



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 8, 2019

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Monday, July 8, 2019

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:15 p.m. – Social – Southwest Tech Lenz Center

7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The July 8, 2019, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office – recently appointed Board members

Newly re-elected Board Member Charles Bolstad will read and sign the Oath of Office.

CONSENT AGENDA

A. Approval of Agenda

A copy of the agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of June 20, 2019

Minutes of the June 20, 2019, Board meeting are included with the electronic Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue

There were two contracts totaling \$3,551.40 in June 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Five employment recommendations, one promotion, and one LTE position ending are being presented for approval in the Personnel Report.

Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2019-2022 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2019-2022.

B. Ten-Year Facilities Plan

The 2019 Master Facilities Plan is available in the electronic Board information. This report provides a summary of the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the 2019 Master Facilities Plan.

C. Platteville Outreach Lease

Included in the electronic Board material is a resolution for approval of the lease of approximately 2500 square feet located at 150 East Pine Street, Platteville, WI, to provide an off-site classroom/office space. Also included in the material is a layout of the facility and cost estimate to build out the space.

Recommendation – Approve the lease for 2500 square feet located at 150 East Pine Street, Platteville, WI.

D. Signatory Authority Policy for 2019-20

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. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2019-20 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2019-20 with the authority to sign official or legally binding documents.

E. Designate Official Newspaper 2019-22

Bids for the official College newspaper for FY 2020, 2021, and 2022 were due on June 28. One bid was received and a summary of the bid is available with the electronic Board material.

Recommendation – Award the bid for the official newspaper for FY 2020, 2021, and 2022 to *The Dodgeville Chronicle* at a cost per column inch of \$5.35.

F. Designate Depository for 2017-22

At the July 10, 2017, Annual 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 American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022. American Bank has since merged with MidWestOne Bank. The awarded contract from 2017 is still being honored by MidWestOne Bank and the College continues to be satisfied with the service level and products offered.

Recommendation – Designate the official depository as MidWestOne Bank, Fennimore, WI, through June 30, 2022.

G. Designate College Legal Counsel for 2019-20

Letters of engagement have been received from the following legal counsels:

General Legal Services - Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI
Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law – Jon Anderson of Godfrey & Kahn, S.C., Madison, WI

The letters are available with the electronic Board material.

Recommendation: Retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; and retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law.

H. Election of Officers

Election of District Board officers for the 2019-20 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. *The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office “upon adjournment” of the organizational meeting.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

Krista Weber, Director of Human Resources, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2018-19 and 2019-20 Comparison FTE Reports are available with the electronic Board material.

B. Chairperson’s Report

1. Boards Association Committee Appointments

C. College President's Report

1. Enterprise Resource Planning (ERP) Update
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Five-Year Affirmative Action Plan
2. Foundation Quarterly Report

B. Time and Place

Thursday, August 22, 2018, at 7:00 p.m. at Southwest Tech Campus, Rooms 492-493

ADJOURNMENT

6:15 p.m. – Social – Southwest Tech Lenz Center

7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. EMSI (Economic Modeling Specialists, Inc.) will present Southwest Tech's Economic Impact Report as part of the dinner. No action will be taken at the social, dinner, or presentation.

Open Meeting

The following statement will be read: "The July 8, 2019, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office

Newly re-elected Board Member Charles Bolstad will read and sign the Oath of Office.

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Monday, July 8, 2019

5:00 p.m. – Annual Meeting – Room 492-493, College Connection

6:15 p.m. – Social – Southwest Tech Cafeteria

7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

AGENDA

OPEN MEETING

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- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 20, 2019
- 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. Three-Year Facilities Plan
- B. Ten-Year Facilities Plan
- C. Platteville Outreach Lease
- D. Signatory Authority Policy for 2019-20
- E. Designate Official Newspaper 2019-22
- F. Designate Depository for 2017-22
- G. Designate College Legal Counsel for 2019-20
- H. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. Boards Association Committee Appointments
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

6:15 p.m. – Social – Southwest Tech Cafeteria

7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. EMSI (Economic Modeling Specialists, Inc.) will present Southwest Tech's Economic Impact Report as part of the dinner. No action will be taken at the social, dinner, or program.

