

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 17, 2020**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:02 p.m. on December 17, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin

Absent: David Blume, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Robin Hamel, Mandy Henkel, Cynde Larsen, Kim Maier, 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, December 17, 2020

6:30 – Midwifery Program

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 934 4673 8262

Passcode: 817221

Dial in Option: 1-312-626-6799, 93446738262#

AGENDA

OPEN MEETING

The following statement will be read: “The December 17, 2020, 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, 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 Meeting of November 19, 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. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Employee Compensation
- C. Grant County Economic Development Corporation Lease
- D. Student Senate By-laws Modification

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Assessment Academy
- B. Charger Tech 360
- C. Board Monitoring Report – Student Access
- 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 a potential student legal issue per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
 - 2. Discussing employment situations per Wisconsin Statutes 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 specific personnel issues per Wisconsin 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 of November 19, 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.}

After a review of the Consent Agenda, including the December 17, 2020 agenda; November 19, 2020, Board meeting minutes; financial reports; and three contracts totaling \$3,731.25 in November 2020, 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, reviewed the borrowing process noting the first resolution is to set the sale of the bonds. The sale would take place in January and the sale authorization would take place at the January 28, 2021, board meeting. The Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes: and Setting the Sale was reviewed. Up to \$1,500,000 will be for the public purpose of paying the cost of building remodeling and improvement projects with the remaining funds (up to \$2,500,000) being used for the public purpose of paying the cost of acquiring movable equipment. Mr. Prange moved to approve the Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Jordie seconded the motion. Upon a roll call vote with all members present voting affirmatively, the motion carried.

Krista Weber, Chief Human Resources Officer, presented a proposal to increase base wages for all benefited employees by 0.81% effective with the January 8, 2021, payroll. The Consumer Price Index (CPI) for this past year was 1.81% and all benefited employees received an increase in their base wages of 1.0% on July 1, 2020. Increasing the base wages of benefited employees aligns with the College's compensation philosophy. Mr. Tuescher moved to approve base wage increases for all benefited employees by 0.81% effective with the January 8, 2021, payroll with Ms. Fillback seconding the motion. Upon a roll call vote where each member voted affirmatively, the motion carried.

Mr. White presented the 2021 office space lease for Grant County Economic Development Corporation noting the 2021 lease remains the same as the 2020 lease

agreement and is for rental and furniture for two office spaces. Ms. Jordie moved to approve the 2021 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Mr. Prange seconded the motion; upon a roll call vote where all members voted affirmatively, the motion carried.

At the November Board meeting Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. At the Board's request, legal counsel reviewed the changes. Dr. Wood presented the revised changes for consideration by the Board. The two sections proposed for approval are "There are two Categories of Student Organizations" and "Procedure for Starting a New Occupational or Co-curricular Organization." Mr. Tuescher moved to approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes. Ms. Fitzsimons seconded the motion. The motion was carried on a roll call vote with all members present voting affirmatively.

Dr. Wood explained the College has committed to participating in a four-year Higher Learning Commission Assessment Academy to move from a culture of assessment to a culture of learning. This was a competitive process and shows our improvement in assessment. Mandy Henkel, College Effectiveness Manager, and Cynde Larsen, Executive Dean of Health Occupations, are co-leading the Assessment Academy team and presented on the plan for the four-year commitment including a focus on goals, the team, and examples of assessment currently being done at the College.

Heath Ahnen, Director of Information Technology Services, provided an update on the laptop program, branded as Charger Tech 360. The campus-wide initiative provided over 750 laptops to students with pre-loaded software for use while they are a student this past fall. It is anticipated an additional 150 laptops will be launched and distributed to new students for the spring semester. Improvements to the process included allowing students who didn't initially meet the requirements to take advantage of the program, communication, and process improvements developed in collaboration with Vanguard, our vendor.

The Board heard a board monitoring report on Student Access from Katie Garrity, Chief Academic & Student Services Officer. The Board monitoring report was distributed to the Board members prior to the meeting and included an outline of Southwest Tech's efforts during the pandemic to increase access, reduce barriers to post-secondary education and skill training, increase retention and completion, and provide a viable, competent workforce for district employers.

An update on College staffing was provided by Krista Weber. She noted there was one open position. This position is an internal search for a Chief Student Services Officer and is currently in the interview process.

Caleb White presented the 2020-21 Comparison Enrollment Report and Fall 2021 Application Report. The FTE report reflected a seven percent decline in FTEs as compared to one year ago. The Fall 2021 application report numbers indicate a

comparable number of students have applied as compared to last year at this time. The Spring 2021 numbers reflect an increase in 133 students; however it was noted a change was made to the report to reflect those students beginning in programs in January as spring applicants rather than in the numbers for the next fall.

Chairperson Bolstad discussed the WTCS legislative priorities with the Board under the Chairperson's Report.

Dr. Wood provided information on the following topics.

- The Academic Master Plan was reviewed and it was noted the Plan will be brought back to the Board periodically throughout the year.
- The WTCS President's Association has discussed the big picture related to the Wisconsin 2021-2023 biennial budget being developed in the legislature. The independent office of the Wisconsin Policy Forum has indicated not to expect new money for the WTCS. The process is just beginning and more information should be available in May 2021.
- Virtual meetings with the local legislators are in the process of being scheduled. More information will be emailed to the Board members as it is available.
- The plan for the Spring COVID response is to continue to open slowly. Academic staff are working on a guide as to when classes will be in person.
- Project Rise slides were available in the Board material and there were no questions.
- For the fifth year in a row, over 90 percent of benefitted employees have donated to the Foundation or committed to donate through payroll deduction during the Employee Fundraising Campaign. This year part-time employees were included.

The Board members held a discussion related to COVID-19 vaccinations and expectations they would like to see related to this topic. Discussion focused on the vaccines, mandate or no mandate, and availability of the vaccines. Thoughts ranged from time involved in distribution of vaccines, storage and administration of the vaccines, varying thoughts on mandating, if there is a mandate need to take into account individual considerations, education on the vaccines, and the environment could look differently in 3 – 6 months. College staff will consider the Board's discussion in the decision-making process.

Under Other Information Items, Ms. Jordie noted appreciation for the different employee and student groups who have presented prior to the Board meetings and would like the presentations to continue.

Mr. Tuescher moved to adjourn to closed session for the purposes of discussing potential student legal issues per Wis. Stats. 19.85(1)(g), discussing employment situations per Wis. Stats. 19.85(1)(c), and discussing specific personnel issues per Wis. Stats. 19.85(1)(f). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:56 p.m.

The Board reconvened to open session at 9:49 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Jordie seconding the motion. The motion carried and the meeting adjourned at 9:50 p.m.

Chris J. Prange, Secretary