Search Committee is almost finalized.
 - Board Chairperson, Chris Prange, is attending all meetings as a non-voting member of the committee. If one of the Board members needs to step down from the committee, he will then be prepared to step in as a voting member.

- WTCS 2025 Biennial Legal Issues Conference (Oct. 16-17, 2025) & District Boards Association Fall Meeting (Oct. 17-18, 2025) at Waukesha County Technical College. The legal conference will not be virtual. Board member Kent Enright plans to attend.

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

- November Joint Board Proposal: Discussion regarding a District Board meeting with the Foundation and Real Estate Foundation, the afternoon of November 19 (the same day as the Foundation's Scholarship Reception). The Board decided to schedule the meeting with the understanding that not every District Board member will be able to attend.
- The Board provided feedback to Mr. White that will assist him in completing a District Boards Association Survey.
- Under College Happenings:
 - Financial auditors are on campus this week.
 - The Nursing program concluded an accreditation visit for student success and program quality. Additional reviews for Midwifery and Radiography are upcoming.
 - The Child Care Center again earned a 4-star YoungStar rating, recognizing its safe, high-quality learning environment.
 - The Veterans Affairs Compliance Survey was completed with no findings.
 - The ERP core team continues to meet each week, pushing initiatives.
 - The Solar field is now totally functioning.

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 8:27 p.m.

Kent Enright, Secretary