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

B. Minutes of the Regular Board Meeting of June 20, 2019



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 20, 2019

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:18 p.m. on June 20, 2019, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Melissa Fitzsimons, Jane Wonderling

Others present for all or a portion of the meeting included College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Kelly Kelly, Krista Weber, and Caleb White.

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:

BOARD MEETING NOTICE/AGENDA

Thursday, June 20, 2019

5:30 p.m. – Tour of Facilities & Ag Power Storage Expansions / Dinner, Room 490

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting
Rooms 492-493

AGENDA

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 23, 2019

- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. UMOS Lease
- G. Manpower Lease
- H. DWD Lease
- I. Forward Services Lease
- J. Clarity Clinic Lease
- K. Cash Farm Lease
- L. WTC District Boards Association 2019-20 Membership Fee

OTHER ITEMS REQUIRING BOARD ACTION

- A. Employee Compensation Increase
- B. 2019-20 Budget

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. College Culture Monitoring Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. ACCT Leadership Congress: October 16-19, 2019 – San Francisco, CA
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

Consent agenda items included the June 20, 2019, agenda; May 23, 2019, Board minutes; financial reports; 78 contracts totaling \$1,363,953.63 in May 2019; employment recommendation for Craig Peterson – Building Trades-Carpentry Instructor; subleases for the Richland Center Outreach Site with UMOS, Southwest WI Workforce Development, and Forward Services; leases for office space on the main campus with Manpower and Clarity Clinic; a cash farm lease for 2.8 acres of hay ground with Winch's Pine Grove Farms, LP; and the 2019-20 WTC District Boards Association Fee Assessment. After a review of the Consent Agenda, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Krista Weber, Chief Human Resources Officer, presented a proposal to increase wages by 2.44% (CPI) for all full- and part-time regular employees effective July 1, 2019. Mr. Tuescher

moved to approve a 2.44% increase, effective July 1, 2019, for all full- and part-time regular employees. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2019-20 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2020 budget was built on a decrease in revenue of 2.9% and an estimated enrollment of 1,300 FTE. As presented at the public hearing, the budget is proposed to deficit spend about \$400,000. This deficit will be taken from the reserve fund. The projected tax effect on \$100,000 of property value is estimated at \$124.99. Mr. Tuescher moved to approve the 2019-20 Budget as presented with an operating budget of \$24,165,000. Ms. Mickelson seconded the motion. Upon roll call vote where all members present voted affirmatively, the motion carried and the FY2020 budget was approved.

Krista Weber presented the College Council Board Monitoring Report highlighting the following.

- A summary of the council roadmap projects including 'Investing in Improving Employee Health and Wellness,' 'Create a Performance Management Procedure,' and 'Develop Leaders.'
- Employee Satisfaction Survey Results – Overall satisfaction with employment at SWTC has increased from 3.81 in 2014 to 4.25 in 2019 (based on a 5.0 scale).
- Employee data for 2018-19 showed a 5% turnover rate for employees (not including layoffs or retirements).
- HR grants and professional development activities provided by HR.
- 2019-20 Strategic Initiatives include Performance Management (Phase 2), Develop Leaders/Succession Planning, and the College's five-year Affirmative Action Plan.

Ms. Weber provided an update on open College positions in various stages of the hiring process. The positions included Café Food Service Worker, Evening Custodian, Maintenance – Carpenter, IT Support Specialist, Administrative Assistant – Facilities, Child Care Lab Assistant, Graphic & Web Design Instructor/Marketing Specialist, Agriculture Instructor, Electrical Power Distribution Lab Assistant, and Tech Hire IMPACT Grant Assistant (Part-time).

The 2018-19 and 2019-20 Comparison FTE Reports were reviewed. The 2018-19 report indicated a decrease of 3.5% in FTE from the previous year (FY18) and the 2019-20 report showed a 6% decrease in FTE from the previous year (FY19).

