

**MINUTES OF THE REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
AUGUST 22, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:01 p.m. on August 22, 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, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson, and Jane Wonderling.

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

Jason Wood, President, and college staff: Stephanie Brown, Holly Clendenen, Dennis Cooley, Beth Cummins, Katie Glass, Connie Haberkorn, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Matt Schneider, Caleb White, Pauline Wetter, 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:



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, August 22, 2024

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

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

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

AGENDA

OPEN MEETING

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s August 22, 2024, regular 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

STUDENT SUCCESS AGENDA

- A. *Curriculum Maps, Supports, and Services
Board members will break into small groups for a short scenario activity where they act as students and engage with staff members to complete the curriculum map, support, and services portion of a Student Success Plan.
- B. Feedback and Discussion of Opportunities
The Board members will return to Room 430 for a short debrief on the activity.

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the July 8, 2024, Annual 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. Division of Vocational Rehabilitation (DVR) Sub-Lease, Richland Center Outreach

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Bid: Burn Tower Fall Protection
- B. Approval of Board Monitoring Report: College Culture

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. 2024 - 2029 Affirmative Action Plan
- C. Foundation Quarterly Report
- D. Real Estate Foundation Quarterly Report

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports and Student Success Scoreboard
 - a. 2024-25 Year-Over-Year FTE Comparison
 - b. Student Success Scoreboard
- B. Chairperson's Report
 - a. College of Excellence – ALICE Data (Asset Limited, Income Constrained, Employed)
 - b. Highschool Partnerships – Providing Excellent Academic Opportunities
- C. College President's Report
 - a. In-Service Message
 - b. WTCS Budget Priorities
 - c. ERP/Project RISE Update
 - d. WTCS Tour of Excellence
 - e. Sabbatical Report
 - f. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report: Compliance
- B. Time and Place
6:00 p.m., Thursday, September 26, 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 issues raised by others concerning our investment in the WTCS District Board's Association as permitted under 19.85 (1) e, Wis. Stats.
 - 2. Engaging in a preliminary consideration of specific personnel issues and to discuss personal information concerning persons related thereto as permitted under 19.85 (1) (f) which, if discussed in public, would likely have a substantial adverse effect upon the reputation of persons referred to in such information.
 - 3. 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 July 8, 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.}

A role-play led by academic advisors Matt Schneider and Pauline Wetter focused on academic mapping and college support and services. This is the third component of a Student Success Plan and the last one for the Board to observe.

After a review of the Consent Agenda, including the August 22, 2024, agenda; July 8, 2024, Board meeting minutes; financial reports; eleven contracts totaling \$18,941.81 in July 2024; new hire recommendations for Roberta Koch, Advisor, Lauren Runde, Cosmetology Instructor, Kaley Nelson, Agriculture Instructor (Ag Business & Agronomy), Janet Adalance, IT Support Specialist, McKenzie Graf, Student Engagement Coordinator & Athletic Director; the resignation of Jen Fonder, Bookstore Resource Coordinator; and the Division of Vocational Rehabilitation (DVR) Sub-lease at the Richland Center Outreach Center, Mr. Tuescher moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the bid summary for Burn Tower Fall Protection. The public bid opened with two vendors responding to the request from a list of thirteen plan holders. Mr. Tuescher moved, seconded by Ms. Fillback, to approve, as presented, the Burn Tower Fall Protection contract to bidder Berglund Construction, Chicago, IL, for \$55,000. Motion adopted.

Director of Human Resources Officer, Connie Haberkorn, summarized the Board Monitoring Report: College Culture. The report focuses on the progress toward meeting strategic priority project goals by integrating the strategic directions with the operating structure of the college. It also overviews the driving efforts to align the college culture to strategic efforts that improve student success. Mr. Tuescher moved to approve, seconded by Ms. Jordie, the August 2024 Board Monitoring Report: College Culture as presented. The motion carried.

Ms. Haberkorn provided a summary of college staffing. Posted positions include Business Analyst – Student Information System, Nursing Assistant Instructor, Development Officer (previously posted as a Foundation Director), and Bookstore Manager.

The 2024-29 Affirmative Action Plan was reviewed. The development of a plan is required every five years by the Wisconsin Technical College System ensuring that each district offers equal opportunity, affirmative action, and non-discrimination for students and employees. The plan promotes efforts to establish programs and activities to address the needs of historically underrepresented populations.

Dennis Cooley, Executive Director of Advancement, summarized the Southwest Tech Foundation and Real Estate Foundation FY 2024 4th quarterly reports. Working toward the strategic directions 1.0 - Access, 2.0 – Retention, and 3.0 – Post-College Success are at the forefront of both foundations.

Katie Glass, Chief Communications Officer, presented the 2024-25 FTE Year Over Year Comparison Report. The August 12, 2024, report shows a 2.8% increase from last year, at this time. Fall semester classes began on Monday, August 19.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made on Student Success Plans. As of August 14, 2024, 645 career assessments were completed, 694 financial budgets were completed, and 1,153 academic maps with supports and services plans were completed. 621 students have a completed plan. Of those, 451 plans were completed before classes started in August 2024.

Under the Chairperson’s Report:

- Data review of the United Way of Wisconsin study ALICE (Asset Limited, Income Constrained, Employed).
- Sharing good news: A recent high U.S. News & World Report ranking achievement by Fennimore High School. The collaborative and supportive partnership between the school district and Southwest Tech was acknowledged.

Under the College President’s Report:

- Chad Dull was the keynote speaker at the college fall in-service on August 12, 2024. His message focused on “Poverty Informed Practice in Education.”
- The WTCS Budget Priorities process has concluded.
- ERP/Project RISE Update – Stabilization mode is taking more time than expected.
- WTCS President Dr. Morna Foy visited campus earlier this spring. Her “Tour of Excellence” included a visit to each of the sixteen technical colleges in the system where she took in many highlights of the great work being done.

- Dr. Wood shared a report-out of his sabbatical time and highlighted his readings, writings, and re-focus.
- College Happenings shared:
 - Preliminary findings are that there will be a positive variance in last year's budget. Mr. White and the rest of the finance team are analyzing further.
 - Work is being done on an encouraging innovation regarding electro-mech and manufacturing. It involves the potential for grants, professional development, and partnerships. More information to come as this evolves.

No other information items were discussed.

Mr. Tuescher moved, seconded by Ms. Wonderling, to adjourn to a closed session to 1) discuss issues raised by others concerning our investment in the WTCS District Board's Association as permitted under 19.85 (1) e, Wis. Stats., 2) to engage in preliminary consideration of specific personnel issues and to discuss personal information concerning persons related thereto as permitted under 19.85 (1) (f) which, if discussed in public, would likely have a substantial adverse effect upon the reputation of persons referred to in such information; and 3) to discuss the president's contract 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: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting adjourned to a closed session at 8:37 p.m.

There was not any action taken in the closed session. The Board reconvened to open session at 9: 44 p.m. With no further business, Mr. Blume moved to adjourn the meeting, with Mr. Tuescher seconding the motion. The motion carried, and the meeting adjourned at 9:45 p.m.

Kent Enright, Secretary