

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
AUGUST 27, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on August 27, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Tracy Fillback, Chris Prange, Donald Tuescher, Jane Wonderling

Absent: Melissa Fitzsimons, Jeanne Jordie, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Barb Tucker, Krista Weber, and Caleb White.

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, August 27, 2020

7:00 p.m. – Regular Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 939 2508 1507

Passcode: 780636

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The August 27, 2020, regular 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, posted on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus 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 Annual Meeting of July 13, 2020
- 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. Fundraising Priorities

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

- A. Foundation Quarterly Report  
B. ABC's of Accreditation  
C. Financial Functional Area History  
D. 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 personnel issues 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 where 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 from May 21, 2020

### **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 August 27, 2020 agenda; July 13, 2020, Board minutes; financial reports; 30 contracts totaling \$702,529.05 in July 2020; employment recommendations for David Carter-Plake - Midwifery Program Clinical Site

Coordinator, Sara Stites - Midwifery Program Coordinator, Andrea Hill - Midwifery Program Clinical Site Coordinator, Calvin Butteris - Systems Analyst-Advancement/Recruitment, Andrew Draus – Systems Analyst-Finance/HR/Payroll, Tina Leis – LTE Student Services Assistant, Karen Forseth – LTE Financial Aid/Business Office Assistant, Christy Chappell – Nursing Assistant Instructor, Saikanth Ratnavale – Math Instructor; one promotion of Chantel Hampton – Diversity, Equity & Inclusion Coordinator/Social Science Instructor, and the retirement of Barb Tucker – Accreditation Liaison Officer, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

Holly Clendenen, Executive Director of College Advancement, presented the Fundraising Priorities for the 2020's. The SWTC Foundation and Real Estate Foundation boards have approved the priorities. The priorities are Funding for Diversity, Equity, & Inclusivity – increase the number/percentage of students/faculty/staff of color and increase programming to sustain the conversation, learning moments, and policy development; Create More Endowed Scholarships – offer the same amount of scholarships from endowment funding as is currently being provided by pass-through funds; Create a Student Support Endowment – offer the same level of support we are currently providing with annual investments; and Create Operating Flexibility in Case the Financial Situations Worsens Considerably. Mr. Tuescher moved to approve the Fundraising Priorities for the 2020's, with Ms. Fillback seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Ms. Clendenen presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Highlights included FY20 fundraising totals of \$1,113,603 total gifts received from 1074 donors; employee giving totaled \$73,046 from 94% of the full-time employees, received \$56,056 in gifts through the Phonathon, received almost \$8,000 in funds for Supporting our Students (SOS Fund); Dr. Joyce Czajkowski and Ben Wood completed their six-year terms on the Foundation Board; 114 leases have been signed for 2020-21 compared to 139 last year at this time; and \$103,508 in FY19 Foundation unrestricted transfer to the College and \$32,000 was transferred to designated fundraising priorities.

Barb Tucker, Accreditation Liaison Officer, provided a presentation on the 'ABC's of Accreditation.' The presentation focused on the importance of accreditation, the basis of the College accreditation, the five Criteria and 18 Core Components of accreditation, and the continuous improvement the College experiences by following the Standard Pathway for Accreditation.

Caleb White, Vice President for Administrative Services, provided an in-depth look at the financial functional area history. Included in the report was an overview of each functional area and how those functional areas have changed over the years.

Krista Weber, Chief Human Resources Officer, updated the Board on College staffing. The Board had approved the employment recommendations under the Consent Agenda. Other notes regarding open positions included the Systems Analyst – Student Service/Financial Aid//Business Office is being reposted, interviews have been scheduled for a limited-term employment administrative assistant; and positions have

been posted for a Multi-Cultural Success Coach and a Budget Finance & Marketing Assistant (LTE).

Mr. White reviewed the 2020-21 Comparison FTE Report with the board noting a decrease of 1.5 percent in FTEs compared to one year ago. Katie Glass, Executive Director of Marketing, provided an update on recruitment efforts including recruitment and enrollment events which have taken place and noted the application process for 2021-22 starts September 1.

Under the Chairperson's Report, Mr. Bolstad asked for suggestions on a nomination for the District Boards Association *Board Member of the Year*. He also noted ACCT will be holding their Leadership Congress virtually October 5 – 8. No Board members showed interest in attending.

The President's Report included:

- A thank you to everyone for making the first week of classes as successful as they could be;
- Updates on the State Budget Committee, the laptop program, the new cohort of the Charger Forward Scholars program, and Project RISE (ERP);
- A preliminary overview of the October Board Retreat;
- Succession plan for the Accreditation Liaison Officer position; and
- A leadership development opportunity for Kim Maier and Kyle Bennett.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f). Mr. Blume seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 8:26 p.m. The meeting reconvened to open session at 8:40 p.m.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried on a roll call vote and the meeting adjourned at 8:41 p.m.

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Donald L. Tuescher, Secretary