

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SEPTEMBER 24, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:08 p.m. on September 24, 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, Jeanne Jordie, Donald Tuescher, Crystal Wallin, Jane Wonderling

Absent: Melissa Fitzsimons, Chris Prange

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Kim Maier, Barb Tucker, and Krista Weber. Others present included Sarah Delegge, Campus Works.

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, September 24, 2020

6:30 p.m. – Charge Forward Scholars

7:00 p.m. – Regular Board Meeting

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 972 6112 0716

Passcode: 037839

AGENDA

OPEN MEETING

The following statement will be read: “The September 24, 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, and posted on campus and in the City of Fennimore and at 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 Board Meeting of August 27, 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. Concept Review: Data Analytics
- B. McGregor Plaza Parking Lease
- C. Boscobel Outreach Site Lease
- D. Board Monitoring Report - Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE (ERP) Update
- B. Diversity & Inclusivity Round Robin
- C. October Board Retreat
- 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

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

After a review of the Consent Agenda, including the September 24, 2020 agenda; August 27, 2020, Board minutes; financial reports; three contracts totaling \$1,524.00 in August 2020; and an employment recommendation for Stephanie Evanchik – Limited-term Administrative Assistant, Mr. Tuescher moved to approve the Consent Agenda. Ms. Wallin seconded the motion; motion carried on a unanimous roll call vote.

Kim Maier, Director of Innovative and Alternative Learning, presented a Concept Review for a Data Analytics, 10-102-1, associate degree program. Dr. Maier explained this is the first step in the approval process. Data Analytics encompasses analyzing

data for employers while leveraging critical-thinking skills, effective communication with stakeholders, gathering information necessary to identify data needs and offer solutions, while recommending opportunity for improvement with the use of data. Graduates of this program are in high demand in healthcare, manufacturing, insurance, and finance. The programming will consist of shared courses from Business Management Leadership Development, Accounting, and other programs as appropriate. Mr. Tuescher motioned to approve the Concept Review for an associate degree program in Data Analytics, 10-102-1, and the Board Resolution authorizing the submission to the WTCS State Board. Ms. Fillback seconded the motion, and upon a roll call vote with all board members voting affirmatively, the motion was approved.

Dr. Wood presented a parking lease for parking spaces located across the road from the Platteville Outreach Site in McGregor Plaza, Platteville, WI, at a cost of \$400 per month. The parking lease will be aligned with the outreach site lease. Mr. Tuescher moved to approve the McGregor Plaza Parking Lease, with Ms. Jordie seconding the motion. Upon a roll call vote where all board members voted affirmatively, the motion carried.

The Board members were presented with a new lease for the Boscobel Outreach Site. The outreach site, located at 1033 Wisconsin Avenue, Boscobel, WI, is in the public library and more visible than it had been. Previously, the outreach site was located within the basement of the public library. The cost of the new lease is \$2,000 annually and will expire on June 30, 2021. Mr. Tuescher moved to approve the lease for space for the Boscobel Outreach Site located at 1033 Wisconsin Avenue, Boscobel, WI, for \$2,000 per year. Mr. Blume seconded the motion; the motion carried on a unanimous roll call vote.

Barb Tucker, Accreditation Liaison Officer, presented the Compliance Board Monitoring Report, which was focused on the Higher Learning Commission (HLC) accreditation. Included in the report were an explanation of the five Criterion, an alignment of the Higher Learning Commission accreditation criteria to college governance and college operations. Explanation of how the HLC accreditation aligns with the mission, vision, values and purposes; strategic initiatives, college programming, college operations, and college monitoring were presented. Ms. Tucker shared that the assurance argument is in the process of being written and is the next step in the 10-year cycle of accreditation. The next review by the HLC will be April 25-27, 2022. The Board was asked to approve the monitoring report with a confidence level. As this was the first time the Board was asked to approve a monitoring report, Mr. Tuescher made a motion to table the approval motion for the report until the October Board meeting. This will give the Board members the opportunity to review the report with the intent of approving the report. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the approval motion was tabled until the October 29, 2020, Board meeting.

