

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 22, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01 p.m. on April 22, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Chris Prange, Donald Tuescher, Crystal Wallin, Jane Wonderling

Absent: David Blume, Tracy Fillback, Jeanne Jordie

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Sara Biese, Karen Campbell, Holly Clendenen, Derek Dachelet, Mandy Henkel, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Cynde Larsen, Kim Maier, Kim Schmelz, CoraBeth Schmitz, Krista Weber, Jake Wienkes, and Caleb White. Public present included Kent Enright.

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, April 22, 2021

6:30 – Pre-Board Meeting Activity – Annual Higher Learning Commission
Conference Debrief

7:00 p.m. – Board Meeting

Southwest Tech Campus, Conference Room 430 /

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 927 3163 1662

Passcode: 798366

Dial in Option: 312-626-6799

AGENDA

OPEN MEETING

The following statement will be read: “The April 22, 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 March 25, 2021
- 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: Ad-Hoc Committee – Executive Board Leadership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Dodgeville Outreach Site Lease
- B. 2021-22 Out-of-State Tuition Waivers
- C. First Reading of Governance Policy 4.4 - College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Academic Master Plan
- B. Board Monitoring Report – Quality Teaching & Learning
- C. Foundation Quarterly Update
- D. Real Estate Foundation Quarterly Update
- E. Health Insurance Plan Design Changes and Premium Equivalent
- F. 2021-22 Budget Update
- G. State of the College
- H. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY Report
 - 3. Fall 2021 Application 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. 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 President's Contract and Evaluation 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.

- B. Approval of Closed Session Minutes of February 25, 2021, and March 25, 2021

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 April 22, 2021, agenda; March 25, 2021, Board meeting minutes; financial reports; six contracts totaling \$29,110.82 in March 2021; and a promotion recommendation for Matt Nation to Lead Evening Custodian; the resignation of Matt Cram – Academic Success Coach, and the retirement of John Pluemer – Lead Math/Science Instructor, Mr. Tuescher moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

A round robin discussion on forming an Ad-Hoc Committee – Executive Board Leadership was held. Dr. Wood explained that one of the mega-trends the Board identified as a priority and is also included in the President's high-priority goals relates to leadership development and succession planning. Our Board will not be immune to the turnover trend in leadership necessitating new ways of providing learning and growth opportunities while strengthening communication and collaboration as traditional hallmarks of the Board's work together. The purpose of the Ad-Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

Board members shared their ideas and thoughts. Dr. Wood will bring back to the Board in May the updated outline and noted this would be a one-year ad hoc committee.

Caleb White presented a lease agreement amendment for the Outreach Site located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI, noting the lease term is for one-year with the rent being the same as the current year. Mr. White noted the shared Paramedic Technician program (with Lakeshore Technical College) will be housed in the Dodgeville Outreach Site. Mr. Tuescher moved to approve the lease agreement with Capitol Dodgeville, LLC, to lease office and educational space located at 316 W.

Spring Street, Dodgeville, WI, for \$1100 monthly through June 30, 2022. Ms. Wallin seconded the motion; upon a roll call vote with all Board members voting affirmatively, the motion carried.

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. CoraBeth Schmitz, Student Financial Assistance Manager, provided information on the 2020-21 Out-of-State Tuition Requests. The 2021-22 request was to grant 1,050 credits for 35 needy and worthy students tuition waivers. Mr. Tuescher moved to approve the 2021-22 Out-of-State Tuition request for 1,050 credits for 35 needy and worthy students. Mr. Prange seconded the motion with the motion receiving unanimous approval on a roll call vote.

At the February and March Board meetings, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council; Josh Bedward, Co-Chair of the College Council; and Kim Schmelz, Chair of the Culture Workgroup, presented on adding an inclusivity value and modifying other values. Edits had been made to the proposed values based on Board feedback. Ms. Weber and Ms. Schmelz outlined the changes noting the value of Inclusivity had been added and the six original values had been incorporated into four – Learning, Integrity, Accountability, and Continuous Improvement. Ms. Wallin moved to approve the First Reading of Governance Policy 4.4 – College Values as presented. Mr. Tuescher seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Cynde Larsen, Executive Dean of Health Occupations; Kim Maier, Director of Innovative & Alternative Learning; and Derek Dachelet, Executive Dean of Industry, Trades, and Agriculture presented the latest Academic Master Plan. The Academic Master Plan informs the strategic plan, facilities master plan, budgeting, and the technology plan and is a living document that will be updated on a frequent basis. Highlights included new programs of Nonprofit Leadership, Data Analytics, and Paramedic (shared program with Lakeshore Technical College); additional cohorts for Direct Entry Midwife (Spring 2021) and Medical Coding (Fall 2021), program course redesign for Leadership Development and Supply Chain Management, K-12 transformations of Lab Science and Computer Numerical Control (CNC) programs; program modifications of Golf Course Management/Hospitality and Farm Business & Production Management; re-designing program mix for Agribusiness/Science & Technology and Farm Operations and Management Programs; program suspensions of Farm Operations & Management Programs – Crops & Crop Operations and Culinary Programs (teaching out and move to high school delivery); and program development of Surgical Technology.

