

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 28, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:00 p.m. on January 28, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin, 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, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, and Caleb White. Public present included John Mehan of Robert W. Baird & Co.

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, January 28, 2021

6:30 – Charger Heroes

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 983 1655 0524

Passcode: 829665

Dial in Option: 13126266799,,98316550524#

AGENDA

OPEN MEETING

The following statement will be read: “The January 28, 2021, 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 December 17, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: Expectations of Remote Work

OTHER ITEMS REQUIRING BOARD ACTION

- A. Designate Bond Counsel
- B. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- C. FY2020 Financial Audit
- D. Bid: Chevrolet Malibu Sedans
- E. Ad Hoc Board Committee(s)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FTE Comparison YOY Report
 - 2. Fall 2021 Application Report
- B. Chairperson's Report
 - 1. January 12 College In-Service
 - 2. January 15 District Boards Association Conference
- C. College President's Report
 - 1. Project Rise Update
 - 2. Restructuring Long-term Debt
 - 3. Executive Leadership Update
 - 4. Legislative Update
 - 5. Board Retreat and Upcoming Meeting Schedule
 - 6. Round Robin: COVID-19 Relief Funds
 - 7. College Happenings
- 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. Deliberating over potential college property opportunities per Wisconsin 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 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, and December 17, 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 January 28, 2021, agenda; December 17, 2020, Board meeting minutes; financial reports; 13 contracts totaling \$43,979.03 in December 2020; an employment recommendation for Matt Nation – Evening Custodian; promotions/transfers for Holly Clendenen – Chief Student Services Officer, Chris Bowers – Disability & Support Services Officer, and Mandy Henkel – College Effectiveness Manager/Accreditation Liaison Officer; and resignations of Jared Kjos – Evening Custodian, Nelson NeCollins – Evening Custodian, and Dustin Farrey – Evening Custodian, Mr. Tuescher moved to approve the Consent Agenda, as presented. Ms. Fitzsimons seconded the motion; motion carried on a unanimous roll call vote with Ms. Wonderling abstaining.

Krista Weber, Chief Human Resources Officer, led a discussion focused on the future of remote work. She asked Board members their vision for the future of remote work at the College as we open more of the campus during the pandemic and post COVID. Input received included it is a management decision with the more that can be done in person the better for teaching and learning and doing business, should be outcome based, find the best way to do in-person while mitigating the risk for the students and staff, getting input from students is key, depends on the student and employee and whether they are independently driven, and use lessons learned.

A letter of engagement from Quarles & Brady LLP to serve as the bond counsel was presented. Legal counsel is necessary for completing the sale of bonds in the borrowing process. Mr. Tuescher moved to retain Allison M. Buchanan of Quarles & Brady LLP, Milwaukee, WI, as Bond Counsel, with the normal hourly rate being included in the letter of engagement. Mr. Prange seconded the motion. The motion carried with a roll call vote where all Board members voted affirmatively.

John Mehan, Managing Director of Robert W. Baird & Co. presented the bids, which were received on January 28, 2021, for awarding the sale of \$4,000,000 General Obligation Promissory Notes. Seven bids were received ranging from 0.0301 percent to 0.5131 percent. Mr. Mehan noted Moody's Investors Service assigned an Aa2 rating to the College for sale of the promissory notes. Mr. Tuescher moved to approve the resolution awarding the sale of \$4,000,000 General Obligation Promissory Notes at 0.0301 percent to Huntington Securities, Inc., Chicago, IL. Mr. Prange seconded the motion with the motion passing on a roll call vote with all Board members voting affirmatively.

Caleb White presented the FY20 Audit Report. Mr. White noted the audit received an unqualified opinion, which means it was a clean audit with no findings. The six fund statements were reviewed: General Fund – positive variance on expense and revenue side with a \$10 million fund balance; Special Revenue Fund – broke even with a small deficit spend; Capital Projects Fund – positive variance due to timing as the Enterprise Resource Planning project was not signed until FY21; Debt Service Fund – The college waited to borrow until the funds were needed and did not make the first principal payment until later in the year; Enterprise Fund – negative variance with deficit spending of \$130,000 due to some of the auxiliaries being shut down during the COVID pandemic; and the Propriety Fund – showed a positive variance. Mr. Blume moved to approve the 2019-20 Financial Audit as presented with Mr. Tuescher seconding the motion. The motion carried on a roll call vote with all members voting affirmatively.

Mr. White reviewed the two bids received for three new 2021 Chevrolet Malibu 4-door LS sedans to be used in the Driver's Education program. He explained the College is upgrading the driver's ed fleet of cars. Bids were solicited from all in-district Chevrolet dealerships and was also put on the College's website for soliciting bids. The public bid opening was held on December 18, 2020. Mr. Tuescher moved to award the new 2021 Chevrolet Malibu 4-door LS Sedans (3) bid in the amount of \$56,700 to Ewald Automotive Group, Oconomowoc, WI. Ms. Fitzsimons seconded the motion. The motion carried on a roll call vote where all Board members voted affirmatively.

