



**MINUTES OF THE RETREAT AND REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
APRIL 26-27, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a retreat and regular meeting commencing at 12:04 p.m. on Friday, April 26, 2024, in the Lenz Center, on the District Campus, located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, David Blume, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, and Jane Wonderling (arrived at 1:06 p.m.) Absent: None

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

Southwest Tech President Jason Wood and College Executive Team: Holly Clendenen, Mandy Henkel, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber

Western Technical College Senior Leadership: Tracy Dryden, Kari Reyburn

Chippewa Valley Technical College President, Sunem Beaton-Garcia, Board Member: Erin Greenawald.

Wisconsin Technical College System: Dr. Morna Foy, President, and Paul Gabriel, Executive Director of Foundation

Wisconsin Technical College District Boards Association: Layla Merrifield, Director

Aspen Institute: LeeAnne Wieland, Senior Program Designer; Sandy Shugart, Lead Facilitator; and Doreen Larson, Guided Pathways Coach

Chairperson Bolstad called the retreat/meeting to order. Proof of notice was given as to the time, place, and purpose. The following is the official agenda:



DISTRICT BOARD RETREAT/MEETING NOTICE AND AGENDA

April 26-27, 2024

**Southwest Tech ~ Lenz Center
1800 Bronson Boulevard
Fennimore, WI 53809**

Friday, April 26, 2024
12:00 p.m. – 5:30 p.m.

**District Board Professional Development Retreat ~
Aspen Institute
Monitoring What Matters for Post-Completion Student Success
(A working lunch will be served at 11:45 a.m.)**

Saturday, April 27, 2024
9:00 a.m.

**District Board Regular Meeting
(A working breakfast will be served at 8:45 a.m.)**

AGENDA
FRIDAY, APRIL 26, 2024

OPEN MEETING

The following statement will be read: “The April 26-27, 2024, retreat and regular meeting of the Southwest Wisconsin Technical College District 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, 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. Aspen Institute Professional Development: *Monitoring What Matters for Post-Completion Student Success*

Time	Topic
12:00 - 1:20 pm	Welcome CC 3.0, CEP Trustee Framework Overview, and The “Why” and the “What” of Reform
1:20 - 1:35 pm	Break
1:35 - 2:35 pm	Setting Goals and Monitoring What Matters
2:35 - 3:35 pm	Discussion Activity #1: Monitoring What Matters
3:35 - 3:55 pm	Break
3:55-4:20 pm	Aligning the Board’s Actions with What Matters
4:20 - 5:20 pm	Discussion Activity #2: Refining Meeting Agendas and Keep Stop Start
5:20 - 5:30 pm	Session Close

After the professional development session, the Board will recess until 9:00 a.m. on Saturday, April 27, 2024. There will not be any College business discussed until that time.

SATURDAY, APRIL 27, 2024

- A. Reports/Forums/Public Input
- B. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of March 28, 2024
- 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. Approval of Banking Services RFP
- B. Approval of Board Monitoring Report - Financial Sustainability
- C. Second Reading of Governance Policy 2.6: Acting and Interim President
- D. Approval of 2024-25 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports
 - 1. 2023-24 Year-over-Year FTE Comparison
 - 2. 2024-25 Year-over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
- C. College President's Report
 - 1. Feedback on Aspen Institute
 - 2. Graduation Invite (Saturday, May 18, 2024)
 - 3. College Happenings
- D. Other Informational Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. State of the College Report
 - 2. Review of Facilities Plan (Draft)
 - 3. SWTC Foundation Quarterly Report
 - 4. SWTC Real Estate Foundation Quarterly Report
- B. Time and Place
 - 1. Thursday, May 23, 2024, at 7:00 p.m. at Southwest Tech Campus

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

On Friday, April 26, 2024, the Board engaged in a professional development retreat led by the Aspen Institute's Sandy Shugart and Leanne Wieland titled "Monitoring What Matters for Post-Completion Success". The trustees discussed the College's prioritized metrics with the alignment of student success reforms, leading and lagging indicators for Board monitoring, and identified ways to align meeting agendas more closely with student success strategies.

At 5:08 p.m., the Board recessed until Saturday, April 27, 2024.

The Board reconvened in an open session of a regular Board meeting commencing at 9:07 a.m. on Saturday, April 27, 2024, in the Lenz Center, on the District Campus, located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, David Blume, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, and Jane Wonderling. Absent: None

Others present for all, or a portion, of the regular meeting included: Southwest Tech President Jason Wood and College Staff: Holly Clendenen, Lori Needham, and Caleb White

