

**MINUTES OF THE  
REGULAR MEETING / RETREAT OF THE  
BOARD OF DIRECTORS OF SOUTHWEST  
WISCONSIN TECHNICAL COLLEGE  
MAY 21, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting/retreat commencing at 3:05 p.m. on May 21, 2021. The following members were present:

David Blume, Charles Bolstad, Tracy Fillback, Melissa Fitzsimons (joined via videoconference), 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, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, Jake Wienkes, and Caleb White. Public present included Kent Enright and Sarah Delegge, Campus Works Project Manager.

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**

Friday, May 21, 2021

3:00 p.m. – Board Retreat/Meeting  
Southwest Tech Campus, Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: "The May 21, 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](http://www.swtc.edu/about/board/meetings), and posted on campus, at the Fennimore City Office, 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

**BOARD RETREAT**

- A. Tour of Campus & Recognition of Staff
- B. Plan for Input on Trends
- C. Discussion on Board Member Development and Executive Leadership Ad-Hoc Committee
- D. President/Board Dialog – Initial Trends from the Board’s Perspective

**5:30 p.m. – Dinner**

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

**6:00 p.m. – Regular Board Meeting**

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. District Boards Association Update & Policy Governance

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 22, 2021
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer’s Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. ACCT Membership Renewal
- G. UMOS Lease
- H. Forward Services Lease
- I. Clarity Clinic Lease
- J. Public Safety Complex Hay Lease

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Second Reading of Governance Policy 4.4 - College Values
- B. Bid: Building 700 Demolition
- C. RFP: Timekeeping System
- D. 2021-22 Compensation & Health Insurance Plan
- E. Darlington Outreach Site Lease
- F. Prairie du Chien Outreach Site Lease

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Project RISE Update
- B. Board Monitoring Report – Fiscal Sustainability
- C. 2021-22 Budget Update
- D. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2020-21 FTE Comparison YOY Report
  - 2. 2021-22 FTE Comparison YOY 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 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 April 22, 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](mailto:disabilityservices@swtc.edu).}**

The Board members were provided a tour of newly renovated areas including the Bookstore and Auditorium along with academic labs in Health Care and Agriculture. The Board recognized the staff members who coordinated the STAR event including Amy Campbell, Holly Crubel, Nicole Nelson, Annetta Smith, Ashley Crubel, Eric Rohn, Stephanie Brown, Kaye Woodke, Chris Bowers, Darnell Wiegman, and Mackenzie Marovets.

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, and Katie Glass, Executive Director of Marketing & Recruitment, are leading the efforts on soliciting stakeholder feedback on trends in the industry and community. This outreach campaign will go from May 2021 through February 2022 and the primary outcomes of the campaign are to inform and guide the five-year Strategic Plan and the ten-year Facilities Master Plan as well as inform, guide, and set the stage for a Fundraising Priorities Plan. Activities include in-person interviews with regional industry sector employer partners and focus group meetings with K-12 related partners and parents. Dr. Dachelet and Ms. Glass led an activity with the Board focused on soliciting feedback from employers.

President Wood led discussions on board member development and the proposed Executive Ad-Hoc Committee. Discussion focused on the article, "Ten Proactive

Questions Every Board Member Should Be Asking” and Carver’s Policy Governance model. The purpose of the ad hoc committee would be visionary and focused on long-term planning and would not be a decision-making body. The ad hoc committee topic will be brought back to the Board.

The agenda item on Input on initial trends related to industry and community needs from the Board’s perspective was tabled.

The Board recessed at 5:33 pm for dinner for social purposes only with no College business conducted. The Board meeting reconvened at 6:17 pm.

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on legislative activities and information related to Carver’s Policy Governance model. Ms. Merrifield highlighted recent legislative hearings on the bill to repeal Statute 36.31 (1) and to amend 36.31 (2), which would eliminate certain restrictions on the respective educational roles of the UW System and the WTCS. She thanked Dr. Wood for his partnership in advocating for the WTCS at the legislative hearings. Another issue related to the WTCS is general aid and how the legislature will provide additional funding to the System. The WTCS had requested \$12 million annually and the Governor put in \$18 million in his general budget for the WTCS.

Ms. Merrifield also reviewed Policy Governance. She noted the governing board sets the vision for the organization and focuses on the big picture of what the college means to Southwest Wisconsin and the community. In Policy Governance, the responsibility and authority to accomplish the purposes of the organization are delegated to the CEO with the Board setting the parameters for the means.