Under the Chairperson's Report, Mr. Prange noted the ACCT Leadership Congress will be held October 16-19, 2019, in San Francisco, CA. In the President's Report, provided by Caleb White, it was noted:

- Staff and Campus Works are in the middle of the process redesign and reimagine projects for the ERP;
- The economic impact study will be presented at the July 8 annual Board dinner;
- The farmette approved to purchase by the Board at the May meeting came back with a clean environmental assessment. It will be on the July 9-10, 2019, State Board meeting agenda.
- The James building will be torn down with the possibility to lease out the land.
- Connie Haberkorn – Benefits Manager & HR Generalist, Annetta Smith – Human Resources Specialist, and Kris Wubben – Director of Public Safety presented at the

state-called WTCS meeting on Faculty Qualification Assurance System (FQAS). The topic they presented on was the adjunct FQAS process at Southwest Tech.

- Recognized Darlene Mickelson for serving on the District Board for seven years.

With no further business to come before the Board, Ms. Mickelson moved to adjourn the meeting with Mr. Moyer seconding the motion. The motion carried and the meeting adjourned at 8:00 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 06/01/2019 - 06/30/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
DISTRICTS MUTUAL INSURANCE	1758-REVISED	District Policies 7/19-6/30/20	\$198,100.00	
TRANE U.S. INC.	39961311	Service Agmt 6.1.18-5.31.21	\$16,140.00	
REDSHELF	INV-8536	Cengage Unlimited 1st ed	\$13,634.72	
VIKING ELECTRIC SUPPLY, INC.	S002583403.001	LED Ceiling mount light fixture	\$11,798.00	
MIDWEST MOTORSPORTS INC	2019 POLARIS	2019 Polaris Ranger 570 FS	\$8,838.00	
JOKELA JON PETER	20533	Sweep All: HMW-2460	\$8,742.49	
MC DEAN INC	B01337M01001	Emergency Call Coverage	\$5,345.00	
SOUTHWEST ASPHALT SEALING	5.23.19 SEAL	sealed motorcycle area	\$5,338.00	
PHASE 3 DIGITAL AGENCY/MADISON	117163-2	OTT Ad hulu	\$4,800.00	
WPS HEALTH INSURANCE	060319005027	S Peacock Medicare Prem	\$3,772.26	
WPS HEALTH INSURANCE	060319006064	K Peacock Medicare Prem	\$3,772.26	
REDSHELF	INV-7874	August 2018 POS Sales	\$3,621.03	
NATIONAL BUSINESS FURNITURE	ZK051562-OTG	desk/conf table/bookcase (RC)	\$3,555.48	
WERTZ TRAVIS	JUNE RENT	June Rent 2019	\$3,400.00	
HIGHER LEARNING COMMISSION	H11397	focused visit-team expenses	\$3,383.14	
WPS HEALTH INSURANCE	060319030278	D Studnicka medicare prem	\$3,313.41	
WPS HEALTH INSURANCE	060319025929	M Laufenberg Medicare Prem	\$2,971.35	
WPS HEALTH INSURANCE	060319038730	M Schmitz Medicare Prem	\$2,917.80	
QM QUALITY MATTERS INC	66398	Annual Quality Matters Members	\$2,600.00	
Total Invoices				\$306,042.94
Purchase Orders				
Vendor	PO #	Description	Amount	
MIDWAY STEEL INC	6764	Welding: Steel supplies	\$29,698.08	
CDW GOVERNMENT	6767	ITS: Gigabit Cable Tester	\$17,640.00	
EPA AUDIO VISUAL INC	6765	ITS: Video Conferencing Unit	\$13,622.76	
RACOM CORPORATION	6772	Fire: Siren Console	\$11,973.81	
GORDON FLESCH CO., INC.	6758	ITS: ImageRunner C5535i Copier	\$9,951.00	
TIERNEY BROTHERS	6761	ITS: 86" Clevertouch Plus LUX Education 4K	\$9,694.00	
EPA AUDIO VISUAL INC	6771	ITS: Extron IN1608 Presentation Unit	\$4,283.70	
VANGUARD COMPUTERS INC	6768	ITS: Elitebook 850 G5 w/ 5yr warranty & dock (2)	\$3,586.26	
Total Purchase Orders				\$100,449.61