Katie Garrity, Chief Academic Officer, presented the Engaging Students in High-Quality Learning Board Monitoring Report. Initiatives that have and are continuing include retention, completion, persistence strategies; Charger 360 Technology Program; efforts focused on Special Populations students; diversity, equity, and inclusion; dual enrollment; and the Outreach Centers. Strengths that were identified involved rates of placement and student/employer satisfaction, outcomes-based funding indicators, and faculty engagement as evidenced by the rapid response and movement to a virtual platform, WIDS, TAP, and Schoology, and college service on councils and workgroups. Opportunities noted were outcomes-based funding indicator of ABE/GED transitions to

college, inconsistency of WIDS (curriculum) below the line, and co-curricular assessment and systemic development.

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. The FY2021 Third Quarter Report contained approximately \$900,000 has been received so far, 682 scholarship applications were received for 2021-22 applications, and the phonathon has received just under \$65,000

Caleb White shared a quarterly Real Estate Foundation report highlighting a YOY look at number of leases and the upcoming April 28 SWTC Real Estate Foundation Board meeting. The FY21 Third Quarter report indicated 111 leases this spring, 7 leases for summer, and 66 leases received so far for this coming fall.

Connie Haberkorn, HR/Benefits & Compensation Manager, Caleb White, and Krista Weber presented on proposed health insurance plan design changes and premium equivalent. The proposed changes included two options: 1) effective July 1, 2021, with no plan design changes and increase health insurance premiums 4.3%; or 2) maintain current plan through December 31, 2021; implement on January 1, 2022, a four-tiered plan; in-network changes would increase deductibles and out-of-pocket maximums, Health Savings Account funding and add 10% in-network coinsurance with out-of-network changes increasing deductibles and out-of-pocket maximums and increasing co-insurance to 30%. The final plan design recommendation will be presented at the May Board meeting. There are no recommended changes for dental insurance. Dr. Wood informed the board the cost for both options are the same with the second option allowing employees to be better health care consumers. He also commended Connie Haberkorn for her work with this.

Caleb White highlighted the 2021-22 budget status noting there is still work to be done to balance the budget. In February the deficit was \$1.5 million and the deficit is currently at \$900,000. The Board will see another budget status in May with the public hearing on the budget being held in June and the approval of the budget in June.

Dr. Wood shared key accomplishments over the past year and updates focused on the Strategic Directions of Engaging Students in High-Quality Learning, Strengthening a Culture of Accountability, and Enhancing the College's Economic Impact. Highlights include:

- Fiscal Responsibility – The college received a clean audit, has a student loan default rate below 5%, Project RISE is on time and on budget, and an investment plan had previously been submitted to the board;
- Equity & Inclusivity – A key part of what we are doing at the college and a comprehensive plan has been developed;
- Fundraising – A fundraising plan will be submitted for approval in July;
- Leadership – Working on updating the Acting President Policy and developing a formal chief officer succession plan;
- Pride Points – 10-year facilities plan accompanied with a 10-year financing plan accompanied with a 3-year academic plan; Improved culture climate every year; have built reserves; \$25 million in long-term debt; the COVID Operations Team has handled the college's response well; over 850 laptops have been distributed

to students and hotspots were made available to students who needed them; the college was recruited in to the Higher Learning Commission Assessment Academy; have received number one rankings for two of our programs, Darlene Mickelson was highlighted in a Forbes article, three staff members have been recognized nationally, and Dr. Wood has been named to the board of the American Technical Education Association.

An update on College staffing was provided by Krista Weber. She noted there are currently positions open for a Data Analyst/Data Analyst Instructor, Physical Therapist Assistant Instructor, and a Biology Instructor. evening custodian positions are starting to be filled and there is a limited-term employment assistant position in Financial Aid/Business Office, which has been posted.

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a decrease of 4.2% in FTE and there has been two weeks of new registration for FY 2021-22.

Chairperson Bolstad updated the Board on:

- District Boards Association meetings will return to face-to-face with a virtual option;
- Asked and received support to submit a letter of support for the 36.31 legislation on behalf of the Board;
- His election to the Vice President position of the District Boards Association Executive Committee; and
- He encouraged other Board members to read scholarship applications as it gives the readers a glimpse into the lives of students.

Under the President's Report, Dr. Wood shared he has testified at the Senate Committee on the State Statute 36.31 legislation; he is working on designing a cohort of faculty and staff in a doctoral program; working on a free legal clinic for our students geared toward helping students complete their academic programs; the STAR Event (staff appreciation) will be May 21, 2021; the leadership program, Worldwide Leadership Development Institute (WLDI), is searching for a new college to coordinate the statewide effort and Southwest Tech has been asked to consider it; and the May Board Retreat will include trends to position the college to take advantage of, board dynamics, goals, and college performance over the next five years.

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) and discussing the President's Contract per Wis. Stats. 19.85(1)(c). 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 9:21 p.m.

The Board reconvened to open session at 10:05 p.m. 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 10:06 p.m.

Chris J. Prange, Secretary