The Board reviewed the Consent Agenda including the May 21 2021, agenda; April 22, 2021, Board meeting minutes; financial reports; 12 contracts totaling \$67,306.95 in April 2021; employment recommendations for Angela Moyer – Physical Therapist Assistant Instructor and Sasha Annan – Data Analytics/Data Analytics Instructor; the promotion of Kim Schmelz to the Director of Foundation; the Association of Community College Trustees membership renewal in the amount of \$3,540; a 24-month lease for UMOs, Inc., to lease 145 square feet of space at the Richland Center Outreach site; a 12-month lease for Forward Services to rent 100 square feet of space at the Richland Center Outreach Site; a lease for Clarity Clinic to rent 821 square feet on the main campus; and a 5-month lease for Winch’s Pine Grove Farms, LP, Fennimore, to rent 2.8 acres of hay ground on the Public Safety Complex. Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Fillback seconded the motion; motion carried on a voice vote.

The Board was presented with the second reading of Governance Policy 4.4 – College Values. The Board had approved the first reading at the April 22, 2021, Board meeting. The College Values are being modified to include an Inclusivity Value and the current six values will be combined into four – Integrity, Learning, Accountability, and Continuous Improvement. The principles from the Values of Partnerships and

Innovation have been incorporated into the five Values. Mr. Tuescher moved to approve the second reading of Governance Policy 4.4 – College Values, as presented. Mr. Blume seconded the motion, which was unanimously approved.

The College sought bids to demolish Building 700 in its entirety and prepare the site for parking. The bids were opened on May 11, 2021, with five vendors providing bids. The recommended bid included the abatement costs. The Board members were reminded that this is part of the 10-year Master Facilities Plan with the potential of a future project. Razing the building does not required WTCS State Board approval. Mr. Tuescher moved to accept the low bid for the Building 700 Demolition Project in the amount of \$57,750 to Robinson Brothers Environmental, Inc. of Waunakee, WI. Ms. Wallin seconded the motion; motion carried.

Proposals were sought to provide an electronic timekeeping system for the College that will include integration with Anthology/Campus Nexus Finance, HR & Payroll. The proposals were opened on February 24, 2021, with two proposals received. Caleb White and Connie Haberkorn, HR/Benefits & Compensation Manager, presented the summary of the proposals. Additional analysis was completed to determine the right fit with the new ERP and the recommended system is a preferred partner with Anthology and will accommodate all employees including students, adjuncts, and regular employees. Mr. Tuescher moved to award the contract for Timekeeping System to TimeClock Plus, LLC, San Angelo, TX, for a five-year cost of ownership of \$127,525 (Implementation cost = \$18,900; Annual subscription = \$21,725) Ms. Jordie seconded the motion, which carried on an unanimous vote.

Caleb White, Connie Haberkorn, and Krista Weber presented the proposal and recommendations of changes to the College's health insurance plan and compensation increase for benefit-eligible employees including:

- No change to the dental plan or premiums through June 30, 2022
- No changes to health insurance through December 31, 2021
- Add the 4-tiered plan effective January 1, 2022
- Increase **in-network** deductibles and co-insurance effective January 1, 2022
  - Family, Employee + Children & Employee + Spouse - Deductible \$4,000; Co-insurance 10% (out of pocket maximum of \$5,000)
  - Single - Deductible \$2,000; Co-insurance 10% (out of pocket maximum of \$2,500)
- Increase **out-of-network** deductibles and co-insurance effective January 1, 2022
  - Family, Employee + Children & Employee + Spouse - Deductible \$8,000; Co-insurance 30% (out of pocket maximum of \$10,000)
  - Single - Deductible \$4,000; Co-insurance 30% (out of pocket maximum of \$5,000)
- Increase Southwest Tech's contribution to Health Savings Account January 1, 2022
  - Family, Employee + Children, Employee + Spouse = \$2,000
  - Single = \$1,000
- Increase wages 1.23% (CPI) effective July 1, 2021

Mr. Tuescher moved to approve the changes to compensation and benefits for benefit eligible employees, as presented, with Ms. Wallin seconding the motion. The motion carried on a unanimous vote.

Caleb White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. Ms. Wallin motioned to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI for \$1220 annually from July 1, 2021, through June 30, 2022. Mr. Blume seconded the motion; motion carried on a voice vote.

