



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 23, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:10 p.m. on Thursday, May 23, 2024, in 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 (remote), David Blume (remote), Kent Enright (arrived at 6:12 p.m.), Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, and Steve Williamson. Absent: Jane Wonderling

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

Southwest Tech Chief Student Services Officer and Acting President Holly Clendenen and College Staff: Heath Ahnen, Dennis Cooley, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Vicky Rundle, Matt Schneider, Amy Seeboth-Wilson, Angela Starkey, Kaye Woodke, Kris Wubben

Vice-Chairperson Prange called the meeting to order. Proof of notice was given regarding the time, place, and purpose. The following is the official agenda:



BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2024

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

Southwest Tech

1800 Bronson Boulevard

Fennimore, WI 53809

Main Meeting Room: Room 430

*Student Success Plan Activity will be held in Room 430, Room 440, & Cafeteria

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The May 23, 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

STUDENT SUCCESS AGENDA

- A. *Student Success Plan Activity – Career Assessment
Board members will break into small groups for a short scenario activity where they act as students and engage with a staff member to complete the career assessment portion of a Student Success Plan.
- B. Feedback and Discussion of Opportunities
All Board members will return to Room 430 to discuss the activity.

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the April 26-27, 2024, Retreat & 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
- F. Richland Center Outreach Subleases
 - 1. Forward Service Corporation
 - 2. United Migrant Opportunity Services (UMOS)
- G. Hay Lease – 4.1 acres, SW Corner of County F & Hwy 18, Fennimore, WI
- H. ACCT 2024-25 Membership Renewal
- I. District Boards Association (DBA) 2024-25 Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Dodgeville Outreach Site Lease
- B. Approval of 2024-25 Compensation and Benefits Recommendation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Success Plan for the College
- B. 2024-25 Budget Update
- C. Review of Facilities Plan (Draft)
- D. Staffing Update
- E. SWTC Foundation Quarterly Report
- F. SWTC Real Estate Foundation Quarterly Report
- G. SWTC District Workforce Data

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports
 - 1. 2024-25 Year-Over-Year FTE Comparison
 - 2. Student Success Scoreboard
- B. Accessing College Email
- C. Chairperson's Report
- D. Acting College President's Report

1. Faculty Qualification Assurance System (FQAS) Audit
 2. Graduation Update
 3. College Happenings
- E. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Budget Hearing and Approval
2. Student Success Agenda – Budget Planning

B. Date, Time, and Place

Thursday, June 20, 2024, 6:00 p.m., Southwest Tech's Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

ADJOURNMENT

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

The Board engaged in an interactive activity, followed by a short debrief, focusing on the Career Assessment portion of a Student Success Plan. The activity was led by Matt Schneider, Advisor, and Kaye Woodke, Recruiter. Katie Glass, Executive Director of Marketing, prefaced the activity by sharing that the College's Student Success Plans focus on College Health Indicator 1.0 – Access. Components of a success plan include career assessments (goal to be completed before application); supports and services (goal to be completed before acceptance); and financial budgeting for paying for life during a college (goal completed before enrollment). SWTC aims to have a transformational, rather than transactional, experience with every student by helping each student make informed decisions about careers, financial commitments, and future wages.

After a review of the Consent Agenda, including the May 23, 2024, agenda; April 26-27, 2024, Board retreat/meeting minutes; financial reports; thirty-seven contracts totaling \$166,575.66 in April 2024; the employment recommendation of Jennifer Bahl, Administrative Assistant – Continuing Education; the resignation of Jake Wienkes, IT Support Specialist; the retirement of Gina Udelhofen, Annual Giving/Donor Relations Coordinator; a 12-month lease (July 1, 2024 – June 30, 2025) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for \$338.00 per month; a 12-month lease (July 1, 2024 – June 30, 2025) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for \$369.80 per month; a five-month (June 1, 2024 – November 1, 2024) lease agreement for the College to lease for 4.1 acres of hay ground on the southwest corner of County Road F and Highway 18 to Winch's Pine Grove Farms, LP, Fennimore, WI for \$512.50 per month; the 2024-25 membership to the Association of Community College Trustees (ACCT) for \$4997; and the District Boards Association (DBA) 2024-25 fee assessment of \$24,737.62. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Dan Imhoff, Executive Director of Facilities, Safety, & Security, presented the lease agreement for the College's Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. Mr. Tuescher moved, seconded by Mr. Enright, to approve the lease agreement between Southwest Tech and Dodgeville Chiropractic and Wellness Center for 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$775 per month from July 1, 2024, through June 30, 2025.

