

**MINUTES OF REGULAR MEETING FOR THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DECEMBER 19, 2024**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:04 p.m. on December 19, 2024. The open meeting was held over remote Zoom technology.

The following members were present:

David Blume, 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, Southwest Tech President, and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Kelly Kelly, Lori Needham, 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 REGULAR MEETING NOTICE/AGENDA**

Thursday, December 19, 2024

6:00 p.m.

Held Remotely Over Zoom

[Join Zoom Meeting](#)

One tap mobile: US: [+16469313860,94680584077#](tel:+1646931386094680584077) or [+13017158592,94680584077#](tel:+1301715859294680584077)

Meeting URL: <https://swtc.zoom.us/j/94680584077?pwd=xIVV6siszDIFeibyFDhiEKlueB2bug.1>

Meeting ID: 946 8058 4077

Passcode: 523744

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s December 19, 2024, 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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the November 15, 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. Approval of Fund & Account Transfers (2023-24 Budget Modifications)
- B. Approval of 2023-24 Financial Audit
- C. Approval of WTCS Facilities Request: Radiography Lab Remodel
- D. Approval of Bid# 2425-03 Radiography Lab Remodel

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 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 Legislative Seminar – January 15-16, 2025, and ACCT Governance Leadership Institute – January 17, 2025
  - 3. Department of Correction Graduation Ceremonies
    - i. Boscobel (WSPF): January 29, 2025
    - ii. Prairie du Chien (PDCI): January 31, 2025
  - 4. Rescheduling of the Board's Aspen Professional Development – February 27, 2025
- C. College President's Report
  - 1. College Health Indicator #1: Graduation Rates
  - 2. Student Success Plan Accountability Reporting
  - 3. High School Dual Credit Update
  - 4. Project RISE ERP Update
  - 5. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. Approval of Board Monitoring Report - Safety & Security
  - 2. Budget Planning - Compensation
  - 3. Under President's Report: ACCT National Legislative Summit, February 9-12, 2025
- B. Time and Place
  - Thursday, January 23, 2025, 6:00 p.m., Southwest Tech, Room 430

### **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.}
- B. Approval of Closed Session Minutes from November 15, 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](mailto:DISABILITYSERVICES@SWTC.EDU).}

After a review of the Consent Agenda, including the December 19, 2024, agenda; November 15, 2024, Board meeting minutes; financial reports; five contracts totaling \$20,473.60 in November 2024; new hire recommendations of Samuel Burke, Adult Education Instructor and Kami Ivey, Associate Degree Nursing Instructor; and the resignation of Ashley Wojtalewicz, Sustainable Energy Management Instructor and DOE Grant Director, Mr. Tuescher moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

A review of College financials and 2023-24 Budget Modifications was presented by Caleb White, Vice President for Administrative Services. The General, Capital Projects, Enterprise, and Trust/Agency (Special Revenue) funds are being modified. Ms. Jordie moved, seconded by Ms. Wonderling, to approve, as presented, the 2023-24 Budget Modifications. Upon a roll call vote, all present members voted affirmatively to approve the modifications as presented: Mr. Blume, Mr. Enright, Ms. Fillback, Ms. Jordie, Mr. Tuescher, Mr. Williamson, Ms. Wonderling, and Mr. Bolstad. Motion adopted.

Mr. White presented the College's 2023-24 Financial Audit. The independent auditors' 2023-24 report is an unmodified ("clean") audit opinion without material or significant deficiencies noted. Mr. Tuescher moved, seconded by Mr. Enright, to approve the 2023-24 financial audit, as presented. The motion was unanimously adopted.

Mr. White presented a district board resolution for the Radiography lab remodel project. As part of the process of creating a learning lab space for the College's new Radiography program and as part of the College's 3- and 10-year master facilities plans, the College must submit a district board resolution to the Wisconsin Technical College System Board for its approval to remodel space on the first floor of the Heath Science Building. Mr. Williamson moved, seconded by Ms. Jordie, to approve, as presented, the district board's resolution showing approval of the Radiography lab remodel project. The motion was unanimously adopted.

Bids were sought to remodel space for the Radiography learning lab. Mr. White informed the Board that three vendors attended the pre-bid meeting with only one submitting a bid. Ms. Fillback moved, seconded by Mr. Blume, to accept and award a contract for the low bid for the Radiography Lab Remodel project for \$74,200 to Tricon General Construction, Inc. of Dubuque, IA, contingent on WTCS State Board approval in January 2025.

Staffing updates were provided by Krista Weber, Chief Student Services Officer. The various phases of where the College is with vacancies and interviewing were highlighted.

Katie Glass, Chief Communications Officer, presented the Program Application Comparison and the FTE Year Over Year Comparison Reports. Fall applications are significantly down again this month, but January applications have increased. This month's FTE report indicates stability in comparison with last year's report.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made in Student Success Plans. As of December 9, 2024, the following portions have been completed: 1,558 career assessments, 1,551 academic maps with supports and services, and 831 financial budgets. Of the 831 completed financial budgets, 433 students have a financial gap. The average 2024/25 student financial gap is \$6,951. 787 students have a completed plan. There are 341 special population students with a completed plan. It was noted that the first round of scholarships for students with financial gaps within their budgets is planned for January.

Under the Chairperson's Report:

- The District Boards Association updates include Diane Handrick's appointment as the executive director until the end of the fiscal year. An updated MOU is being drafted. Fox Valley has indicated it is no longer interested in being a fiscal agent at the end of this fiscal year.
- The District Boards Association Legislative Seminar and ACCT's Governance Leadership Institute are in January 2025. Board attendance is encouraged.
- The Department of Corrections (Boscobel WSPF and Prairie du Chien PDCI) will hold winter graduation ceremonies in January. Board attendance is welcome and encouraged.
- The Aspen professional development is rescheduled for February 27, 2025. This training will be before the board meeting.

Under the College President's Report:

- College Health Indicator #1 promotes equity in student learning measured by graduation rates for all students, including special populations. Best efforts will be made to raise the graduation rate from nearly 60% to 75%.
- There is an appreciation for Holly Clendenen's leadership and the growth of the Student Success Plan initiative. Thus far, transaction data has been reported for

transactional accountability. In 2025, the intention is to determine a way to start updating the Board on data points that indicate transformational interactions with students.

- 27 of 30 school districts are participating in the funding opportunity offered to support high schools with Student Success Plans in phase 1. Phase 2 is entertaining prioritizing the focus on work-based learning with the opportunity to emphasize key program areas: agriculture and manufacturing. Thank you to Katie Glass and her team.
- Project RISE ERP update includes more cases resolved than submitted. Anthology has again increased its supportive resources, and 19 of the 22 critical showstoppers have been resolved.
- College Happening shared: Graduation was last week with two ceremonies. A posthumous degree was awarded to Jennifer Koue, a Midwifery student, who was killed in an automobile accident before graduating.

No other information items were noted.

Mr. Enright moved, seconded by Mr. Tuescher, to adjourn to a closed session to discuss the president's employment 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 present members voted affirmatively to move to closed session: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried and the meeting moved to a closed session at 7:03 p.m.

No action was taken during the closed session. With no further business to discuss in the closed or open sessions, Mr. Blume moved to adjourn, with Mr. Tuescher seconding the motion. The motion carried and the meeting adjourned at 7.47 p.m.

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*Kent Enright, Secretary*