

**MINUTES OF THE REGULAR MEETING FOR THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
SEPTEMBER 26, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:04 p.m. on September 26, 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, Don Tuescher, Steve Williamson, and Jane Wonderling. Absent: Tracy Fillback, Jeanne Jordie, Chris Prange.

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

Jason Wood, President, and college staff: Heath Ahnen, Christena Bowers, Karen Campbell, Holly Clendenen, Dennis Cooley, Katie Glass, Connie Haberkorn, Mandy Henkel, Cynde Larsen, Lori Needham, Angela Starkey, Krista Weber, and Caleb White.

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, September 26, 2024

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

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809 ~ Conference Room 430

**AGENDA**

**OPEN MEETING**

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s September 26, 2024, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore’s City Office, and on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) in an attempt to make the general public aware of the time, place, and agenda.”

- 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 the president’s employment 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.}

2. Discussing personnel issue 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 August 22, 2024

**RECONVENE TO OPEN SESSION**

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

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the August 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
- F. Southwest WI Workforce Development Board Lease

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Student Success Plan SBAR (Situation/Background/Assessment/Recommendation) Report

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Approval of Fund & Account Transfer – 2024-25 Budget Modification for Dual Credit Student Success Initiative
- B. Approval of Platteville Outreach Parking License Agreement
- C. Approval of Board Monitoring Report: Compliance

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Universal Design SBAR (Situation/Background/Assessment/Recommendation) Report
- B. Wisconsin Technical College Employee Benefits Consortium (WTCEBC) Update
- C. Academic Master Plan Update
- D. Staffing Update

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report and Student Success Scoreboard
  1. 2024-25 Year-Over-Year FTE Comparison
  2. Student Success Scoreboard
3. Chairperson's Report
  1. Wisconsin Technical College Employee Benefits Consortium (WTCEBC) Board Chair Recognition
  2. College of Excellence: Engagement/Thought Activity – Role Play a Board Retreat
  3. General Vision for Upcoming Board Member Interviews
4. College President's Report
  1. Budget Update
  2. 2024-27 Strategic Directions
  3. College Happenings
  4. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)**

- A. Agenda
1. Resolution for Adoption of 2024 Tax Levy
  2. Fund & Account Transfers (2023-24 Budget Modifications)
  3. Review of Purchasing Activity
  4. WI Code of Ethics Resolution
  5. Foundation and Real Estate Foundation Quarterly Reports

## 6. Student Access Monitoring Report

### B. Time and Place

6:00 p.m., Thursday, October 17, 2024, Southwest Tech Conference 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](mailto:DISABILITYSERVICES@SWTC.EDU).}

Mr. Tiescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss the president's employment and 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: Ms. Wonderling, Mr. Williamson, Mr. Tiescher, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting adjourned to a closed session at 6:05 p.m.

No action was taken during the closed session. The Board reconvened to open session at 6:57 p.m.

After a review of the Consent Agenda, including the September 26, 2024, agenda; August 22, 2024, Board meeting minutes; financial reports; six contracts totaling \$21,940.50 in August 2024; new hire recommendations for Silas Bernardoni, SMART Manufacturing Engineer & Trainer, and Katie Grieve, Nursing Instructor; the promotions/transfers of Nicole Nelson to Bookstore Manager, and Adam Phillips to Foundation Development Officer; the resignations of Mackenzie Nichols, Budget & Finance Assistant, Demi Vetesnik, Assistant HR Manager, and Jill Henry, Nursing Assistant Instructor/Program Lead; the retirement of Connie Haberkorn, Director of Human Resources; and the Southwest WI Workforce Development Board Sub-lease at the Richland Center Outreach Center, Mr. Tiescher moved, seconded by Mr. Williamson, to approve the Consent Agenda, as presented. Motion adopted.

Holly Clendenen, Chief Student Services Officer, described a Student Success Plan initiative by referring to a situation, background, assessment, and recommendation (SBAR) report. Dual enrollment was the key focus of the report and discussion.

