

**MINUTES OF A REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 18, 2025**

The Board of Southwest Wisconsin Technical College met remotely over Zoom for a regular meeting commencing at 6:00 p.m. on December 18, 2025.

The following members were present:

David Blume, Charles Bolstad, Theresa Braudt, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson (arrived at 6:12), and Jane Wonderling (arrived at 6:09)

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

Caleb White, Interim President and Vice President for Administrative Services, and College Staff: Danielle Carlson, Holly Clendenen, Dennis Cooley, Katie Glass, Chantel Hampton, Mandy Henkel, Dan Imhoff, Kelly Kelly, Cynde Larsen, Lori Needham, Krista Weber, and Kris Wubben.

Southwest Tech Students: Kat Chamorro Rueda, Edwin Garmendia, Sherley Cesar, Guettie Meremable, and Tamar Meremable

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, December 18, 2025

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

Remote via Zoom:

Dial in: US: [+13092053325](tel:+13092053325), [95352315208#](tel:+13092053325) or [+13126266799](tel:+13126266799), [95352315208#](tel:+13126266799)

Meeting URL:

<https://swtc.zoom.us/j/95352315208?pwd=gbwFmgUu7KAvmSu2wa7aD71dBbqOPQ.1>

Meeting ID: 953 5231 5208

Passcode: 246674

AGENDA

OPEN MEETING

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s December 18, 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 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

OTHER ITEM REQUIRING BOARD ACTION

- A. Approval of Student Organization: G.L.O.B.A.L Club

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. Discussing potential presidential candidates and evaluative criteria under Wis. Stats. Sec. 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 preliminary notices of non-renewal under Wis. Stats. Sec 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. Considering employment and evaluation process for a public employee over which the governmental body has jurisdiction and exercises responsibility as authorized under Wis. Stats. Sec 19.95(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 November 20 and November 21, 2025, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

INFORMATION AND CORRESPONDENCE

- A. Interim College President's Report
 - 1. College AI Initiative
 - 2. Civil Rights Compliance Review Findings
 - 3. Partnership/Outreach Updates
 - 4. College Happenings

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of November 19, 20, and 21, 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

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of 2024-25 Financial Audit
- B. Approval of Bid: UW56 Bobcat Toolcat with Trade
- C. Approval of Bid: Vertical Tillage Implement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment & Application Reports and Student Success Scoreboard
 - 1. FTE Comparison Report
 - 2. 2025-26 Program Application Comparison Report
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. Wisconsin Hospital Association 2025 Trustee Award Recipient – Cynde Larsen
 - 2. ACCT National Legislative Summit – February 2026
- C. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report: Safety and Security
- B. Date, Time, and Place
 - Thursday, January 22, 2025, 6:00 p.m., SWTC Room 430

ADJOURNMENT

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL 608-822-2632 OR E-MAIL DISABILITYSERVICES@SWTC.EDU.}

A request for formal Board approval of a new student organization, G.L.O.B.A.L, was brought forth by the following students: Kat Chamorro Rueda, Edwin Garmendia, Sherley Cesar, Guettie Meremable, and Tamar Meremable. Supporting the students during the virtual presentation were Danielle Carlson, Academic Success Coach, who will serve as the new club's advisor, and Chantel Hampton, Director of Adult Education/Student Success. Highlights of the presentation and the club charter include that the club is open to all students and that the name G.L.O.B.A.L represents the club's core values and guides the club's mission: **G**rowing, **L**earning, **O**ptimistic, **B**ilingual, **A**chievement, and **L**eadership. Mr. Bolstad moved, seconded by Ms. Wonderling, to approve the new G.L.O.B.A.L Club. Motion carried.

Mr. Enright moved, seconded by Mr. Bolstad, to adjourn to closed session to 1) discuss potential presidential candidates and evaluative criteria; 2) discuss preliminary notices of non-renewal; and 3) to consider employment and evaluation process for a public employee over which the governmental body has jurisdiction and exercises responsibility as authorized under 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 members voted in the affirmative to move into the closed session: Mr. Blume, Mr. Bolstad, Ms. Braudt, 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 6:21 p.m. The Board reconvened to open session at 6:52 p.m.

