MINUTES OF THE ANNUAL MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 13, 2026

The Board of Southwest Wisconsin Technical College met in an open session of its annual meeting commencing at 6:02 p.m. on July 13, 2026, 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:

Charles Bolstad, Theresa Braudt, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson, and Jane Wonderling. Absent: N/A

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

Dr. Jeremy Pickard, College President, and College Staff: Heath Ahnen, Stephanie Brown, Mandy Henkel, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Stacia Stephenson, Krista Weber, Caleb White, and Kris Wubben.

Chairperson Prange 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 ANNUAL MEETING NOTICE/AGENDA
Monday, July 13, 2026
Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

5:30 p.m.:	Working Dinner, Higher Learning Commission Comprehensive Visit Preparation: Accreditation 101, Visit Timeline, Criterion 1
6:00 p.m.:	Annual Meeting

AGENDA

OPEN MEETING
The following statement will be read: "The Southwest Wisconsin Technical College District Board's July 13, 2026, annual 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, at CESA 3, and at the Fennimore City Office to make the general public aware of the time, place, and agenda."

A. Roll Call
B. Reports/Forums/Public Input

OPEN MEETING
A. Oath of Office – Recently Appointed Board Members

CONSENT AGENDA

A. Approval of Agenda
B. Minutes of June 18, 2026, 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. District Boards Association (DBA) 2026-27 Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

A. Election of 2026-27 Board Officers
B. Approval of 2026-27 Signatory Authority Policy
C. Designation of 2026-27 College Legal Counsel
D. Designation of 2026-27 Depository
E. Approval of Three-Year Facilities Plan
F. Approval of Ten-Year Facilities Plan
G. Approval of RFP: Student Housing Management Software (RFP 2627-06)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Academic Master Plan Update
B. Staffing Update

INFORMATION AND CORRESPONDENCE

A. Enrollment Report and Student Success Scoreboard
   1. Enrollment/FTE Comparison Report
   2. Student Success Scoreboard
B. Chairperson's Report
   1. District Boards Association (DBA) 2026-27 Committee Appointments
   2. Designate 2026-27 Southwest Tech Foundation and Real Estate Foundation Board Representatives
   3. 2026 ACCT Leadership Congress: October 21-24, 2026
C. College President's Report
   1. Review Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509
   2. Review Board Governance Policy 2.6: Acting and Interim President
   3. College Happenings
D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

A. Agenda
   1. Oath of Office – Board Trustee Dr. Frank King
   2. Approval of Board Monitoring Report: College Culture
   3. Foundation Quarterly Report & Real Estate Foundation Quarterly Report
   4. Review College Health Indicators
B. Date, Time, and Place
   Thursday, August 27, 2026, Southwest Tech, Room 430

5:30 p.m.: Working Dinner - HLC Preparation
6:00 p.m.: Regular Meeting

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL 608-822-2632 OR E-MAIL DISABILITYSERVICES@SWTC.EDU.}

Newly re-elected Board members Chris J. Prange and Steve Williamson read and signed the Oath of Office. Both will serve three-year terms concluding on June 30, 2029.

After a review of the Consent Agenda, including the July 13, 2026, agenda; June 18, 2026, Board meeting minutes; financial reports; 221 contracts representing $1,327,758.52 in revenue in June 2026; employment recommendations for Megan McCarthy, Annual Giving and Donor Relations Coordinator, Syndey Lundell, Health Science Academic Success Coach, Sophia Winter, Adult Education Instructor/Academic Success Coach, Carrie Sutter, Director of Grants; the promotion transfers for Morgan Zach, Grants and Compliance Manager, Kat Chamorro Rueda, Adult Education Navigator/Academic Success Coach, Rachel Preuschl, Child Care Center Lead Teacher and Lab Assistant; and the 2026-27 District Boards Association Assessment in the amount of $24,487.80, Mr. Enright moved, seconded by Mr. Tuescher, to approve the Consent Agenda, as presented. Motion adopted.

Chairperson Prange indicated at the beginning of the election process that although he has one year of chair eligibility remaining, he has chosen not to serve for a second term. The Board elected the 2026-27 Board Officers as follows:

(1) Mr. Prange called for nominations for Chairperson. Mr. Tuescher moved, seconded by Mr. Williamson, to nominate Jane Wonderling as Chairperson. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Williamson moved, seconded by Ms. Jordie, that nominations be closed and a unanimous ballot be cast for Ms. Jane Wonderling as Chairperson of the Board. Motion Carried.
(2) Mr. Prange called for nominations for Vice Chairperson. Ms. Jordie moved, seconded by Mr. Tuescher, to nominate Chris Prange as Vice Chairperson. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Mr. Enright, that nominations be closed and a unanimous ballot be cast for Mr. Chris Prange as Vice Chairperson of the Board. Motion Carried.
(3) Mr. Prange called for nominations for Secretary. Mr. Tuescher moved, seconded by Ms. Jordie, to nominate Kent Enright as Secretary. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Tuescher moved, seconded by Ms. Jordie, that nominations be closed and a unanimous ballot be cast for Mr. Kent Enright as Secretary of the Board. Motion Carried.
(4) Mr. Prange for nominations for Treasurer. Mr. Tuescher moved, seconded by Ms. Wonderling, to nominate Steve Williamson as Treasurer. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Enright moved, seconded by Mr. Tuescher, that nominations be closed and a unanimous ballot

be cast for Mr. Steve Williamson as Treasurer of the Board. The Board's former Treasurer, Ms. Wonderling, will be removed as the financial institution's signer/treasurer, and Mr. Williamson will be the new authorized signer/treasurer. Motion Carried.