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit June 2019	CMTRX00002410	WDL000006438	\$278,747.28	
941 ER Fed Tax #13247943	CMTRX00002418	WDL000006465	\$115,950.33	
WI Dept of Rev #0-842-169-37	CMTRX00002418	WDL000006464	\$22,737.45	
Dental Dental #285029	CMTRX00002428	WDL000006494	\$6,775.50	
Wells Fargo #767935365	CMTRX00002410	WDL000006440	\$6,397.00	
Wells Fargo #770209525	CMTRX00002419	WDL000006468	\$6,397.00	
Delta Dental #283896	CMTRX00002424	WDL000006478	\$6,140.00	
Hasler Postage Advance	CMTRX00002416	WDL000006460	\$5,000.00	
DentalDental #279180	CMTRX00002413	WDL000006447	\$4,465.72	
DeltaDental #280303	CMTRX00002415	WDL000006450	\$4,325.25	
Total Bank Withdrawals				\$456,935.53
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 6/28/2019	UPRCC00000906	WDL000006486	\$279,418.43	
Direct Deposit 6/14/2019	UPRCC00000904	WDL000006458	\$277,101.04	
Direct Deposit 6/28/2019	UPRCC00000911	WDL000006491	\$23,775.13	
Direct Deposit 6/14/2019	UPRCC00000900	WDL000006454	\$17,257.03	
Direct Deposit 6/28/2019	UPRCC00000913	WDL000006493	\$17,078.56	
Direct Deposit 6/14/2019	UPRCC00000897	WDL000006451	\$14,946.73	
Direct Deposit 6/14/2019	UPRCC00000899	WDL000006453	\$14,162.45	
Direct Deposit 6/28/2019	UPRCC00000909	WDL000006489	\$12,977.57	
Direct Deposit 6/28/2019	UPRCC00000910	WDL000006490	\$12,739.84	
Direct Deposit 6/14/2019	UPRCC00000902	WDL000006456	\$12,728.70	
Direct Deposit 6/14/2019	UPRCC00000901	WDL000006455	\$11,223.33	
Direct Deposit 6/28/2019	UPRCC00000905	WDL000006485	\$9,796.46	
Direct Deposit 6/14/2019	UPRCC00000903	WDL000006457	\$8,818.22	
Direct Deposit 6/28/2019	UPRCC00000912	WDL000006492	\$6,991.48	
Direct Deposit 6/28/2019	UPRCC00000908	WDL000006488	\$4,752.16	
Direct Deposit 6/14/2019	UPRCC00000898	WDL000006452	\$3,490.34	
Total Payroll				\$727,257.47
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 5.28.2019	CMTRX00002416	WDL000006459	\$62,071.85	
Total Purchase Cards				\$62,071.85
Total Purchases >= \$2,500				\$1,652,757.40

