

**MINUTES OF REGULAR MEETING FOR THE  
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
JANUARY 23, 2025**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:01 p.m. on January 23, 2025, 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 (attended virtually until 6:57 p.m.), Jeanne Jordie, Chris Prange, Don Tuescher, and Steve Williamson. Absent: Jane Wonderling

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, Dan Imhoff, Cynde Larsen, Lori Needham, Krista Weber, Caleb White, Kris Wubben

Criminal Justice student Kira Brownlee, IT-Cybersecurity & Network Administration students: Carter Mowry and Logan Shediv

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, January 23, 2025

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 January 23, 2025, 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 December 19, 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 Board Monitoring Report: Safety and Security

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

- A. Staffing Update
- B. Budget Planning – Considering Compensation Options

### **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. New Year's Message from Layla Merrifield, WTCS President
  - 2. District Boards Association Update
  - 3. April's District Board Meeting
- C. College President's Report
  - 1. ERP – Project RISE Update
  - 2. Applications
  - 3. Legal Representation
  - 4. Audit Update
  - 5. ACCT National Legislative Summit, February 9-12, 2025, Washington D.C.
  - 6. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. Aspen's College Excellence Program- Professional Development
  - 2. SWTC Foundation and Real Estate Foundation's 2<sup>nd</sup> Quarter Reports
  - 3. Budget Assumptions and Parameters
- B. Time and Place  
Thursday, February 27, 2025, Southwest Tech, Room 430  
Professional Development 1:00 – 5:00 with Board Meeting to follow at 5:30 p.m.

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of
  - 1. Discussing personnel issues 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 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 14 and December 19, 2024.

## **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
- B. Consideration of Ad Hoc Committee

## **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 January 23, 2025, agenda; December 19, 2024, Board meeting minutes; financial reports; 23 contracts totaling \$249,092 in December 2024; the transfer Roberta Koch from Advisor to Adult Education Instructor-Richland Center; the resignation of Jill Henry, Nursing Assistant Instructor; and the retirement of Louise Bradley, Prior Learning/Testing Specialist, Mr. Tuescher moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Heath Ahnen, Executive Director of Information Technology Services, and Dan Imhoff, Executive Director of Facilities, Safety & Security, presented the January 23, 2025, Board Monitoring Report - Safety and Security. In addition, Kira Brownlee, a Criminal Justice student, spoke about her experience as a student security officer on campus. IT Cybersecurity students Carter Mowry and Logan Shedivy, reported on simulated security activity done in collaboration with the college's IT staff. Mr. Tuescher moved, seconded by Ms. Jordie, to approve the January 23, 2023, Board Monitoring Report – Safety and Security, as presented. The motion unanimously carried.

A staffing summary was provided by Krista Weber, Chief Human Resources Officer. The stages of the hiring process for open positions were reviewed.

Ms. Weber and Caleb White, Vice President of Administrative Services, led the Board members in a budget planning discussion and a scenario activity regarding compensation options. Cost of Living (CPI) adjustments and Pay for Performance were compared. The Board members shared perspectives and thoughts on the pros and cons of each. It was agreed by all members that changes in compensation are a very intentional and thoughtful process. College-wide listening sessions are scheduled, and feedback will be collected. Options will be introduced to the Board in February. More refined plans will be brought to the Board in March, April, and May.

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, indicating a reduction of 40% compared to last year at this time. This month's FTE report shows a decrease of .4% from last year's report. Advisors, recruiters, the dual credit team, and instructors are visiting the high schools. The internal intricacies of the application process are extensively being reviewed. A shift to focus on non-high school students as applicants is at the forefront, as well.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made in Student Success Plans. As of January 15, 2025, the following portions have been completed: 1,691 career assessments, 1,625 academic maps with supports and services, and 958 financial budgets. Of the 958 completed financial budgets, 437 students have a financial gap. The current average 2024/25 student financial gap is \$6,540. 876 students have a completed plan. There are 381 special population students with a completed plan.

#### Under the Chairperson's Report:

- A video was played featuring WTCS president, Layla Merrifield. Her message reflected on the great things the WTCS system does.
- The DBA January meeting consisted of legislative visits at the state capitol.
- After discussion, the Board made a change to the April meeting. There will no longer be a retreat. The Board will plan a regular meeting on Thursday, April 24, at 6:00 p.m.
- The Board appointment process is underway. The Appointment Committee hearing and meeting will be on Thursday, March 6, 2025. Upcoming vacancies effective June 30, 2025, are Chuck Bolstad, Jeanne Jordie, and Tracy Fillback.

#### Under the College President's Report:

- ERP-Project RISE update: December and early January were full of tense discussions on accountability. Anthology indicates an ongoing commitment to strive for success. Incidents being closed are still outpacing the incidents being opened. Holly Clendenen's positive leadership is noteworthy.
- Decrease in applications: The importance of accountability and transparency to the Board is critical.
- Legal Representation: A reminder to the Board that there were not any applications for local legal counsel. A recommendation to forgo an RFP was made and letters of engagement be sent to the same counsels again this year. The Board offered their support towards this recommendation.
- Audit Update: A single audit report revealed one significant finding relating to timeliness. This finding is less severe than a material finding. The remedy is to submit a corrective action plan.
- ACCT National Legislative Summit, February 9-12, 2025, in Washington DC: President Wood, Chuck Bolstad, David Blume, Kent Enright, Katie Glass, and Riley Klein will be attending.
- College Happenings –
  - Briefing about president outreach:
    - Recent visits with future students, current students, and graduates.
    - Recent networking with employers and developing partnerships to help students get jobs or transfer.
    - Time spent researching what is going on locally, regionally, and nationally – changes politically, and society.

- Overview of the three most important items as the budget unfolds: 1.) What is real versus what is artificial; 2.) Being able to reposition, shift, and adapt to political shifts; and 3.) Burnout, both societal and personal. In all these threats, there are also opportunities.

Under the Other information agenda item Dr. Wood informed the Board that the Real Estate Foundation is working towards finalizing the property purchase in Dodgeville.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss 1) personnel issues and 2) 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: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting moved to a closed session at 8:32 p.m.

No action was taken during the closed session. The Board reconvened to open session at 9:50 p.m.

The agenda item to consider an ad hoc committee was discussed. Chairperson Bolstad and Dr. Wood will work within the parameters and bring a recommendation to the Board next month.

With no further business, Mr. Enright moved to adjourn the meeting, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 9:57 p.m.

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*Kent Enright, Secretary*