



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 28, 2024**

The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:01 p.m. on March 28, 2024, 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 (was present over Zoom until 7:00 p.m.), Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, and Jane Wonderling. Absent: Tracy Fillback, David Blume

Others present for all, or a portion, of the meeting included:

Southwest Tech President Jason Wood and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, Caleb White, and Kris Wubben

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, March 28, 2024

6:00 p.m. – Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

AGENDA

OPEN MEETING

The following statement will be read: “The March 28, 2024, Southwest Wisconsin Technical College Board regular meeting 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, posted on campus, CESA 3, and at the Fennimore City Office 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
- C. Student Senate Update

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. Discussing property acquisition per Wis. 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.}

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the February 22, 2024, Regular Board Meeting
- 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. Resolution Approving Acquisition of 85-Acres located at 4022 U.S. Highway 18, Fennimore, WI
- B. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing
- C. Approval of Parking Lot Maintenance Bid
- D. Approval of Board Monitoring Report – Quality Teaching & Learning
- E. First Reading of Governance Policy 2.6: Acting and Interim President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2024-25 Budget Update
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports
 - 1. FY 2024 Comparison FTE Report
 - 2. FY 2025 Application Report
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. Board Member Reflection: What it means to be a SWTC Board Trustee
 - 2. District Boards Association Update
- C. College President's Report
 - 1. Banking RFP Update
 - 2. Legal Counsel Process
 - 3. Facilities Update
 - 4. Overview of Camps and Cohorts
 - 5. Tuition Rate Update
 - 6. WTCS Grant Update
 - 7. Review 2024-25 District Board Monitoring Schedule (Draft)
 - 8. April 18, 2024 – WTCS Eagle Award Luncheon, Ambassador Banquet
 - 9. Request for Board Feedback, "What do you think are important considerations for incorporating Artificial Intelligence (AI) into College instruction and/or operations?"
 - 10. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. SWTC Foundation Quarterly Report
 - 2. SWTC Real Estate Foundation Quarterly Report
- B. Date, Time, and Place
 - Friday, April 26, 2024: Board Professional Development, time to be determined
 - Saturday, April 27, 2024: District Board Meeting, time to be determined
 - Lenz Center, Southwest Tech

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. Discussing personnel issues per Wis. Stats. 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.}
 - 2. Discussing preliminary notices of non-renewal per Wis. Stats. 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.}
 - 3. Discussing legal issues per Wis. Stats. 9.85(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.}
- B. Approval of Closed Session Minutes from February 22, 2024

RECONVENE TO OPEN SESSION

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.}

Mr. Tuescher moved, seconded by Mr. Williamson, to adjourn to a closed session to discuss property acquisition per Wis. Statutes 19.85(1)(e). Upon roll call vote, the following members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion unanimously carried, and the meeting adjourned to a closed session at 6:03 p.m. Without any action taken, the Board reconvened to an open session at 6:25 p.m.

After a review of the Consent Agenda, including the March 28, 2024, agenda; February 22, 2024, Board meeting minutes; financial reports; 13 contracts totaling \$23,021.23 in February 2024; the employment recommendations of Michelle Young, Associate Degree Nursing Instructor, Natalie Volberding, Administrative Assistant-College Effectiveness, Gary Bakken, Welding Instructor; the resignations of Simon Chappell, System Analyst - Finance/HR, Deb Ihm, Agriculture Development Officer/Outreach Specialist, Brian Waldner, Automotive Technician Instructor, Brittany Sherman, Student Life Coordinator/Athletic Director; and the retirement of Julie Pluemer, Adult Education/Outreach Coordinator; Mr. Tuescher moved, seconded by Mr. Williamson, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

During prior closed sessions, the Board authorized the College to offer and negotiate with the intent to purchase property located at 4022 U.S. Highway 18, Fennimore, WI. President Jason Wood presented to the Board a resolution that authorizes the College to purchase 85 acres of the property. Mr. Tuescher motioned, seconded by Mr. Prange, to approve the resolution authorizing the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI. Upon roll call vote, all present members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, and Mr. Bolstad. Motion adopted.

Dr. Wood described to the Board a financing plan that will allow the College to purchase 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, using reserves. The Board was presented with a resolution declaring the official intent to reimburse expenditures from the proceeds of borrowing. Mr. Tuescher motioned, seconded by Mr. Williamson, to approve the resolution declaring official intent to reimburse expenditures from proceeds of borrowing by authorizing the College to finance its purchase of 85 acres located at 4022 U.S. Highway 18, Fennimore, WI, by using reserves noting that the reimbursement of the reserves will be made through the College's 2024-25 borrowing at a later date. Upon roll call vote, all present members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, and Mr. Bolstad. Motion carried.

