

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JANUARY 20, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01 p.m. on January 20, 2022, 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, Kent Enright, Tracy Fillback (arrived at 7:15 p.m.), Jeanne Jordie, Chris Prange (joined via videoconference), Donald Tuescher, Jane Wonderling

Absent: Crystal Wallin

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, Katie Glass, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, and Krista Weber. Public included Jordan Boehm, Principal at CliftonLarsenAllen LLP (CLA).

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**

Thursday, January 20, 2022

6:00 p.m. –Criterion Four: Teaching & Learning: Evaluation & Improvement  
6:30 p.m. – Dinner  
7:00 p.m. – Regular Board Meeting

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Health Science Building Room 3608

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The January 20, 2022, 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](http://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 December 16, 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. 2020-21 Financial Audit
- B. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale
- C. Boscobel Outreach Site Lease
- D. Child Care Center Employee Compensation
- E. Concept Review: Associate of Arts Degree
- F. Concept Review: Associate of Science Degree
- G. Concept Review: Renewable Energy Technologies

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. COVID Response Update
- B. Board Monitoring Report - Safety & Security
- C. Strategic Directions
- D. Roadmap to the Future
- E. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FY 2022 Comparison FTE Report
  - 2. FY 2023 Application Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Review Governance Policies 1.6: Board Officers, 1.7: Chairperson's Role, 1.8: Vice Chairperson's Role, 1.9: Secretary's Role, and 1.10: Treasurer's Role
  - 2. CPI & Budget Implications/Options
  - 3. 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. Discussing potential legal situations per Wisconsin Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering

oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

2. Discussing property expansion 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.}
3. Discussing 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.}
4. Discussing the President's contract 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 from December 16, 2021

### **RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

### **ADJOURNMENT**

{If you need an accommodation to attend, call 608-822-2632 (TDD: 608-822-2072) or email [diabilityservices@swtc.edu](mailto:diabilityservices@swtc.edu).}

After a review of the Consent Agenda, including the January 20, 2022, agenda; December 16, 2021, Board meeting minutes; financial reports; nine contracts totaling \$121,559.00 in December 2021; one employment recommendation for Andrew Dal Santo – Agronomy Instructor; one resignation for Sasha Annan – Data Analytics Instructor/Data Analyst; and one retirement for Annette Biggin – Driver Education Coordinator, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Mr. Enright seconding the motion. The motion carried.

Kelly Kelly, Controller, introduced Jordan Boehm from CliftonLarsonAllen LLP. Mr. Boehm reported on the 2020-21 Financial Audit where there was an unmodified “clean” opinion with no findings related to compliance or internal control. Mr. Bolstad moved to approved the 2020-21 Financial Audit as presented, with Ms. Wonderling seconding the motion. The motion unanimously carried.

Ms. Kelly presented the resolution to borrow \$4,000,000 noting that up to \$1,500,000 will be for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. Ms. Kelly also noted the sale will be in March. Mr. Blume made a motion to approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes; and setting the sale. Ms. Jordie seconded the motion. Upon a roll call vote where all members present voted affirmatively, the motion carried.

Jason Wood presented a lease agreement for July 1, 2021, through June 30, 2022, for the Boscobel Outreach Site. The lease is an annual lease for the Hildebrand Library Community Clubroom, located at 1033 Wisconsin Avenue, Boscobel, WI. Mr. Enright moved to approve the lease agreement with the Hildebrand Library to lease the Community Clubroom to be used as the Boscobel Outreach Site, located at 1033 Wisconsin Avenue, Boscobel, WI. The annual lease will commence on July 1, 2021, at an annual rate of \$2,000. Ms. Fillback seconded the motion; motion carried.

The State of Wisconsin Division of Early Care and Education under the Child Care Counts Stabilization Payment Program awarded grant funds to recruit and retain childcare center staff. Jason Wood explained this grant would provide a monthly stipend to child care staff from November 2021 through July 2022. Mr. Bolstad made a motion to approve temporarily adjusting the College's Compensation Guidelines to allow additional payments to childcare staff during the period covered by the grant. Ms. Jordie seconded the motion; motion carried.