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2019			
Receipts			
Fund			
1 General	727,406.93		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	38,265.30		
6 Internal Service	306,538.96		
7 Financial Aid/Activities	359,392.21		
Total Receipts		1,431,603.40	
Expenses			
Fund			
1 General	1,802,549.25		
2 Special Revenue	-		
3 Capital Projects	201,803.28		
4 Debt Service	479.20		
5 Enterprise	73,460.10		
6 Internal Service	322,713.84		
7 Financial Aid/Activities	33,133.90		
Total Expenses		2,434,139.57	
Net cash change - month			(1,002,536.17)
EOM Cash Balances			
-American Operating 0356	1,118,606.79		
-American Cash Deposit 062 (Fenn)	-		
-American Money Market 502 (acct closed)	-		
-American Investment 1324	13,467,797.56		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,211,544.67		
Ending Cash/Investment Balance		15,800,889.02	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2019							
	2018-19	2018-19	2018-19	2017-18	2016-17	2015-16	2014-15
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,355,000.00	21,186,101.94	90.71	97.85	88.86	91.91	97.08
General Fund Expenditures	24,685,400.00	22,886,040.31	92.71	92.91	88.52	94.86	88.21
Capital Projects Fund Revenue	4,050,000.00	4,042,815.97	99.82	104.67	101.10	99.89	100.77
Capital Projects Fund Expenditures	3,775,000.00	2,337,201.66	61.91	55.12	47.79	56.80	74.70
Debt Service Fund Revenue	5,616,000.00	3,871,754.45	68.94	70.62	70.38	69.14	6.93
Debt Service Fund Expenditures	5,616,000.00	5,691,696.71	101.35	99.51	99.04	99.89	99.68
Enterprise Fund Revenue	1,900,000.00	1,464,916.25	77.10	71.36	75.40	101.39	96.89
Enterprise Fund Expenditure	1,800,000.00	1,390,110.12	77.23	74.24	72.80	90.82	92.60
Internal Service Fund Revenue	4,385,000.00	3,826,961.63	87.27	93.21	90.89	100.14	96.78
Internal Service Fund Expenditures	4,385,000.00	4,016,193.56	91.59	94.87	92.40	98.53	105.06
Trust & Agency Fund Revenue	8,000,000.00	6,137,566.85	76.72	81.44	86.36	81.60	84.39
Trust & Agency Fund Expenditures	8,030,000.00	6,102,657.69	76.00	81.17	87.19	82.32	84.97
Grand Total Revenue	47,306,000.00	40,530,117.09	85.68	90.51	86.52	89.05	85.00
Grand Total Expenditures	48,291,400.00	42,423,900.05	87.85	88.40	86.75	91.35	89.53

D. Contract Revenue

There were two contracts totaling \$3,551.40 in June 2019 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS

6/1/2019 - 6/30/2019

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WAT Grant - Dillman Equipment	03-2019-0072-I-47	Heartsaver CPR/AED First Aid	Amy Charles	10	\$ 251.40	No		X	
WAT Grant - Lactalis	03-2019-0073-I-47	Lean Principles	Amy Charles	12	\$ 1,100.00	No		X	
WAT Grant - Lactalis	03-2019-0073-I-47	5 S Visual	Amy Charles	12	\$ 1,100.00	No		X	
WAT Grant - Lactalis	03-2019-0073-I-47	Quality Problem Solving	Amy Charles	12	\$ 1,100.00	No		X	
TOTAL of all Contracts				46	\$ 3,551.40				
Exchange of Services				-	\$ -				
For Pay Service				46	\$ 3,551.40				

E. Personnel Items

Five employment recommendations, one promotion, and one LTE position ending are being presented for Board approval. The Personnel Report is included below.

Recommendation – *Approve the Consent Agenda as presented.*

PERSONNEL REPORT July 8, 2019

Employment: NEW HIRES

Name	Morris Jackson
Title	Café Food Service Worker
Number of Applicants and Number Interviewed	16 applicants; 3 interviewed
Start Date	07/08/19
Salary/Wages	\$16.00
Classification	Full-Time
Education and/or Experience	Associate Degree in Culinary Arts from Southwest Tech with two years of food service experience which includes limited-term employment at the college.

Name	William Murray
Title	Evening Custodian
Number of Applicants and Number Interviewed	9 applicants; 4 interviewed
Start Date	07/08/19
Salary/Wages	\$15.61
Classification	Full-Time
Education and/or Experience	Three years of custodial experience in a school setting, two years of farm hand experience and three years as an electrical repair technician.

