

**MINUTES OF THE  
BOARD RETREAT/REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OCTOBER 29, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/Board meeting commencing at 1:01 p.m. on October 29, 2020, in Room 110 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. A Zoom videoconferencing option was also available. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons (videoconference), Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 1:59 on videoconference), Crystal Wallin, and Jane Wonderling (videoconference)

Absent: David Blume

Others present for all or a portion of the meeting either in person or on videoconference included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Krista Weber, Caleb White, Chantel Hampton, Camille Chappell, Jake Wienkes, and Heath Ahnen. Public present included students Alyssa Campbell, Timothy Krieger, Honesti Runde, and Alexis Morris.

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, October 29, 2020

1:00 p.m. –Board Retreat

4:30 p.m. – Light Dinner

5:30 p.m. – Regular Board Meeting

Southwest Tech Campus

Room 110 with a Virtual Option - [www.Zoom.us](http://www.Zoom.us),

Meeting ID: 935 0508 7373

Passcode: 234740

**AGENDA**

**1:00 p.m. – Board Retreat**

**OPEN MEETING**

The following statement will be read: “The October 29, 2020, Board Retreat/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 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

## **BOARD RETREAT**

- A. Charger Respect Pledge and Process for New College Value for Diversity, Equity & Inclusivity
- B. Review Board Ends
  - 1. Mission, Vision, Purposes, Values, and Strategic Directions
  - 2. College Health Indicators
  - 3. Special Population Data
- C. Presentations from Faculty, Staff, and Students
  - 1. Charge Forward Students
  - 2. Community Development, Student Campus Safety Program & Public Safety Civic Engagement
  - 3. Connection to Board Ends and Goals
- D. President’s Goals & Teambuilding Dialogue

### **4:30 p.m. – Light Dinner**

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

### **5:30 p.m. – Regular Board Meeting Southwest Tech Campus Room 110**

## **OPEN MEETING**

- A. Reports/Forums/Public Input

## **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 24, 2020
- 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. Fund & Account Transfers (2019-20 Budget Modifications)
- B. Resolution for Adoption of 2020 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Board Monitoring Report - Compliance

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- 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 Personnel Updates 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.}
  2. Discussing President's Evaluation 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.}
  3. Discussing President's Contract 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.}
- B. Approval of Closed Session Minutes of August 27, 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).}

Krista Weber, Chief Human Resources Officer, and Chantel Hampton, Diversity, Equity & Inclusivity Coordinator, presented on equity and inclusion activities leading to diversity. They provided an overview of the Charger Respect Pledge developed in January 2020. Four students – Alyssa Scott, Timothy Krieger, Honesti Runde, and

Alexis Morris – shared what the tenets of the Respect Pledge means to them. The District Board members were provided with the Chargers Respect Pledge for signing, if they chose. Ms. Weber presented a process on how the College Council will work with the Board of Directors in developing a College Value related to inclusivity.

Dr. Wood reviewed the Board Ends including the mission, vision, purposes, values, and strategic directions. No changes to the Ends were suggested.

The College Health Indicators were presented for discussion including the two new indicators of 'equity in student learning' and 'economic impact.' Dr. Wood provided information on the definitions and how the indicators affect the goals of the College. Camille Chappell, Research Analyst, presented data related to the achievement of special populations students compared to non-special populations students and how this data ties into the College Health Indicator of Equity in Student Learning.

Presentations from faculty, staff, students and community members were heard via video. Two students, Alicia Woodhouse and Alyssa Scott, presented on what it means to be a part of the Charge Forward (cohort 2) program focused on students of color. Tony Ruesga, a former police officer in Darlington and now Chief of Police in Cross Plains, presented on incorporating diversity, equity, and inclusivity in what we do as a college and in the communities in southwest Wisconsin. Tom Kretschman, Criminal Justice Instructor & Security Coordinator, outlined the student security force he is developing on campus. Gary Roberts, Criminal Justice Instructor, discussed how the Criminal Justice students are actively engaging with the community through volunteer service. Each of the Board members provided thoughts on the importance of training criminal justice students to be aware of diversity, equity, and inclusion and to integrate with the communities they will serve.

The Board discussed the proposed College Health Indicators and goals for Economic Development and Equity in Student Learning. Suggestions made included making the public aware of the value of the college, not the cost of it, focus on a connection to the communities throughout the year which will drive the value proposition, continue developing partnerships between the K-12 school districts and the college to introduce more high school students to the value of a technical education, establish a stronger connection to business and industry, be aware of how industries are changing in the district and work to implement the same changes to the college.

The Board reviewed the categories to prioritize for the President's goals and determine to emphasize the following areas: student learning, fiscal responsibility, Equity and Inclusion Lead to Diversity, Fundraising, Developing Leaders for the Future. The Board emphasized the President should present an investment plan to strengthen the College during the short-term with a long-term benefit in mind – options will be discussed during the February retreat. The Board also expressed the importance of continuing to develop an acting succession plan. Board members expressed ideas for specific goals and gave examples of what they would like to see the college accomplish. The Board discussed their own progress and determined to continue to emphasize the importance of attendance and participation at District Board Association events as well as the importance of everyone participating in conversations and decisions. The President committed to providing the Board with the specific performance measures and a timeline of activities for the goals before the next Board meeting.

At 4:30, the Board adjourned for dinner for social purposes only and no College business was conducted.

The Board reconvened at 5:38 p.m. with the following members present:

Charles Bolstad, Tracy Fillback (arrived at 6:48 on videoconference), Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin, and Jane Wonderling (arrived at 5:50 on videoconference)

Absent: David Blume, Melissa Fitzsimons

Others present for all or a portion of the meeting, in person or by videoconference, included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Krista Weber, Caleb White, and Heath Ahnen.

