

**MINUTES OF THE ANNUAL MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 8, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of professional development board training and annual meeting commencing at 5:00 p.m. on July 8, 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:

David Blume (arrived at 5:46 pm), Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Don Tuescher, Steve Williamson, and Jane Wonderling. Absent: Chris Prange

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

Jason Wood, President, and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Chantel Hampton, Mandy Henkel, Dan Imhoff, Cynde Larsen, Nicole Nelson, Krista Weber, Caleb White, and Kris Wubben.

Aspen Institute (attended remotely over Zoom): LeeAnne Wieland, Senior Program Designer, and Sandy Shugart, Lead Facilitator

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:



DISTRICT BOARD ANNUAL MEETING NOTICE/AGENDA

Monday, July 8, 2024

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

- 5:00 – 6:45 p.m.: Board Professional Development/Training Provided virtually by the Aspen Institute. <https://aspeninstitute.zoom.us/j/98226889162>
(The District Board members will be in Room 430. Aspen facilitators are attending over Zoom.)
- 6:45 p.m.: The Board's working dinner is served.
- 7:00 p.m.: District Board Annual Meeting.
(This meeting is In-Person only in Room 430.)

AGENDA

OPEN MEETING

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s July 8, 2024, professional development training and annual meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College’s website at www.swtc.edu/about/board/meetings, and 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.”

- A. Roll Call
- B. Reports/Forums/Public Input

ASPEN INSTITUTE BOARD PROFESSIONAL DEVELOPMENT/TRAINING

- 5:00 - 5:05 Welcome and Introduction
- 5:05 - 5:45 Policies that Support the Reform Agenda
- 5:45 - 6:40 Working Theory Exercise: Aligning Metrics with College Policies
- 6:40 - 6:45 Next Steps

OPEN MEETING

- A. Oath of Office – Recently Appointed Board Members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the June 20, 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. Election of 2024-25 Board Officers
- B. Approval of 2024-25 Signatory Authority Policy
- C. Designation of 2024-25 College Legal Counsel
- D. Approval of Platteville Outreach Site Lease
- E. Approval of 3-Year Facilities Plan
- F. Approval 10-Year Facilities and Financing Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. Project RISE Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report and Student Success Scoreboard
 - 1. 2024-25 Year-Over-Year FTE Comparison
 - 2. Student Success Scoreboard

- B. Chairperson’s Report
 - 1. District Boards Association (DBA) 2024-25 Committee Appointments
 - 2. Designate Southwest Tech Foundation Board and Real Estate Foundation Board Representatives
- C. College President’s Report
 - 1. Feedback from DMI on Board Governance Policy 2.6 - Acting & Interim President
 - 2. Acting President Debrief
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Student Success Agenda – Academic Maps with Supports, & Services
 - 2. Approval of College Culture Board Monitoring Report
 - 3. Review of the 5-Year Affirmative Action Plan
 - 4. Foundation Quarterly Report & Real Estate Foundation Quarterly Report
- B. Time and Place
 - 6:00 p.m., Thursday, August 22, 2024, Southwest Tech Conference Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

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.}
- B. Approval of Closed Session Minutes from June 20, 2024.

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.}

The Board engaged in a professional development retreat led virtually 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.

Newly re-elected Board members Kent Enright, Don Tuescher, and Jane Wonderling read and signed the Oath of Office. They will serve three-year terms ending June 30, 2027.

After a review of the Consent Agenda, including the July 8, 2024, agenda; June 20, 2024, Board meeting minutes; financial reports; 239 contracts totaling \$1,303,479.40 in June 2024; the promotion/transfer of Stephanie Brown to Student Success/Resident Life Manager, Kyle Bennett to Student Success/Recruitment Manager, Kaye Woodke to Student Success Specialist; the retirement of Paul Cutting, Agribusiness Science Instructor; the resignations of Jason Fielder, Electromechanical Technician Trainer, Renuka Vallarapu, Business Analyst – Student Information System, Kelsey Wagner, Advisor; and the transition to a part-time status of Louise Bradley, Prior Learning/Testing Specialist; Mr. Blume moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

The Board elected the 2024-25 Board Officers as follows:

- (1) Mr. Bolstad called for nominations for Chairperson. Ms. Wonderling moved, seconded by Mr. Blume, to nominate Chuck Bolstad as Chairperson. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Mr. Blume, that nominations be closed, and a unanimous ballot be cast for Mr. Chuck Bolstad as Chairperson of the Board. Motion Carried.
- (2) Mr. Bolstad called for nominations for Vice Chairperson. Mr. Enright moved, seconded by Ms. Jordie, to nominate Chris Prange as Vice Chairperson. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Enright moved, seconded by Mr. Blume, that nominations be closed, and a unanimous ballot be cast for Mr. Chris Prange as Vice Chairperson of the Board. Motion Carried.
- (3) Mr. Bolstad called for nominations for Secretary. Mr. Tuescher moved, seconded by Mr. Williamson, to nominate Kent Enright as Secretary. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Ms. Fillback, that nominations be closed, and a unanimous ballot be cast for Mr. Kent Enright as Secretary of the Board. Motion Carried.
- (4) Mr. Bolstad for nominations for Treasurer. Mr. Enright moved, seconded by Ms. Jordie, to nominate Jane Wonderling as Treasurer. Following Mr. Bolstad's three requests for further nominations and hearing none, Mr. Enright moved, seconded by Ms. Fillback, that nominations be closed, and a unanimous ballot be cast for Ms. Jane Wonderling as Treasurer of the Board. Motion Carried.