A 2024-25 Budget Modification was presented to the Board by President, Jason Wood, and Caleb White, Vice President for Administrative Services. The \$375,000 modification to the general fund will allow for the investment in student success for dual credit. Mr. Tiescher moved, seconded by Mr. Enright, to approve, as presented the Fund & Account Transfer – 2024/25 Budget Modification for Dual Credit Student Success Initiative. Upon roll call vote, the following members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tiescher, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion was adopted.

A 36-month license agreement for ten parking spaces near the Platteville Outreach site was reviewed. Mr. Enright moved, seconded by Ms. Wonderling, to approve, as

presented, the 36-month license agreement beginning on January 1, 2025, between PJR Properties, LLC, and Southwest Tech for \$450.00 per month for the use of ten parking spaces located at McGregor Plaza, 125 East Pine Street, Platteville, WI. Motion carried.

Mandy Henkel, Director of College Effectiveness/Accreditation, and Karen Campbell, Compliance Officer presented the September 2024 Board Monitoring Report- Compliance. Highlights include 1.) The College is in its eighth year of the ten-year accreditation cycle. The next comprehensive evaluation including a federal compliance review will be in the 2026-27 academic year. 2.) Creation of a new Power BI College Health Indicator dashboard that will provide data college-wide. 3.) Efforts in compliance training for staff and students to adhere to federal regulations and aid in risk mitigation. Mr. Williamson moved, seconded by Tuescher, to approve, as presented, the September 2024 Board Monitoring Report – Compliance. Motion adopted.

Chris Bowers, Disabilities/Support Services Manager, presented updates on College Universal Design (UD). A few project examples highlighted include 1) The Business Management program's capstone project video directions, 2) EMS cognitive load training, and 3.) Examples of space redesign.

A Wisconsin Technical College Employee Benefits Consortium (WTCEBC) update was presented by Connie Haberkorn, Director of Human Resources; Krista Weber, Chief Human Resources Officer; and Caleb White. Southwest Tech was a founding member of the consortium in 2015. In the 10 renewals, there has been an average increase of only 1.27% per year. The Board thanked Ms. Haberkorn for her service to the consortium. She finished her last term on its board in July of 2024 serving as the Chair (2 terms). She also served as the Vice Chair and secretary over the past 10 years.

The Academic Master Plan was overviewed by Cynde Larsen, Chief Academic Officer. Each program (current and those considered) is looked at with a focus on access, completion, and post-graduation success. Precision Agronomy (2025 start) and the exploration of Advanced Manufacturing, Software Development with Artificial Intelligence, and Respiratory Therapy were programs identified in the plan.

Ms. Weber provided a summary of college staffing including current postings and the stages of the interviewing and hiring process. Postings include Director of Human Resources, Human Resources Generalist, Budget and Finance Assistant, and Dual Enrollment Student Success Specialist.

Katie Glass, Chief Communications Officer, presented the 2024-25 FTE Year Over Year Comparison Report. The September 16, 2024, report shows a 1.3% decrease from last year, at this time.

Holly Clendenen presented an update on the advancement made on Student Success Plans. As of September 18, 2024, the following portions have been completed: 926 career assessments, 1,277 academic maps with supports and services, and 709 financial budgets. There are 663 students with a completed plan. It was noted that of the 709

completed financial budgets, there are 351 students with a financial gap. The average student financial gap is \$7,477.

Under the Chairperson's Report:

1. The Role Play a Board Retreat item was tabled for a future meeting.
2. The upcoming Board member interviews hope to cultivate a stronger board/president relationship and lead strategic planning efforts together.

Under the College President's Report:

1. College finances are currently in the audit process and 2023/24 reports indicate a positive variance in the general, debt services, enterprise, and trust/agency. The audit process is going smoothly.
2. The 2024-27 Strategic Directions are finalized and printed for in-service next week. They will be brought to the Board next week for approval.
3. College Happenings discussed:
  - The ACCT National Legislative Conference is in February 2025. The College's presence is encouraged for advocacy.
  - There continue to be functionality issues with Project RISE.

No other information items were discussed.

With no further business, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 9:15 p.m.

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*Kent Enright, Secretary*