Mr. White also presented a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Ms. Wallin moved to approve the lease agreement with Workforce Connections, Inc. to lease office and education space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2021, through June 30, 2022. Mr. Prange seconded the motion, which carried on a unanimous vote.

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services shared an update on the new Enterprise Resource System (ERP) project. The project is on budget and on schedule with the Student module adding another SPIN of the data due to adding all the legacy data, Finance is scheduled to go live on July 1, 2021, HR Payroll kicked off on May 5, and the Raise Fundraising modules is scheduled to kick-off in August 2021. The lingering function gaps of a continuing ed shopping cart experience, state reporting by fiscal year, and contract courses and charges have all been resolved. There is one remaining dependency of custom transcripts, which is being addressed.

Mr. White presented the Board Monitoring Report on Fiscal Sustainability. Highlights of the report included fiscal strengths and risks. Fiscal strengths noted were:

- The budget supports the college's mission, vision, and strategic directions in meeting student and community needs.
- The college continued to maintain an unmodified (clean) opinion in the fiscal audit and on compliance with no material weaknesses identified or significant deficiencies in internal control over compliance.
- Accomplishments linking finances to student learning.
- Healthy General Fund reserves and the reduction from \$11.9 million to \$3.6 million in OPEB liability over the last ten years.
- Student loan default rate of 4.6%, significantly below the WTCS average of 13.1% and the national two-year college average of 15.9%. In the past five years, students have borrowed on average \$200 less in 2019-20 than five years ago and those eligible for Financial Aid (grants) who have borrowed student loans has decreased 18%.
- The Moody's Investor Service Rating of Aa2.
- The college is in good standing with the Higher Learning Commission Composite Financial Index as of 6/30/19.
- 57.7% of operational funds are directed to instruction.
- The college had the second best property value per FTE ratio in the WTCS.

Financial risks that were noted included:

- FTE stagnation/decline over the past 10 years.
- Grant revenue stagnation/decline over the past five years
- The college does not utilize a developed tool for financial forecasting/modeling.
- The profitability of auxiliaries.

Financial opportunities noted:

- The improved efficiencies of Project RISE including mitigating increased compliance demands and allowing increased services to students as well as improved student satisfaction mitigating increased competition.
- Reserve funds from operations and enterprise fund balance and relief funds allows for flexibility to innovate and create student pipelines.

Caleb White presented an overview of the FY2022 Budget including the Fund Accounts. Mr. White reviewed all six Funds – General, Special Fund (non-aidable) Trust, Capital Projects, Debt Service, Enterprise (Auxiliaries), and Internal Service. The final budget numbers will be presented at the public hearing prior to the June 24 Board meeting, with the budget on the agenda for approval. Mr. White felt there would not be many changes to the budget in the next month.

An update on College staffing was provided by Krista Weber who noted two of the three open positions have been filled. Sasha Annan was hired to fill the new position of Data Analyst/Data Analytics Instructor, and Angela Moyer was hired to fill the replacement position of Physical Therapist Assistant Instructor. Interviews are being scheduled for the remaining position of Biology Instructor.

The 2020-21 and 2021-22 Comparison Year-Over-Year FTE Reports were reviewed. The 2020-21 report showed a similar decrease as last month and will be final in August. The 2021-22 report reflected a three percent decrease compared to the same time last year.

Chairperson Bolstad shared he had heard good things about the legislative hearing from the previous day that President Wood testified at on behalf of the Presidents' Association.

Dr. Wood shared the Presidents' Association was supportive of Southwest Tech being the coordinator of the Wisconsin Leadership Development Institute (WLDI) for the State of Wisconsin. Dr. Wood asked for endorsement of a continuing education and leadership opportunity for staff to be part of a doctoral cohort through Franklin University. This opportunity was opened up to the entire college and approximately 35 staff expressed interest. Dr. Wood hopes there is a cohort of 10-15 employees who take part in this opportunity. Funds from the auxiliary reserve will be used to pay 2/3 of the cost of tuition as long as it does not exceed the allowable taxable amount. The Board was in favor of the opportunity.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Stats. 19.85(1)(c). Mr. Blume seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:28 p.m.

The Board reconvened to open session at 9:32 p.m. Mr. Prange moved to approve a \$15,000 wage increase to President Wood's base pay, a one-time \$15,000 performance bonus, and to implement a retention incentive agreement. Mr. Tuescher seconded the motion. The motion carried on a roll call vote with all members voting affirmatively. With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 9:35 p.m.

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Chris J. Prange, Secretary



