

**MINUTES OF THE RETREAT AND REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOVEMBER 15, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a retreat and regular meeting commencing at 1:01 p.m. on November 15, 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 (arrived at 1:05 p.m.), Steve Williamson, and Jane Wonderling (arrived at 1:41 p.m.)

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, McKenzie Graf, Chantel Hampton, Mandy Henkel, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Holly Straka, Krista Weber, Caleb White, and Kris Wubben.

Student Senate Representatives: Kajal Patel (President), Karson Wenger, and Kennedy Kosharek.

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 RETREAT & REGULAR MEETING NOTICE/AGENDA

Friday, November 15, 2024

Southwest Tech

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

1:00 p.m.	Roll Call, Reports/Forums/Public Input, Student Senate Update, Board Retreat, Regular Board Meeting Agenda Items
5:00 p.m.	Working Dinner Served followed by Closed Session

AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's November 15, 2024, retreat and regular meeting are 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 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

BOARD RETREAT

- A. Board/Staff Q&A: Prioritize a few timely topics from various areas of the College to learn more, influence the President's goals, and impact policy discussions.
(1:15 – 2:30 p.m. 10-15 minutes per topic.)
 - 1. Academic Master Plan – Program Viability Process
 - 2. Adult Basic Education – Innovation and Priorities
 - 3. 3-Year Technology Plan
 - 4. 10-Year Financing Plan
 - 5. 10-Year Facilities Plan
- B. Priorities and Budget Assumptions: The Board will deliberate and provide feedback and edits on the presented information. *(2:45 – 3:15 p.m.)*

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the October 17, 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. American Association of Community Colleges (AACC) Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of 2025-28 Budget Timeline
- B. Approval of December 2024 Compensation Proposal
- C. Approval of Second Reading: Governance Policy 4.5 College Strategic Directions
- D. Approval of Concept Review: Associate Degree - Smart Systems Engineering Technology (Program 10-664-1)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review Results of the 11/14/2024 \$4,000,000 General Obligation Promissory Note Sale
- B. SWTC Foundation Quarterly Update
- C. SWTC Real Estate Foundation Quarterly Update
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports and Student Success Scoreboard
 - 1. Program Application Comparison: 2024-25 vs. 2025/26
 - 2. 2024-25 Year-Over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association Update
 - 2. District Boards Association Fall Meeting – November 20-22, 2024, at Fox Valley Technical College
 - 3. Debrief of the Aspen Community College Excellence Prize Site Visit on October 30, 31, 2024
- C. College President's Report
 - 1. Updates to the 2025-2027 WTCS Budget Priorities

2. Modifications to the 2024-25 Board Monitoring Report/Calendar
 3. Winter Graduation Ceremonies: 1:00 p.m. & 3:00 p.m., Friday, December 13, 2024
 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
1. Financial Audit Update
 2. Approval of Fund & Account Transfers (2023-24 Budget Modifications)
- B. Time and Place
- Thursday, December 19, 2024, 6:00 p.m., Virtual via Zoom

WORKING DINNER SERVED

(5:00 p.m.)

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 the staff performance evaluations 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.}
 3. Discussing a 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 September 26, 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.}

McKenzie Graph, Student Life Coordinator/Athletic Director, and Student Senate representatives Kajal Patel, Karson Wenger, and Kennedy Kosharek briefed the Board on recent and upcoming student life events.

The Board's retreat was a time for the Trustees to listen to presentations on specified areas of the College:

- 1) Academic Master Plan – Program Viability Process: An interactive activity and presentation led by Cynde Larsen, Chief Academic Officer.
- 2) Adult Education - Innovation & Priorities: presented by Chantel Hampton, Director of Special Populations/Adult Education.
- 3) 3-Year Technology Plan: Presented by Heath Ahnen, Executive Director of IT Services.

- 4) 10-Year Financing Plan: Presented by Caleb White, Vice President for Administrative Services.
- 5) 10-Year Facilities Plan: Presented by Dan Imhoff, Executive Director of Facilities, Safety, and Security.

The Board reviewed and discussed a draft of the President's 2025-28 Priorities and Budget Assumptions. The document's intention, when finalized, will be a long-term budget-driving tool to assist budget managers in excellence in student learning for all students, especially those who need it the most. It was also noted that information from recent Board member interviews is embedded in the document. The Board members provided additional input and feedback.

After a review of the Consent Agenda, including the November 15, 2024, agenda; October 17, 2024, Board meeting minutes; financial reports; six contracts totaling \$7,781.20 in October 2024; new hire recommendations for Morgan Zach, Administrative Assistant – Facilities, and Brooke Marcue, Dual Enrollment Student Success Specialist; the resignation of Brad Fox, Business Analyst-Student Information System; and the 2025 American Association of Community Colleges (AACC) membership, Mr. Enright moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Mr. White presented a budget calendar that prioritizes directions and goals. Key touchpoints for the Board's preferred direction on identified topics were discussed. Compensation will be examined in January. Budget policy and resource perspectives will be incorporated into the February meeting, pending the rescheduling of the Aspen professional development training. Mr. Prange moved, seconded by Ms. Jordie, to approve, as presented, the 2025-28 Budget Timeline. Motion adopted.