After a review of the Consent Agenda, including the October 29, 2020 agenda; September 24, 2020, Board minutes; financial reports; nine contracts totaling \$10,021.68 in September 2020; employment recommendations for Darwyn Wolfe – Systems Analyst – Student Services/Financial Aid/Business Office, Guilio Reyes – Multi-Cultural Success Coach, Demi Vetesnik – Human Resources & Payroll Specialist LTE, and Holly Straka – Marketing/Recruiting Assistant LTE; and the membership renewal for the American Association of Community Colleges in the amount of \$3,538.00, Mr. Tuescher moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

Caleb White, Vice President for Administrative Services, presented the Fund & Account Transfers for the 2019-20 budget modifications. Two funds were affected with the modifications and included moving \$100,000 in Uses from Instructional to Student Services in the General Fund and moving \$400,000 in Uses from General Institutional to Instructional Resources (\$50,000) and Physical Plant (\$350,000) in the Capital Fund. All six of the College Funds were reviewed. Mr. White noted the General Operational Fund reflected a \$1 million balance to the positive mainly due to the COVID pandemic and the cost savings in professional development, travel, printing, and utilities. The Enterprise Fund reflected a \$115,000 deficit due to the pandemic as there was very little revenue brought in in the last quarter of the year in food service, child care, vending, and the Bookstore. Mr. Tuescher moved to approve the 2019-20 budget modifications as presented. Ms. Jordie seconded the motion. Upon a roll call vote with all members present voting affirmatively and representing two-thirds of the Board, the 2019-20 budget modifications were approved.

A resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2020 in the amount of \$5,421,039 for operational expenses, \$5,650,000 for debt retirement for a total tax levy of \$11,071,039 was presented. Mr. White explained the resolution is for slightly more than what was approved in the 2020-21 Budget. The percent increase over last year is 4.0% on a dollar-for-dollar basis. The equalized valuation increased over 6.5 percent over last year, and the mill rate is 1.18. Mr. Tuescher moved to approve, as presented, the Resolution Providing for Tax Levy for the Year 2020. Ms. Jordie seconded the motion. Upon a roll call vote where all members present voted affirmatively and two-thirds of the Board was represented, the motion carried.

The annual resolution identifying which college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented. The resolution included Jason S. Wood, Caleb J. White, Krista M. Weber, Kathleen E. Garrity, Derek Dachelet, and Holly Clendenen. Mr. Tuescher moved to approve the Code of Ethics Resolution as presented with Ms. Wallin seconding the motion. The motion carried on an unanimous roll call vote.

At the September 24, 2020, Board meeting, the Compliance Board Monitoring Report was presented for approval. The Board tabled the action and asked that it be brought back to the October meeting for approval to provide them with the opportunity to review the report with the lens of approval. Mr. Tuescher moved to approve the Board Monitoring Report – Compliance with high confidence in the direction the college is going based on the report. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, reviewed the FY21 First Quarter Foundation report highlighting the activities and results of fundraising efforts and other initiatives. Gifts received in the first quarter total over \$300,000; the Phonathon is in progress; the Support our Students (SOS) Fund has seen an uptick in requests; Patrick Thiele is now giving STEP scholarships for two high schools – Boscobel and Wauzeka-Steuben; the employee giving kick off will be mid-November; more work is being done on planned giving and the retirees; in 2021 the Foundation will award over \$350,000 in scholarships; there are 116 leases for student housing compared to 139 last fall; two apartment units are completely empty for isolation, if needed; and there are two new leases for January.

Caleb White reviewed the six-year Purchase Card Activity Summary report and a listing of the FY2020 >\$50,000 Vendors. For 2019-20, the College purchased just over \$1.7 million dollars using purchase cards. The rebate for FY2020 is \$38,105. The dollar amount spent is \$200,000 less than the previous year due to the pandemic.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. She noted there were three positions filled, which were included in the Personnel Report in the Consent Agenda. There has been another LTE position posted for a budget and finance assistant during the ERP implementation.

The Board reviewed the 2020-21 Comparison FTE Report and the Fall 2021 Application Report. The biggest difference in the 2020-21 Comparison FTE Report is this year's numbers include applications from Open House where last year's numbers did not include open house applications. Applications are currently down three percent. Dr. Wood shared that withdrawal numbers are lower this year compared to last year. At the November Board meeting, there will be an update on enrollments for all the technical colleges in the WTCS.

Under the Chairperson's Report, Chairperson Bolstad and Board members Chris Prange, Jeanne Jordie, and Tracy Fillback reported out on the recent virtual District Boards Association meeting. The focus was on Marketing with Nicolet College presenting on how they have partnered with local economic development drivers and business and industry to promote the college.

Under the President's Report, Dr. Wood highlighted:

- Feedback on 2020-21 Employee Compensation Plan - In July a one percent increase for employees was approved with the intent to bring back the remaining percentage of the CPI. CPI was 1.81%. The College is monitoring the state budget and other financial impacts that could be placed on the college and will determine over the next several months if they will bring back the remaining 0.81% for approval.
- Project RISE – Blueprinting will finish up next week; currently are a little over budget which should be able to be made up so we get back on target. A Risks, Assumptions, Issues, and Dependencies (RAID) analysis was provided to the Board on the project.
- HR Professional of the Year Award – Krista Weber was nominated for this award from the Wisconsin Chamber of Commerce; will know more in December.

Mr. Prange moved to adjourn to Closed Session for the purpose of discussing personnel updates per Wis. Stats. 19.85(1)(f); President's evaluation per Wis. Stats. 19.85(1)(c); and President's contract per Wis. Stats. 19.85(1)(c). Ms. Wallin seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 7:01 p.m. The Board reconvened to open session at 8:14 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:15 p.m.

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Chris J. Prange, Secretary