Holly Clendenen, Chief Student Services Officer and Acting President, presented the 2024-25 Employee Compensation and Benefits recommendation. Mr. Tuescher motioned, seconded by Ms. Jordie, to approve as presented, 2024-25 Employee Compensation and Benefits, effective July 1, 2024:

- Compensation: 2% increase to base wage for all regular employees plus market/band reclass adjustments.
- Benefits: Health premium share increase from 10% to 11% for all tiers.
- Health benefit enhancements to include dry needling, redlight therapy, and infertility coverage (limited lifetime maximum).

Upon roll call vote, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, and Mr. Blume members voted affirmatively, with Mr. Bolstad voting against. Motion adopted.

The Success Plan of the College was reviewed by the Board. Southwest Tech is one of ten colleges competitively selected to participate in the Unlocking Opportunities cohort. The first year was recently completed of the six-year project designed to improve the number of students completing high-wage programs and/or successfully transferring to and completing a bachelor's degree. Holly Clendenen, project lead, described to the Board the College's goals and strategies which serve as a road map for our strategic initiatives moving forward. Broader college plans (finance, facilities, and academics) are being aligned to ensure maximum success.

Ms. Clendenen presented an overview of the FY2025 Budget including the College's six Fund Accounts: General, Special Fund (non-aidable), Trust, Capital Projects, Debt Service, Enterprise (Auxiliaries), and Internal Service. The final budget numbers will be presented at the public hearing before the June 20 Board meeting, with the budget on the agenda for final Board approval.

Mr. Imhoff presented a draft of the College's 10-year Facilities Plan. The document will be used to build the 3-year plan. Both plans will be brought forth for the Board to approve in July.

A summary of open positions was provided under the College Staffing report by Cynde Larsen, Chief Academic Officer. Interviews are being conducted for a Math Instructor, Communication Instructor, and Nursing Instructor. Posted positions include a Cosmetology Instructor and IT Support Specialist.

The Southwest Tech Foundation and Real Estate Foundation FY 2024 3rd quarter reports were reviewed by Dennis Cooley, Executive Director of Advancement.

Innovative thinking and a strong commitment to supporting the Student Success Plans initiative were the messages shared.

Amy Seeboth-Wilson, Director of Grants, and the Board engaged in an interactive discussion about Southwest Tech District Workforce Data and the College's process of aligning programs to the district's workforce needs.

The 2024-25 Year-Over-Year FTE Comparison Report was summarized by Ms. Glass. The report shows a 4.2% decrease in FTEs compared to one year ago. Fluctuations in data were noted due to a combination of possible variables including the continuous work being done to improve the new system, the new ways to pull reports, and different timing of registrations.

Ms. Glass and Ms. Clendenen presented an update on the progress made on Student Success Plans. As of May 16, 2024, 733 student plans are in progress and 351 are completed. 421 Career Assessments have been fulfilled; 437 students have a Financial Budget Plan; and 916 students have completed Academic Maps with Support Service Plans.

Heath Ahnen, Executive Director of IT Services, provided a demonstration to help connect the Board members with their college email accounts. He and his team will work individually on an as-needed basis.

Under the Chairperson Bolstad's Report:

- Save the date for the DBA's fall meeting at Fox Valley Tech on November 8-9, 2024. Biodiversity will be a topic.
- The DBA Board of Directors' July virtual meeting will include professional development education.
- Nicolet's Board Chair will be part of a new student orientation presentation at ACCT.
- The WTCS graduate outcomes are completed and show impressive results for the system as a whole.

Under the Acting President's Report:

- Faculty Qualification Assurance System (FQAS) Audit – Held in April, The state systems office conducted a district review of College's collective efficiency and effectiveness while striving for continuous improvement. Positive audit results show an intentional human-centered culture with support and alignment to strategic goals.
- Graduation was held on Saturday, May 18, 2024, and included four ceremonies.
- The WTCS budget development hearing was held on May 21, 2024, with Dr. Wood in attendance as the co-chair of the Presidents Association budget development committee. Ms. Clendenen was in attendance, as a guest. Dr. Wood presented draft outlines of budget priorities to the other Presidents later that day to the President's Association.
- College Updates include projections of an increase in dual credit enrollments by approximately 90 compared to last year and that the College was again chosen as a Top 20 for the Aspen College Excellence prize.

Under Other Informational Items, Mr. Williamson expressed gratitude for Dr. Wood's recent submission of feedback to the Department of Transportation concerning the Blue River Bridge project. Mr. Williamson shared that because of Dr. Wood's concerns, along with many others, the bridge is no longer slated for a two-year closure and will be used during the construction. This will save commuting students who use this bridge many miles of travel.

Without further business to discuss Mr. Tuescher moved to adjourn, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 8:22 p.m.

Kent Enright, Secretary