Matthew Baute, Director of Enterprise Applications, and Heath Ahnen, Director of Information Technology Services, provided an update on Project RISE, the Enterprise Resource Planning (ERP) implementation. Included in the presentation was the timeline, overview of work estimates by department, and internal staffing update. An update on several issues that have presented were reviewed with the Board, include the vendor not being prepared the first day of the blueprinting process, extension of several

LTE positions by several months, and looking at hiring two LTEs for the finance/marketing position because it is difficult to find one person with both skill sets. Dr. Wood gave kudos to Mr. Baute and Mr. Ahnen for the work of the blueprinting and assured the board that the blueprinting is on the right track now. Dr. Wood also thanked Danielle Seippel, Registrar, for her leadership in the blueprinting sessions.

Each Board member was asked to provide insight on strengthening a culture of inclusivity and creating more opportunities for diversity. The Board had previously asked College administration to work on developing a college value for diversity, equity, and inclusivity. Board members noted:

- the students they met prior to the Board meeting felt they were very welcomed to campus;
- mentoring between students and staff or just different groups would provide opportunities for individuals to realize what it is like to be in others shoes;
- the difficulties with the lack of racial diversity in southwest Wisconsin;
- framing is the key to individuals accepting and embracing diversity;
- there are a lot of Hispanic/Latinx individuals that have integrated into some of the district's communities;
- what areas are the district and college underrepresented in people of color;
- need to be sensitive to all diverse groups of people and not all disabilities are visible; and
- there are Caucasian families that have raised minority children in the district

Dr. Wood reviewed the agenda for the October 29 Board Retreat. Agenda topics include the Respect Pledge, review Board Ends including a process to develop a new College Value focused on diversity, equity, and inclusion, and presentations from faculty, staff, and students. Dr. Wood reminded the Board their ultimate responsibility is related to a fiduciary aspect and diversity, equity, and inclusion can go hand in hand with that aspect.

Krista Weber, Chief Human Resources Officer, updated the Board on College staffing. Interviews have been scheduled for a Multi-Cultural Success Coach, and an LTE position for a Human Resources/Payroll Assistant has been posted.

Dr. Wood reviewed the 2020-21 Comparison FTE Report with the board noting a decrease of 2.36 percent in FTEs compared to one year ago. Dr. Wood also noted there was a 18-year historical FTE report included in the Board information. Katie Glass, Executive Director of Marketing, provided an update on recruitment efforts. Ms. Glass noted there has been a recruitment focus on the mid-term start classes, Business & Industry Services, Colledge Up, and the Open House.

Under the Chairperson's Report, Mr. Bolstad noted the District Boards Association meetings, including the executive team meetings and the quarterly association meetings will be held virtually this year. He shared with the Board members that Covid-19 response efforts and issues are shared with him by Dr. Wood instead of the entire Board. If there is something that needs to be brought to the level of the entire Board, that will happen.

Included in the College President's Report was the following:

- A Three-year Academic Plan is being developed; at the October retreat, the Board will review the Student Learning College Health Indicator, which will provide a framework for the academic plan;
- Six programs are entirely or partially online due to the COVID-19 pandemic; several faculty and staff have tested positive for the virus;
- Kudos to Faculty and Staff for being adaptable and flexible with issues raised due to the pandemic; and
- A mini-college satisfaction survey for employees will be conducted this fall.

Under other information items, Ms. Wonderling gave a shout out to Southwest Tech and the Board for the work on the academies. She shared that the Welding Academy has had a tremendous impact on Fennimore High School students.

With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting. Ms. Jordie seconded the motion. The motion carried on a roll call vote and the meeting adjourned at 8:51 p.m.

Chris J. Prange, Secretary