Kim Maier, Executive Director of Innovative and Alternative Learning, presented Concept Reviews for three new programs. Two of the programs are for associate of science and an associate of arts degrees at the 20 level, which will allow for easier transfer to the university system. All WTCS colleges are submitting for these degrees. Previously only five of the 16 WTCS colleges could offer these programs. Southwest Tech currently has a shared agreement/partnership with Nicolet College to offer this level of programming. Mr. Enright moved to approve the Concept Review for an Associate of Arts Degree in General Studies-Associate of Arts, 20-800-1, with Ms. Fillback seconding the motion. Motion carried. Mr. Blume moved to approve the Concept Review for an Associate of Science Degree in General Studies-Associate of Science, 20-800-2. Ms. Jordie seconded the motion; motion carried

The third program Concept Review is for an associate degree in Renewable Energy Technologies. This program is included in the Academic Master Plan. An ad hoc advisory committee met to discuss the need for a renewable energy program, and the ad hoc committee included employers from around the district. A needs assessment was sent out with 9 of the 11 employers responding. The plan is to embed career pathways into the associate degree. Mr. Enright moved to approve the Concept Review for an Associate Degree in Renewable Energy Technologies, 10-482-X. Mr. Bolstad seconded the motion; motion carried.

Cynde Larsen, Executive Dean of Health Occupations, provided a COVID Response Update. Dr. Larsen noted the goal is to integrate COVID protocols into college policies and move to a face mask recommended stance by March 21, 2022. Three health care facilities have notified the college they will not accept exemptions from the COVID vaccine from our students. Three students out of 204 have stepped out of classes due to the vaccination requirements at the health care facilities the students would need to complete their clinicals.

Dan Imhoff, Executive Director of Facilities, Safety & Security, and Heath Ahnen, Executive Director of Information Technology Services, presented the Board monitoring report on Safety & Security. Mr. Imhoff explained that safety and security activities and campaigns will move to what was done before COVID. Mr. Ahnen shared information about the cybersecurity awareness training conducted in 2021.

Katie Glass, Executive Director of Marketing, shared the Strategic Directions document, which tells who we are and what we do. Dr. Wood reviewed the document and noted that job placement in industry is being added to the College Health Indicators, and it is proposed to add the word experiential to the direction of Engage Students in High-Quality Learning and to change the Strengthen a Culture of Accountability direction as well. The changes to the strategic directions will be presented as a first and second reading of Governance Policy 4.5 at future meetings. Data related to the College Health Indicators will be reported on at the April Board meeting.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting current open positions in various stages of the hiring process including a Business Management Instructor/Experiential Learning Coordinator.

The Board reviewed the enrollment reports. Dr. Wood provided an update noting the FTE count shows a slight decline compared to this time last year. The application report is comparable to where it was last year at this time. Dr. Wood noted the 2022-23 budget is being built on a five percent decrease in FTEs as a starting point.

The College President's report included a review of Governance Policies 1.6: Board Officers, 1.7: Chairperson's Role, 1.8: Vice Chairperson's Role, 1.9: Secretary's Role, and 1.10: Treasurer's Role. A discussion on the 4.7% CPI (Consumer Price Index) and what that means monetarily for the 2022-23 budget impact, especially for wages and benefits, was led by Dr. Wood. Board elections will take place on Thursday, March 10, 2022; those board members whose terms expire in June are Charles Bolstad, Tracy Fillback, and Jeanne Jordie.

Mr. Blume moved to adjourn to Closed Session to discuss potential legal issues per Wisconsin Statutes 19.85(1)(g), property expansion per Wisconsin Statutes 19.85(1)(e), personnel issues per Wisconsin Statutes 19.85(1)(f), and the President's contract per Wisconsin Statutes 19.85(1)(c). Ms. Wonderling seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:17 p.m.

The meeting reconvened to open session at 9:08 p.m. Mr. Bolstad moved to offer the President an additional year on his contract, through June 30, 2026; salary to be adjusted each year by the same adjustment given to all faculty and staff; and award a \$15,000 bonus for meritorious performance during the 2021-22 year. Ms. Jordie seconded the motion. Upon a roll call vote with all members present voting affirmatively, the motion carried.

With no further business to come before the Board, Mr. Bolstad moved to adjourn the meeting with Ms. Jordie seconding the motion. The motion carried and the meeting adjourned at 9:10 p.m.

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Crystal Wallin, Secretary