Dan Imhoff, Executive Director of Facilities, Safety & Security, reviewed the summary of bids sought for maintenance and enhancement of the College's parking lots. A public bid opening was held on campus on March 15, 2024, with three vendors responding to the bid request from a list of fourteen plan holders. Mr. Williamson moved, seconded by Ms. Wonderling, to award a contract for a bid amount of \$112,980 for SWTC parking lot maintenance and enhancement to Arrow Precision Asphalt Maintenance, LLC, of Plover, WI. Upon roll call vote, all present members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, and Mr. Bolstad. Motion carried.

The March 2024 Board Monitoring Report – Quality Teaching and Learning was presented by Cynde Larsen, Chief Academic Officer. The progress toward the College's strategic directions of 1.0 Access, 2.0 Completion, and 3.0 Post Graduate Success was reviewed. Ms. Jordie moved, seconded by Mr. Tuescher, to approve the March 2024 Board Monitoring Report – Quality Teaching & Learning, as presented. The motion was unanimously adopted.

The Board reviewed the First Reading of Governance Policy 2.6: Acting and Interim President. The Board inquired about the process to address potential personnel issues. Mr. Tuescher moved, seconded by Ms. Jordie, to approve the First Reading of Governance Policy 2.6: Acting and Interim President. The motion unanimously carried.

The status of the development of the 2024-25 Budget was overviewed by Caleb White, Vice President for Administrative Services. Progress on the development will be brought to the Board each month with final board approval at June's meeting.

A summary of open positions was provided under the College Staffing report by Holly Clendenen, Chief Student Services Officer.

Katie Glass, Executive Director of Marketing and Recruitment, presented the FY 2024 FTE Year-Over-Year enrollment report noting that there is a .9% increase compared to this time last year. Program applications were also reviewed which indicate a decrease of 96 fall-start applications compared to the March 2023 report.

An overview of the Student Success Plan Scoreboard was presented by Ms. Glass and Ms. Clendenen. Nineteen plans have been completed. 777 plans have been started with many of those to be completed during the new student registration process that begins in April. The completion and use of Student Success Plans being an inevitable part of the Southwest Tech experience was emphasized. Moving forward, the Board will be updated monthly on career assessments; financial budgets & gaps; academic maps with support services; and complete student success plans.

Under the Chairperson's Report:

- Mr. Williamson reflected on being a Board trustee and the strong impact SWTC has had on him and his family.
- The District Boards Association held its spring meeting at Nicolet College on March 22-23, 2024.

Under the President's Report:

- The request for proposal process for College banking is underway. Proposals were due on March 21, with an intent to request Board approval of the recommendation (effective 7/1/2024) at the April meeting.
- The College's process for the procurement of legal services was discussed and it was agreed to move forward as recommended: Issue a letter of engagement to Jon Anderson, Husch Blackwell LLP for labor law-related issues; Issue an RFP for legal services allowing firms to proposal on the areas of law that they choose (municipal, criminal, Title IX, disability issues, etc.); Continue to utilize Quarles and Brady LLP for bond counsel under authority of the Wisconsin Technical College's Purchasing Consortium contract via annual letters of engagement.
- A summary of the College's facilities department projects was reviewed.
- Overview of Camps and Cohorts included that the College is entertaining to host more camps during the summer with the usage of housing.
- Tuition Rate increases were overviewed. Applied degrees will increase by 2.25%. There will not be an increase to the AA/AS tuition.
- 100% of the College's WTCS grant requests will be funded equating to \$1.2. Thank you to Amy Seeboth-Wilson, Director of Grants, who astutely leads the College's grant writing process.
- A first review of the draft of the 2024-25 District Board Monitoring Schedule and the intent is to bring it back next month for Board approval.
- A reminder that the WTCS Eagle Award Luncheon posthumously honoring Dr. Katie Garrity and the Student Ambassador Banquet will be on April 18, 2024.
- The Board offered feedback on Artificial Intelligence (AI) within College instruction and/or operations.

- There are start-up challenges of the ERP Project RISE. Dr. Wood and the Board members recognize and thank the users on the front lines for their diligent work while transitioning into this new system.

There were not any College Happenings or Other Informational Items discussed.

Mr. Prange moved, seconded by Mr. Tuescher, to adjourn to a closed session to discuss personnel issues per Wis. Stats. 19.85(1)(c); preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c); and legal issues per Wis. Stats. 19.85(1)(g). Upon roll call vote, the following members voted affirmatively: Mr. Bolstad, Ms. Jordie, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion unanimously carried, and the meeting adjourned to a closed session at 8:44 p.m. The Board reconvened to an open session at 9:23 p.m.

Without any further business, Ms. Wonderling moved to adjourn, with Mr. Tuescher seconding the motion. The motion carried, and the meeting adjourned at 9:23 p.m.

Kent Enright, Secretary