

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 24, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 6:52 p.m. on June 24, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 7:02 p.m.), Crystal Wallin

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Chris Bowers, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, 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, June 24, 2021

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting
Southwest Tech Campus
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The June 24, 2021, 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, 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
 - 1. Universal Design

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 21, 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. Southwest WI Workforce Development Board Lease
- G. 2021-22 WTC District Boards Association Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Organizations
- B. 2021-22 Budget
- C. RFP 2021-06: Universal Design Training
- D. Dodgeville Outreach Site Lease
- E. Degree Attainment for Doctoral Degrees (Faculty)
- F. 2021-22 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. College Culture Monitoring Report
- B. 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 a specific personnel issue 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 May 24, 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.}

Chris Bowers, Disability Services Specialist, presented what Universal Design is and how it affects an environment to ensure it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. Ms. Bowers explained that Universal Design places a focus on all students by building a community in the classroom with different styles of teaching, providing multiple physical spaces to accommodate all, and ensuring that across campus information is easy to read and there is diversity in publications. There will be several faculty and staff trained as Universal Design champions who will train others on campus through targeted professional development. Policies and standard operating procedures will be reviewed to reflect a universal design mindset.

After a review of the Consent Agenda, including the June 24, 2021, agenda; May 21, 2021, Board meeting minutes; financial reports; 80 contracts totaling \$1,369,305.21 in May 2021; an employment recommendation for Brian Molini – Biology Instructor; promotion recommendations for Christina Hill – Dining Services Lead; Demi Vetesnik – HR Specialist/WLDI Coordinator, Brianna Williamson – Recruiter/Alumni & Development Specialist, and Holly Straka – College Effectiveness/Business & Industry Services Specialist; three resignations from Eric Rohn – Bookstore Merchandising Coordinator, Bryce Kazda – Evening Custodian, and Jamish Patel – Help Desk Technology Support Specialist; a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space for \$309/month at the Richland Center Outreach Center; and the Fee Assessment invoice in the amount of \$22,415.26 for the District Boards Association membership renewal, Mr. Prange moved to approve the Consent Agenda, as presented. Mr. Tuescher seconded the motion; motion carried on a unanimous roll call vote.

Student Senate and the Executive Team has approved the formation of two new non-program student clubs. Robin Hamel, Student Life Coordinator, presented the clubs' missions and goals for the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Mr. Blume moved to approve the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the 2020-21 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2022 budget was built on a five percent increase in revenue due to COVID-19 relief funds and an estimated enrollment of 1,250 FTE. The projected tax effect on \$100,000 of property value is estimated at \$122.47. Mr. Tuescher moved to approve the 2021-22 Budget as presented, with Ms. Jordie seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Chris Bowers presented the summary of the Request for Proposals (RFP) for Universal Design Training, which would be training on Universal Design delivered to approximately 25 Southwest Tech staff and faculty with both synchronous and asynchronous components. The public bid opening was held on May 4, 2021, and two

proposals were received. The College's recommendation was for Landmark College in Putney, VT. Mr. Prange moved to award the contract for Universal Design Training to Landmark College, Putney, VT, for a total of \$102,110. Ms. Fitzsimons seconded the motion; motion carried. This project will be paid for with COVID19 federal relief funds.

Krista Weber, Chief Human Resources Officer, introduced a lease agreement for a temporary location for the Dodgeville Outreach Center as the current site became unavailable to the College. The lease is a month-to-month lease for approximately 600 square feet located at Dodgeville Family Chiropractic & Wellness Center at 1206 N. Johns Street, Dodgeville. Efforts are continuing to find a new location for the Outreach Center. Ms. Fitzsimons moved to approve the lease agreement with Dodgeville Family Chiropractic & Wellness Center to lease approximately 600 square feet of space to be used as the temporary Dodgeville Outreach Center, located at 1206 N. Johns Street, Dodgeville, WI. The month-to-month lease will commence on June 28, 2021, at a monthly rate of \$700. Ms. Jordie seconded the motion; motion unanimously carried.

Krista Weber presented a proposal to address a disparity in faculty and staff doctoral degree attainment. The faculty degree attainment tied to compensation goes through a master's degree. Staff are eligible for a 2.5 percent increase in base salary for degree completion through a doctoral degree. Ms. Weber recommended adding 2.5 percent increase in base salary for faculty as well. Mr. Tuescher moved to approve the proposal for faculty who obtain a doctoral degree to be eligible for a base salary increase of 2.5 percent as part of the reclass process. Ms. Fillback seconded the motion; motion carried.

Karen Campbell, Executive Services Director, reviewed the 2021-22 Board Monitoring Schedule with the board. The schedule provides an outline of when key items are brought to the board for approval or monitoring as well as the 2021-22 Board meeting dates. Ms. Jordie moved to approve the 2021-22 Board Monitoring Schedule, as presented. Ms. Fillback seconded the motion; motion carried.

The Board heard a summary of the College Culture Board Monitoring Report. Ms. Weber reviewed strengths of the culture including the College Council structure, professional development opportunities for faculty and staff, and workplace culture. The current turnover rate is five percent and the employee satisfaction survey results are very high. Risks include reactive change; external factors; maintaining culture and engagement; emphasizing the values of inclusivity, integrity, and accountability in hiring and training; and pandemic after effects. Opportunities to address include developing leaders/succession planning for Leadership Council, building inclusivity into the College culture (phase two), and a focus on goal setting and accountability for results. Ms. Weber asked the Board for input on different experiences they have had with succession planning or leadership development. Discussion focused on professional psychological analysis and assessments related to professional/personal strengths and opportunities to improve.

Ms. Weber provided an update on College staffing noting the Biology instructor position and the part-time Medical Lab Technology instructor positions have been filled. There are currently two custodian positions in various stages of the hiring process.

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a similar decrease as last month of one percent. The 21-22 FTE report showed an increase from

last month; however, FTEs are still down one percent from a year ago. Continued efforts are being made to recruit students.

Chairperson Bolstad reviewed the District Boards Association committees and asked Board members to think about which one they wanted to be on when it is decided at the July meeting. Mr. Bolstad reminded the Board members that the ACCT Leadership Congress will be held in person October 13 – 16 in San Diego, CA. Let Karen Campbell know if you are interested. If there is interest of more than one or two, it will be decided as to who will attend.

Dr. Wood updated on the Facilities Sustainability Plan noting that one-time reserve funds could be invested in alternative energy sources to garner financial relief in ongoing operational budgets. This Sustainability Plan would work hand-in-hand with the 10-year Facilities Master Plan and the College's long-term Financing Plan. The Board asked for a long-term plan to be brought back to them with different contingencies.

President Wood shared there was not a need to go into closed session. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Blume seconding the motion. The motion carried and the meeting adjourned at 8:36 p.m.

Chris J. Prange, Secretary