Per Southwest Wisconsin Technical College District Board Governance Policies, only designated Board Officers, the President, or the President's designees, as approved by the District Board, may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. The proposed 2026-27 signatory policy, which identifies the designated individuals with authority to sign official or legally binding documents, was reviewed. Mr. Tuescher moved to approve, as presented, the 2026-27 Signatory Authority Policy. Mr. Enright seconded the motion; the motion carried.

Letters of legal engagement were reviewed from Rick Verstegen, Boardman & Clark, LLP, Madison, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Tuescher moved, seconded by Mr. Bolstad, to retain the following law firms for 2026-27: Rick Verstegen, Boardman Clark, LLP, Madison, WI, for General Legal Counsel, Employee Relations/Labor Law (including Title IX), Disability Services, Student Conduct; Jon Anderson of Husch Blackwell, LLP, Madison, WI, for Employee Relations/Labor Law, Employee Benefits, Employment Litigation, Board Counsel, Other Counsel as requested; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, for Bond Counsel. The motion carried.

At the April 27, 2024, District Board meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to MidWestOne Bank, Fennimore, WI, for a period beginning July 1, 2024, through June 30, 2029. The awarded contract is being honored by MidWestOne Bank, and the College is satisfied with the service level and products it offers. Ms. Jordie moved, seconded by Mr. Williamson, to approve continuing the designation of MidWestOne Bank, Fennimore, WI, as the College's official depository for FY 2026-27. The motion was adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the Three-Year Facilities Plan 2026-2029. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Mr. Enright moved, seconded by Mr. Williamson, to approve, as presented, the Three-Year Facilities Plan 2026-2029. The motion carried.

Mr. Imhoff presented the Ten-Year Facilities Plan. This plan is a vision for the next ten years. Mr. Williamson moved, seconded by Mr. Bolstad, to approve the Ten-Year Facilities Master Plan as presented. The motion was adopted.

Stephanie Brown, Student Success & Resident Life Manager, presented information and a recommendation for RFP 2627-06 Student Housing Management Software. Three vendors submitted proposals in response to the RFP; however, only one proposal was determined to be responsive. Mr. Bolstad moved, seconded by Ms. Braudt, to award a contract for Student Housing Management Software to eRezLife Software of Vancouver, BC, for an annual cost of $8,274, noting that eRezLife has waived all one-time professional services, implementation, and training fees. Also, the agreement will include a capped annual price increase of four percent (4%) and will be established for a three-year term. The motion carried.

Cynde Larsen, Chief Academic Officer, reviewed the Academic Master Plan, noting its purpose of aligning college programming with the College mission, guiding program portfolio decisions, improving student learning and success, anticipating workforce & transfer needs, and prioritizing investments. The plan's updates include:

- New Programming (pending WTCS approvals): Diagnostic Medical Sonography (DMS) - Fall 2027 and Dental Hygiene - Fall 2028
- Exploration of New Programming: Truck Driving, Refrigeration Advanced Technical Certificate, and focus areas within Business Management
- Existing Programming:
  - Medical Assistant –Monitoring enrollment and demand.
  - Accounting –Monitor program numbers to determine if twice yearly entry and exits are cost-effective.
  - Continuing to evolve curriculum and transfer to support strong wages: Human Services Associate, Early Childhood Education, Cosmetology, and Golf Course Management.

Krista Weber, Chief Human Resources Officer, reviewed the College Staffing Report, noting that June was a productive month marked by active recruitment efforts, including position postings, interviews, hiring, and onboarding.

The enrollment/FTE Comparison Report was presented by Katie Glass, Chief Communications Officer. The report shows a 3.8% decrease in FTE's and an increase of 1.7% in headcount compared to last year. Strategic efforts are being made to recruit. There are seven more new student registration sessions before classes begin on August 17.

Ms. Brown presented the monthly update on Student Success Plan progress. Mr. Bolstad expressed appreciation for the significant effort involved in completing the plans and commended staff for their ongoing commitment to making a positive impact on students' lives.

Under the Chairperson's Report:

- The 2026-27 District Boards Association (DBA) Committee Appointments and the Southwest Tech Foundation Board and Real Estate Foundation Board representatives were determined:
  - Chuck Bolstad will continue with a seat on the DBA's Board of Directors as Past President.
  - Kent Enright will continue to serve on the DBA Awards Committee.

- Jeanne Jordie will continue to serve on the DBA Internal Best Practices Committee.
- Chris Prange will continue to serve on the DBA Bylaws Committee.
- Chris Prange will serve on the DBA External Partnerships Committee.
- Kent Enright will serve on the DBA Legislative Committee
- Steve Williamson will represent the Board as an ex officio member on the SWTC Real Estate Foundation Board.
- Theresa Braudt will continue to represent the Board as an ex officio member of the SWTC Foundation Board.

- The Board discussed the 2026 ACCT Leadership Congress, October 21-26, 2026, in Chicago. A proposal to present was submitted and accepted, titled "Plans and Pathways at Scale: How Boards Lead Student-Centered Transformation". This will be presented by Chuck Bolstad, Holly Clendenen, Katie Glass, and Hana Lahr, from the Community College Research Center.

College President's Report:

- The Board reviewed:
    - Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509: It was decided to table this policy until the August meeting.
    - Policy 2.6: Acting and Interim President. There were no suggestions for edits.

College Happenings:

- Dr. Pickard provided a brief update on his first couple of weeks as President, noting his initial focus has been centered on listening, learning, relationship building, understanding college operations, engaging with students and employees, and strengthening connections with community partners throughout the district and across the Wisconsin Technical College System.

There were no items reported under Other Information Items.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Ms. Braudt seconding the motion. The motion was carried, and the meeting adjourned at 7:30 p.m.

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Kent Enright, Secretary