



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

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:15 p.m. on September 28, 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:

Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange,
Donald Tuescher, Jane Wonderling, Crystal Wallin

Absent: David Blume

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Mandy Henkel, Dan Imhoff, Kelly Kelly, and Kim Maier.

Chairperson Tuescher 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

Tuesday, September 28, 2021

6:15 p.m. – Accreditation Criterion One: Mission

6:45 p.m. - Dinner

7:15 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The September 28, 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 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 Board Meeting of August 26, 2021
- 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. Dodgeville Paramedic Site Lease
- B. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Listening and Learning Round Robin: Policy Governance
- B. Wisdom and Guidance Round Robin: COVID Re-Opening History and Plan
- C. Project RISE (ERP) Update
- D. Board Monitoring Report - Compliance
- E. Academic Master Plan Update
- F. Real Estate Foundation Quarterly Update
- G. October Board Retreat
- H. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
 - 1. Executive Board Leadership Ad Hoc Committee Update
- 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 student 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 from August 26, 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 September 28, 2021, agenda; August 26, 2021, Board meeting minutes; financial reports; six contracts totaling \$22,300.00 in August 2021; one employment recommendation for Wanda Ware - Full-time, LTE Student Services Administrative Assistant, the promotion of Katie Snitker to Academic Services Supervisor, and resignations from Melissa Klinkhammer – Academic Services Manager and Jaimie Flogel – LTE Student Services Administrative Assistant, Mr. Prange moved to approve the Consent Agenda, as presented. Mr. Enright seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, Safety & Security, presented a 12-month lease agreement to commence on January 1, 2022, for a location at the Dodgeville Fire Department to house the Paramedic Program being offered by Lakeshore Technical College in collaboration with Southwest Tech. Mr. Bolstad moved to approve the lease agreement with the City of Dodgeville to lease space to be used for the Paramedic Program, located at 401 N. Level Street, Dodgeville, WI, for an annual cost of \$1200. Ms. Wallin seconded the motion; motion carried.

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented. Included in the resolution are Jason S. Wood, College President; Holly Clendenen, Chief Student Services Officer; Kathleen E. Garrity, Chief Academic Officer; Katie Glass, Executive Director of Marketing; Krista M. Weber, Chief Human Resources Officer; and Caleb J. White, Vice President for Administrative Services. Mr. Bolstad, moved to approve the Code of Ethics Resolution as presented. Ms. Jordie seconded the motion; motion carried.

Jason Wood led a discussion on Policy Governance including the Board's role and the President's role of strategic versus operational. It was noted the Board can request to review anything; however, the approval of operational items lies within the operations of the College. Ongoing reviews of the Governance Policies will be included in future meetings.

A discussion on COVID and how the College has responded during the pandemic was held. Items discussed included the number of cases the college has dealt with and how they have dealt with exposures, the vaccination clinics held on campus, and the potential of testing on campus.

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; Holly Clendenen, Chief Student Services Officer; and Kelly Kelly, Controller provided an update on the new Enterprise Resource System (ERP) project. The project is on budget and the schedule has been moved to a cautionary status due to the timeliness of some deliverables from Anthology. The College Project RISE Team remains committed to outcomes and solutions, comprehensive student communication plans are being developed for a student life cycle, and Anthology has committed to course correct, as needed. Concerns with the

project included configuration and fixes continue for the Finance module that went live on July 1, scheduling for the Student module has been a challenge, and Anthology's solution remains siloed even within modules as cross functional solutions can be difficult to obtain. Other highlights included what is going well within the Finance module, and Key Performance Indicators that the Core ERP team is working toward. The new Application Portal went live on September 1.

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, reviewed the Compliance Board Monitoring Report. Highpoints of the report included the College Health Indicators, accreditation, strategic initiatives, and the instructional/institutional vitality process. The College Health Indicators will be a focus at the October 14 Board retreat.

Katie Garrity, Chief Academic Officer, reviewed the Academic Master Plan and the Platteville Outreach Site schedule. There are basic education, traffic safety, and agriculture courses being offered at the outreach site.

Dan Imhoff provided an update on the Real Estate Foundation (REF) noting there are 109 leases this fall, which is 74 percent capacity. Mr. Imhoff also shared with the District Board there will be new construction for this year and the REF Board approved officers as Ben Wood, President; Mindy Johnson, Vice President; and Kevin Raisbeck, Secretary/Treasurer.

The October 14, 2021, Board retreat agenda will include leadership, College Health Indicators, the President's goals, and an update on the Charger Vision campaign being conducted with district employers. The regular Board meeting will also be held on the same date.

Krista Weber provided an update on College staffing noting there are currently two positions open. The positions are Surgical Technology Instructor/Program Director and Academic Success Coach.

Katie Glass, Executive Director of Marketing, provided an enrollment update noting the FY22 numbers reflect an increase of 1.5 percent. The Fall 2022 Application Report was reviewed.

The Executive Board Leadership Ad Hoc committee met on September 1, 2021. The meetings will be held quarterly for now and will be evaluated on an ongoing basis.

Under the College President's Report, Dr. Wood shared that the student loan default rate decreased again this year to 3.5 percent. Dr. Wood also outlined steps that will be taken to increase the Board's awareness on policy governance and COVID related issues.

Ms. Wallin moved to adjourn to closed session for the purpose of discussing student issues per Wis. Stats. 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.}. Mr. Enright seconded the motion. Upon a

roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 9:07 p.m.

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

Crystal Wallin, Secretary