In December the Board expressed interest in retaining the president and a new four-year contract was signed. The Board committed to establishing a sub-committee under Board Policy 1.11 to explore retention mechanisms. An initial sub-committee proposal was presented to outline several retention mechanisms to keep the President at the college long-term. The sub-committee will recommend options for full Board consideration at the April 2021 meeting in conjunction with the annual review of the President's performance evaluation. Ms. Wallin moved to approve the formation of an ad hoc sub-committee to explore a long-term retention mechanism for the President with committee members to include Chris Prange, Don Tuescher, and David Blume with

Chuck Bolstad serving in ad hoc capacity as the Board Chair. Ms. Jordie seconded the motion which carried on a roll call with all members voting affirmatively.

Kim Schmelz, Director of External Relations & Alumni Development, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Items noted included total gifts received in the first six months of the fiscal year were almost \$800,000 from 790 donors, the phonathon raised almost \$43,000 in the first six months of the year, 14 new scholarship funds have been established this year, scholarship applications are open until March 31, 2021, and the Real Estate Foundation currently has 112 leases.

The Board heard a board monitoring report on safety and security. The focus of the report was on strategic initiatives related to physical and cyber safety and security including new security camera system, employee safety training program, cybersecurity awareness training, enhancement of a high-availability virtual private network for security, and implementation of Next Generation Endpoint Security, which will reduce vulnerabilities on the campus network. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, presented the report. Mr. Imhoff shared the focus will continue on emergency response preparedness involving tabletop scenarios for the emergency response team. Mr. Ahnen and the IT team will continue to focus on cybersecurity awareness, training, and reducing vulnerabilities.

An update on College staffing was provided by Krista Weber. She noted Holly Clendenen had accepted the position of Chief Student Services Officer and Matt Nation had accepted one of the Evening Custodian positions, with the Evening Custodian posting still being open.

Caleb White presented the 2020-21 Comparison Enrollment Report and Fall 2021 Application Report. The FTE report reflected a 5.2 percent decline in FTEs as compared to one year ago, which was less than the December report that had a decline of 7.0 percent. He noted that enrollment for summer 2020 was flat, down 9 percent in the fall, and currently flat for this spring semester. The Fall 2021 application report indicate a slight increase in applications for the fall compared to what it was at this time last year. President Wood gave a shout out to the recruitment team of Kyle Bennett, Brianna Williamson, and Kaye Woodke for their recruitment efforts.

In the Chairperson's Report, Mr. Bolstad highlighted the recent college-wide in-service as one that recognized the value of diversity and equity which leads to inclusion for the entire community. He also noted he recently attended the District Boards Association Winter Conference. Dr. Wood, Ms. Wonderling, and Mr. Bolstad had met with the College's legislators in mid-January; they were all interested in the AAS degree for the entire WTCS.

Dr. Wood highlighted the following in the President's Report.

- Updated the Board on Project RISE and how the discussions on value-added interactions with students and staff will begin as configuration of the different components of the new Enterprise Resource Planning system is getting underway.

- Caleb White would like to explore how the referendum debt, which ends in 2028-29, can be restructured to a shorter period of time of less than five years to save interest in order to keep up on innovations and maintain state-of-the art buildings. The Board asked that different angles be explored to get the thought process going.
- Congratulated Holly Clendenen on her new role, thanked Katie Garrity for mentoring Holly, noted there will be a Student Services leadership team developed, and Kim Maier, Dan Imhoff, and Heath Ahnen have joined the executive team.
- Provided a legislative update to go along with Mr. Bolstad's report and noted the National Legislative Summit was not prioritized this year.
- Recommended a regular board meeting in February and push back the annual retreat to later this Spring and asked to move the May meeting up one week to May 20.
- Caleb White and President Wood shared information on the new COVID-19 Relief Funds based on the Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA). They noted the College received \$1.8 million, with \$400,000 to be given directly to students with the remainder for budget relief including lost revenue due to COVID and new initiatives. A plan for how the funds will be spent will be presented to the Board during the budget process.

Mr. Tuescher moved to adjourn to closed session for the purposes of deliberating over potential college property opportunities per Wis. Statutes 19.85(1)(e), discussing employment situations per Wis. Statutes. 19.85(1)(c), and discussing specific personnel issues per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:35 p.m.

The Board reconvened to open session at 9:29 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Wallin seconding the motion. The motion carried and the meeting adjourned at 9:30 p.m.

Chris J. Prange, Secretary