In recognition of the positive operational budget variance achieved in 2023/24 due in no small part to the strong fiscal stewardship shown by college employees, the College recommends paying all regular full-time employees a \$1,000 stipend and all regular part-time employees a \$500 stipend on the last payroll in December (12/20/2024). Mr. Prange moved, seconded by Mr. Tuescher, to approve, paying all regular full-time employees a \$1,000 stipend and all regular part-time employees a \$500 stipend on the last payroll in December (12/20/2024). Upon a roll call vote, all members voted affirmatively: Mr. Blume, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Prange, Mr. Tuescher, Mr. Williamson, Ms. Wonderling, and Mr. Bolstad. Motion adopted.

The first reading of Governance Policy 4.5: College Strategic Direction (2024 -2027) and the supporting graphics material were reviewed by the Board at the October 17, 2024, meeting. During that meeting, it was recommended to bring the 2023-2026 strategic directions forward again for 2024-2027, without updates. Dr. Wood presented the second reading of Governance Policy 4.5: College Strategic Directions. Mr. Williamson

moved to approve, seconded by Ms. Fillback, the second reading of Governance Policy 4.5: College Strategic Directions. The motion carried.

Kris Wubben, Executive Dean, and Holly Straka, Director of Business & Industry Services, presented to the Board a Concept Review for an Associate Degree in Smart Systems Engineering Technology (Program Number 10-664-1). Their presentation included a detailed description of the concept review process. The process involves an employer survey, ad hoc advisory committee feedback, and an occupation overview of our region. Mr. Tuescher moved, seconded by Mr. Prange, to approve the Concept Review for an Associate Degree in Smart Systems Engineering Technology (Program Number 10-664-1). Motion carried. The Concept Review and the SWTC Board's approval resolution will be sent to the Wisconsin Technical College System's Board for approval.

The pricing summary of today's \$4,000,000 General Obligation Promissory Note Sale was reviewed by Caleb White, Vice President for Administrative Services. Seven competitive bids were received ranging from 3.0008% to 3.2616% with the winning bid going to Huntington Securities, Inc. Mr. White also informed the Board that the College has again been assigned Aa2 Moody's rating affirming its solid financial position.

Dennis Cooley, Executive Director of Advancement, summarized the Southwest Tech Foundation and Real Estate Foundation FY 2025 1st quarter 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.

A staffing update was provided by Krista Weber, Chief Student Services Officer. The Artificial Intelligence Training Coordinator posting will be extended. Platteville's Adult Education Instructor (part-time) position is filled, and the Richland Center opening is still posted.

Katie Glass, Chief Communications Officer, presented the Program Application Comparison and the FTE Year Over Year Comparison Reports. Fall applications are significantly down, but January applications are up from where they were at this time last year. This month's FTE report shows a 2.8% decrease from last year, at this time.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made in Student Success Plans. As of November 7, 2024, the following portions have been completed: 1,457 career assessments, 1,459 academic maps with supports and services, and 745 financial budgets. Of the 745 completed financial budgets, 402 students have a financial gap. The average 2024/25 student financial gap is \$7,241. 695 students have a completed plan. It was noted that tracking has been updated to include special population information. There are 325 special population students with a completed plan.

Under the Chairperson's Report:

- District Boards Association Update -The executive committee will propose to appoint Diane Handrick as the new executive director. This recommendation will be taken to the executive board's meeting next week.
- The District Boards Association Fall Meeting will be at Fox Valley Technical College on November 20-22, 2024.
- A debrief of the Community College Excellence Prize Site Visit on October 30 and 31, 2024 noted it was a significant experience, and whatever the outcome, the College has already won and should celebrate achievements.

Under the College President's Report:

- The 2025-2027 WTCS budget priorities and talking points were reviewed. Understanding the difference between FTE and headcount and the value of partnerships with K-12 schools was highlighted.
- The 2024-2025 SWTC Board Monitoring Schedule/Calendar was updated to correct the July 2025 annual meeting date to Monday, July 14, 2025. In addition, adjustments were made to the timing of the future Foundation and Real Estate Foundation report-outs to the Board.
- Winter Graduation will be held on Friday, December 13, 2024. Ceremonies will be at 1:00 and 3:00 p.m.
- College Happenings – It was a tragic week within the College with the passing of a Midwifery student and a child of an instructor.

No other information items were discussed.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss the president's employment, staff evaluations, and 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, all following members voted affirmatively to move to closed session: 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 moved to a closed session at 5:32 p.m.

No action was taken during the closed session. The Board reconvened to open session at 7:00 p.m. 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 7:01 p.m.

Kent Enright, Secretary