

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DECEMBER 19, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on December 19, 2019, in Room 365 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Russ Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Kyle Bennett, Karen Campbell, Holly Clendenen, Katie Garrity, Cora Beth Halverson, Dan Imhoff, Katie Glass, Kelly Kelly, Krista Weber, Caleb White, and Jake Mootz.

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, December 19, 2019

6:00 – Registration Experience / Dinner  
7:00 p.m. – Board Meeting  
Room 365 – Lenz Center

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The December 19, 2019, regular Board meeting of the Southwest Wisconsin Technical College Board 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 and posted on campus, at the Fennimore City Clerk’s Office, and CESA 3 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

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 14, 2019
- C. Financial Reports
  - 1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance
3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges Membership

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

- A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Bid: Bookstore Remodel
- C. Bid: HP Proliant DL360 Servers
- D. Grant County Economic Development Lease
- E. Second Reading of Governance Policy 4.5: College Strategic Directions

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

- A. Platteville Outreach Site Update
- B. Enterprise Resource Planning (ERP) Update
- C. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  1. Discussing a contract 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 Conflict of Interest policy 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.
  3. Discussing a student per Wis. Statutes 19.85(1) (f) Considering financial, medical social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of October 24, 2019.

### **RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

**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).}**

After a review of the Consent Agenda, including the December 19, 2019, agenda; November 14, 2019, regular Board meeting minutes; financial reports; 18 contracts totaling \$85,503.25 in November 2019; the resignations of Jaime Klein, Leadership Development Instructor, and Linda Kious, Medical Lab Technician / Lab Science Instructor; and the 2020 membership renewal to the American Association of Community Colleges in the amount of \$3,538.00, Mr. Moyer moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion unanimously carried.

Caleb White presented the resolution to borrow \$4,000,000 in General Obligation Promissory Notes as the annual 2019-2020 borrowing. Mr. Tuescher moved to award the resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. Upon a roll call vote where all Board members voted affirmatively, the motion carried.

A Request for Bids had been solicited from vendors to remodel and repurpose 5,205 square feet of general office and meeting room areas in the southeast portion of Building 400 into a Welcome Center and relocate the Bookstore to this area located just inside the College Main Entrance. Included with the bid specifications was an alternate bid to upgrade the Building 300 east vestibule. The bids were opened on December 3, 2019, with ten vendors submitting bids. Dan Imhoff, Director of Facilities, Safety & Security, presented the bid recommendation. Mr. Tuescher moved to award the low bid for the Bookstore Remodel Project, in the amount of \$446,266, to KSW Construction of Verona, Wisconsin. This bid amount falls under the project amount approved by the WTCS State Board in November 2019. Ms. Nickels seconded the motion. Upon a roll call vote with all Board members voting affirmatively, the motion carried.

The Board had approved awarding the bid for HP Proliant DL360 servers at the October 24, 2019, Board meeting. However, it was discovered the bids received were for remanufactured servers, not new servers. Therefore, a Request for Bids was resolicited from vendors. The bid opening was on December 6, 2019, with four bids received from vendors. Mr. Prange moved to award the bid for the HP Proliant DL360 Servers in the amount of \$52,107.00 to SHI International Corp. of Somerset, NJ. Ms. Nickels seconded the motion. Upon a roll call vote where all Board members voted affirmatively, the motion was carried.

The 2020 office space lease for Grant County Economic Development Corporation to rent two office spaces at the college was presented by Mr. White. The lease remains the same as the 2019 lease agreement and is for rental and furniture for two office spaces. Mr. Tuescher moved to approve the 2020 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Ms. Fitzsimons seconded the motion; motion unanimously carried.

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The Board approved the first reading of the policy at its November 14, 2019, Board meeting. Dr. Wood presented the second reading of the change to Governance Policy 4.5. Mr. Moyer moved to approve the second reading of the Governance Policy 4.5: College Strategic Directions, with Ms. Nickels seconding the motion. Motion unanimously carried.

The Board heard an update on the Platteville Outreach Site Development. Included in the report were a remodeling / repurposing timeline, a marketing plan, and an academic plan.

Matthew Baute, Director of Software Development, provided an update on the Enterprise Resource Planning (ERP) process. Two vendors had been brought back to campus for additional demonstrations the week of December 9. Mr. Baute outlined that the College is looking for a state-of-the-art system and is in Phase II of the ERP process. The next steps in the process are to finish reference calls, possibly do a site visit to colleges, and secure a best and final offer from the vendors. The ERP core team will provide another update at the January Board meeting.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting interviews have been scheduled for a full-time Midwifery Instructor and a Day Maintenance Worker.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The fall 2020 Application Report showed similar findings in that the applications received for fall 2020 are similar to the applications received at this same time last year. Katie Glass, Executive Director of Marketing, and Kyle Bennett, Recruitment Coordinator, provided an overview of recruitment activities taking place. Mr. Bennett has been working with homeschooled students from the Platteville area, and there will be a statistics course offered to the group. Work is just starting with homeschooled groups in the Richland Center area. Other recruitment activities included tour and lunch experiences, dual-credit events, veterans, and adult population recruitment. These activities have involved a lot of staff and faculty members.

Under the Chairperson's Report, Mr. Bolstad shared the powerful messages given by the students who spoke at graduation. At the next District Boards Association meeting, Mr. Bolstad will be presenting to the internal committee about the college's Board monitoring reports.

Dr. Wood congratulated and thanked the people who have worked on the Enterprise Resource Planning (ERP) process, noting all involved in the process have gone above and beyond, especially the core group who have done a tremendous amount of work. Dr. Wood also reiterated Mr. Bolstad's message about the graduation speeches and how the two speakers were grateful for all at Southwest Tech who have helped them get where they are. Dr. Wood shared what would be happening at upcoming meetings and asked to move the May Board meeting up one week.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing a contract per Wis. Stats. 19.85(1)(e); a conflict of interest policy per Wis. Stats. 19.85(1)(e); and a student per Wis. Stats. 19.85 (1)(f). Mr. Prange seconded the motion. Upon a roll

call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:03 p.m. The Board reconvened to open session at 8:42 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 8:43 p.m.

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Donald Tuescher, Secretary