Per Southwest Wisconsin Technical College District Board Governance Policies, only designated Board Officers, the President, or the President's designees, as approved by the District Board, may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. Holly Clendenen, Chief Student Services Officer, presented the proposed 2024-25 signatory policy. Mr. Tuescher moved to approve, as presented, the 2024-25 Signatory Authority Policy which identifies those individuals designated with the authority to sign official or legally binding documents. Mr. Enright seconded the motion; the motion carried.

Letters of legal engagement were reviewed from Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Enright moved, seconded by Ms. Jordie, to retain the following law firms for 2024-25: Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. The motion carried.

Caleb White, Vice President for Administrative Services, and Chantel Hampton, Director of Special Populations/Adult Education, overviewed the usage of the Platteville Outreach Site and explained that the College's lease of the current site will soon be up for renewal. With the District Board's approval of the lease extension, the next step will be for the renewal extension to go in front of the Wisconsin Technical College System's Board for its approval. Mr. Tuescher moved, seconded by Ms. Fillback, to approve the resolution exercising the 60-month lease renewal option with General Capital Development, LLC, beginning January 1, 2025, and ending on December 31, 2029, for approximately 2500 square feet of classroom/office space located at 150 East Pine Street, Platteville, WI, 53818, contingent upon Wisconsin Technical College System board approval. The motion was adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the Three-Year Facilities Plan 2024-2027. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Mr. Williamson moved, seconded by Ms. Jordie, to approve the presented Three-Year Facilities Plan 2024-2027. The motion carried.

Mr. Imhoff presented the Ten-Year Facilities and Financing Plan. This plan is a vision for the next ten years. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Ten-Year Facilities Master Plan as presented. The motion was adopted.

Krista Weber, Chief Human Resources Officer, updated the Board on College staffing. The Cosmetology Instructor and IT Support Specialist positions have been reposted. An offer was extended for an Advisor and interviews are currently being conducted for Student Engagement Coordinator. Other posted positions include a Foundation Director, an Agriculture Instructor, and a SMART Manufacturing Trainer.

Heath Ahnen, Executive Director of IT Services, updated the Board on the status of the ERP Project RISE. The SWTC and Anthology teams remain committed to finding solutions to errors. Internally, specific staff realignment has occurred to provide a concentration in certain areas.

Katie Glass, Chief Communications Officer, presented the 2024-25 FTE Year Over Year Comparison Report. The report shows a .4% decrease from last year, at this time.

Registration will be open until August 9th, for the fall semester's 16-week classes starting on August 19, 2024.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made to Student Success Plans. As of June 26, 2024, 732 student plans are in progress. 415 plans have been completed. 460 Career Assessments are fulfilled; 496 students have a completed Financial Budget Plan; and 981 students have a completed Academic Map with a Support Service Plan. It was also noted that 384 students have a completed plan before classes start.

Under the Chairperson's Report:

- The 2024-25 District Boards Association (DBA) Committee Appointments and the Southwest Tech Foundation Board and Real Estate Foundation Board representatives were determined: Kent Enright will continue to serve on the DBA Awards; Chris Prange will continue to serve on the DBA Bylaws; Jane Wonderling and Steve Williamson will serve on the DBA External Partnerships; and Don Tuescher will serve on the DBA Internal Best Practices committee. David Blume will continue to represent the Board on the Real Estate Foundation Board and Kent Enright and Jeanne Jordie will be the District Board representatives on the Foundation Board.

Under the College President's Report:

- Received positive feedback from District Mutual Insurance regarding the College's Board Governance policy 2.6 Acting and Interim President.
- An Acting President debrief included positive comments from the Board members and Ms. Clendenen.
- Kudos to the entire College for being selected as one of the top 10 Colleges for the 2025 Aspen Prize for Community College Excellence. An Aspen site visit is scheduled for October 30-31, 2024.
- In preparation for the next 3-year plan, Dr. Wood and Chairperson Bolstad would like to meet individually with each board member. Dr. Wood will then compile responses.
- Dr. Wood and the executive team prioritized presenting wage/transfer and student success plan information to advisory committees in 2023/24. For 2024/25, the focus will be on presenting this information to scholarship entities.

Under Other Information Items:

- Mr. Blume spoke about attending the June Prairie du Chien Correctional Facility graduation with his daughter as a guest.
- Mr. Bolstad briefed the Board about his role in the WTCS president selection which will replace the retiring Dr. Morna Foy.

Ms. Jordie moved, seconded by Ms. Fillback, to adjourn to closed session to discuss a personnel issue 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.} Upon roll call vote, the following members voted affirmatively: Mr. Blume, Mr. Bolstad, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 8:36 p.m.

Without any action taken in the closed session, the Board reconvened to open session at 8:46 p.m. With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Mr. Tuescher seconding the motion. The motion carried, and the meeting adjourned at 8:46 p.m.

Kent Enright, Secretary