Items reviewed under the Interim College President's Report and College Happenings:

- The launching of an AI initiative was described, which aims at preparing faculty, staff, and students for the future by integrating AI literacy and Microsoft platform proficiency into all programs and roles. Krista Weber, Chief Human Resources Officer, and Heath Ahnen, Executive Director of IT Services, are leading.
- The Wisconsin Technical College System Office completed a comprehensive Office for Civil Rights review at SWTC with very few issues found. The voluntary compliance plan will be completed in January.
- Partnership/Outreach update: The College is still planning to lease from the developer of the property at the corner of Highways 23 and 18, and there are continued exploration discussions with area K-12's who hope to advance their career technical education.
- Winter Commencement was held on December 12 with over 80 graduates participating in the ceremonies.
- The annual Board Appointment process will begin in January. The committee's meeting is scheduled for March 4, 2026. Board members whose term ends on June 30, 2026, are Chris Prange (Additional member, South), David Blume (Additional member, At Large), and Steve Williamson (Elected Official, At Large).

After a review of the Consent Agenda, including the December 18, 2025, agenda; the November 19, 20, and 21, 2025, board meeting minutes; the November 2025 financial reports; 14 contracts totaling \$83,154.16 in November 2025; the promotion/transfers of Gabby Snider to Training and Development Coordinator, Isabela Cauffman Moreno to Child Care Aid, Isabelle Manning to Human Resources Manager; and the retirements of Robert Lund, Custodian, and Karen Campbell, Compliance Officer, Mr. Bolstad moved, seconded by Mr. Enright, to approve the December 18, 2025, Consent Agenda, as presented. Motion adopted.

Caleb White, Interim President and Vice President for Administrative Services, and Kelly Kelly, Director of Fiscal Services/Controller, presented the College's 2024–25 Financial Audit. The independent auditors issued an unmodified ("clean") opinion with no material or significant deficiencies identified. Mr. White noted that the single audit report is not included at this time; it will be completed in January because federal and state compliance guidance was not released until November. Mr. Tuescher moved, and Ms. Braudt seconded, to approve the 2024–25 financial audit as presented. The motion carried.

Ms. Kelly and Dan Imhoff, Director of Facilities, Safety, and Security, brought forward the following bids for board approval:

1. A new UW56 Bobcat Toolcat with trade for the facility maintenance department. The virtual public bid opening was held on November 24, 2025, with three vendors submitting proposals. Recommendation proposed: a contract for the

UW56 Bobcat Toolcat with trade for a bid amount of \$39,898.64 to Ritchie Implement, Cobb, WI.

2. A new Vertical Tillage Implement for the College's agriculture programs. The virtual public bid opening was held on November 25, 2025, with three vendors submitting proposals. Recommendation proposed: a contract for the new Vertical Tillage Implement in the bid amount of \$79,485.00 to Ritchie Implement, Cobb, WI.

Mr. Williamson motioned, seconded by Ms. Jordie, to award both bids as presented: a contract for the UW56 Bobcat Toolcat with trade for a bid amount of \$39,898.64 to Ritchie Implement, Cobb, WI., and a contract for the new Vertical Tillage Implement in the bid amount of \$79,485.00 to Ritchie Implement, Cobb, WI. Motion carried.

The College Staffing report was provided by Ms. Weber. Current postings include a Software Development Instructor, an Advanced Manufacturing Instructor, and a Human Resources Assistant.

The Enrollment/FTE Comparison and Applications Reports were reviewed by Katie Glass, Chief Communications Officer. FTE enrollments have decreased by 2.7% compared to this time last year, while the application report shows a reduction of seven students year-over-year. There are four more registration sessions scheduled before the spring semester begins.

Holly Clendenen, Chief of Student Services, presented the December 2025 Student Success Scoreboard report, noting that work is ongoing to transition existing plans into the new application. The updated system consolidates all three sections of each plan in one place, removing the need to manage them separately. The conversion is expected to be completed in early 2026.

Items reviewed under the Chairperson's Report:

- Cynde Larsen, Chief Academic Officer, was recently named the Wisconsin Hospital Association's Trustee of the Year. Ms. Braudt shared information about the award that was presented at Boscobel's Emplify Health Board meeting, which Dr. Larsen has served on for the last ten years.
- The Board will not be sending a trustee to this year's ACCT National Legislative Summit. There may be at least one staff member attending and will forgo the conference and attend the legislative meetings only.

Under other information items:

- The District Board's Association meeting will be held virtually on the morning of January 30, 2026. The Board will explore participation as a group from the campus.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 7:41 p.m.

Kent Enright, Secretary