After a review of the Consent Agenda, including the April 26-27, 2024, agenda; March 28, 2024, Board meeting minutes; financial reports; nineteen contracts totaling \$103,557.68 in March 2024; the employment recommendation of Carolyn Laufenberg, Academic Success Coach; the resignations of JoLynn Moss, Academic Success Coach, Connor Zingarelli, Communication Instructor, Pam Bartels, Nursing Instructor; and the retirements of Pete Esser, Math Instructor, Paul Bell, Business Management Instructor, Tim Jacobson, Welding Instructor; Mr. Blume moved, seconded by Mr. Tuescher, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Caleb White, Vice President for Administrative Services, presented an overview of the College Banking Services Request for Proposals (RFP) noting that this RFP also includes services for the Southwest Tech Foundation and Southwest Tech Real Estate Foundation. Mr. White explained that the intent is to provide pricing to the College with the pricing available to the Foundations through separate agreements. The College will determine the awarded proposer with the intent that the Foundations will utilize the same awarded proposer. Three proposals were received during the public opening held on Friday, March 25, 2024. Mr. Tuescher motioned, seconded by Mr. Prange, to award the RFP for the College's Banking Services to MidwestOne of Fennimore, WI, for a five-year term beginning July 1, 2024, with two optional one-year renewals. Upon roll call vote, all members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. Motion adopted.

The April 2024 Board Monitoring Report – Financial Sustainability was presented by Mr. White. Accomplishments linking finances to student learning were reviewed. Additional highlights include a student loan default rate of 0.0%; Moody's Investor Service Rating of Aa2; and a strong HLC Composite Financial Index of 4.87. A decline in FTEs was identified as a possible fiscal risk. Grant opportunities were briefed. Mr. Prange moved, seconded by Mr. Enright, to approve the April 2024 Board Monitoring Report – Financial Sustainability, as presented. The motion was unanimously adopted.

The Board reviewed the Second Reading of Governance Policy 2.6: Acting and Interim President. Mr. Tuescher moved, seconded by Ms. Jordie, to table approval of the Second Reading of Governance Policy 2.6: Acting and Interim President until after the College's insurance company reviews. After discussion and debate, the motion unanimously failed. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Second Reading of Governance Policy 2.6: Acting and Interim President, as written. This motion unanimously carried.

Updates to the 2024-25 Board Monitoring Schedule draft since last month's meeting were reviewed and discussed. Mr. Enright moved, seconded by Mr. Tuescher, to

approve the 2024-25 Board Monitoring Schedule as presented. The motion was unanimously adopted.

The Board reviewed the status of the development of the 2024-25 Budget. Progress on the development will be brought to the Board again next month with final board approval at June's meeting.

A summary of open positions was provided under the College Staffing report by Mr. White. Interviews are being conducted for a Continuing Education Specialist. Posted positions include a Math Instructor, Communication Instructor, and Nursing Instructor.

The 2023-24 and 2024-25 Year-Over-Year FTE Comparison Reports were reviewed. The 2023-24 report shows a .84% FTE increase compared to a year ago. Because the new system's report development continues to progress, the 2024-25 report's increase may not be accurate.

Holly Clendenen, Chief Student Services Officer, presented an update on progress made on Student Success Plans. As of April 26, 2024, 784 student plans are in progress and 213 are completed (31 before New Student Registration, 182 since New Student Registration began on April 8.) 395 Career Assessments have been fulfilled; 238 students have a Financial Budget Plan; and 875 students have completed Academic Maps with Support Service Plans. In addition, it was noted that student's financial gap will be displayed in the future within the Financial Budget Plan. In the current state, the system does not have the functionality.

Under the Chairperson's Report:

- The Wisconsin Technical College System's (WTCS) 2024 Eagle Award was posthumously awarded to Dr. Katie Garrity last week. The system's Student Ambassador Program was also held in which Student Senate President and IT-Network Specialist student, Jordan Scott, represented SWTC.
- On behalf of the rest of the Board, Mr. Prange thanked Chairperson Bolstad for his dedication and involvement in the WTCS. His work goes beyond being the College's Chairperson. He leads the District Boards Association and is on the selection committee to replace the retiring President of the WTCS, Dr. Morna Foy.

Under the President's Report:

- The Aspen Institute's professional development training held the day before was discussed. Overall feedback was positive.
- The Anthology ERP system is live, but some items are still not functioning in the live environment. Anthology is working to remedy this. Project management from both sides are meeting every day.
- An update on the 85-acre property purchase indicated that the College is still moving forward with the purchase, pending the WTCS's approval.
- Discussions continue regarding an outreach opportunity in Dodgeville.
- The class of 2024's Spring Graduation is on Saturday, May 18, 2024, and will consist of four ceremonies.

- Dr. Wood and Bonnie Baerwald, President of Moraine Park Technical College, are leading the Presidents' Association in prioritization recommendations for the WTCS budget development. Dual credit and childcare are shared priorities amongst all the colleges in the system.
- Holly Clendenen will serve as the Acting President while Dr. Wood is out of the office this summer. Dr. Wood's leave will consist of a 4-week sabbatical, some vacation, and some remote work.
- College Happening: Dr. Wood and Katie Glass, Director of Marketing & Recruitment, presented to approximately 230 students yesterday at a North Crawford's College and Career Fair.

There were not any Other Informational Items discussed.

Without further business to discuss, Ms. Wonderling moved to adjourn, with Mr. Prange seconding the motion. The motion carried, and the meeting adjourned at 11:49 a.m.

Kent Enright, Secretary