Name	Tyler Horton
Title	IT Support Specialist
Number of Applicants and Number Interviewed	16 applicants; 4 interviewed
Start Date	07/09/19
Salary/Wages	\$25.25
Classification	Full-Time
Education and/or Experience	Pursuing Bachelor's degree for Information Technology from Franklin University and completed Associate Degree in IT-Network Communications from Southwest Tech with over two years of experience as an Information Technology Support Specialist.

Name	Nicole Nelson
Title	Administrative Assistant - Facilities
Number of Applicants and Number Interviewed	71 applicants; 5 interviewed
Start Date	07/22/19
Salary/Wages	\$20.00
Classification	Full-Time
Education and/or Experience	Bachelor's credits in Ag Business from UW-Platteville and Associates Degree in Administrative Assistant from Southwest Tech with 15 years of experience.

Name	Andy Reynolds
Title	Maintenance - Carpenter
Number of Applicants and Number Interviewed	14 applicants; 5 interviewed
Start Date	07/08/19
Salary/Wages	\$18.44
Classification	Full-Time
Education and/or Experience	Technical Diplomas in Building Trades-Carpentry from Southwest Tech with over 10 years of experience as a carpenter and 8 years of experience as a facility repair worker in school setting.

PROMOTIONS / TRANSFERS

Gina Kartman	Child Care Lab Assistant (Effective 8/1/2019)
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RETIREMENTS / RESIGNATIONS

Bobbi Kammes – Admin. Assistant (LTE)	LTE Ended 6/30/19
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Other Items Requiring Board Action

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2019-2022 is included below. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation: *Approve the Three-Year Facilities Plan 2019-2022.*



**SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
THREE-YEAR FACILITIES PLAN**

**To: Dan Scanlon
From: Dr. Jason S. Wood
July 8, 2019**

Section 1 – Executive Summary

In the 2018/2019 fiscal year Southwest Tech completed the building 1500 boiler expansion, building 1300 reroofing, expansion of building 1800, construction of building 1000, resealing of parking lots, upgraded main fire alarm system and building 100/200 lighting upgrades.

Summer 2019 work includes the range modifications, Richland Center Outreach buildout, and 100/127 classroom remodels.

Total estimated future values of remodeling, planning, and capital improvements are as follows:

2019-2020 - \$1,800,000

2020-2021 - \$2,630,000

2021-2022 - \$2,745,000

Details of the specific projects are shown in **Section 3**.

Southwest Tech's process for planning facilities begins with gathering needs from faculty and staff to project needs for new or expanding programs. This information is brought to the Capital Facilities Project Planning and Design Team for discussion. Projects are prioritized according to public appeal, the number of people impacted, the number of FTEs generated, potential job placements, community need, and opportunity to increase the college's competitiveness. This final plan is presented to the Southwest Tech Board of Directors for approval.

Section 2 – Existing Facilities

Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$62,209,221
SWTC	4179 US Hwy 18 Fennimore, WI 53809	82 Acres	23,254 sq. ft.	\$2,142,000

Leased Facilities

Location/Address	Lease Area	Lease Expiration
373 W. 6 th St., Richland Center, WI 53581	3,586 square feet	May 31, 2024
Spring Gate Mall 316 West Spring Street Dodgeville, WI 53533	2,000 square feet	June 30, 2020
Platteville Public Schools 155 West Lewis Street Platteville, WI 53818	1,080 square feet	December 31, 2019
Workforce Connections 1305 S. Marquette Prairie du Chien, WI 53821	1,200 square feet	June 30, 2020

Section 3 – Three-Year Project Summary

2019-2020 Total - \$1,800,000

Remodeling- \$1,160,000

1. Campus signage upgrade	\$250,000
2. Upgrade lighting in buildings 300 to LED's	\$10,000
3. Fiscal Services office remodel	\$80,000
4. Entrance upgrades buildings 100/200/300/500	\$150,000
5. Upgrade main (400) parking lot	\$35,000
6. 1700 Recaulking project	\$40,000
7. Upgrade Trane Environmental Control System	\$45,000
8. Buildings 300/400 Bookstore relocation	\$550,000

Capital Improvements - \$640,000

1. Purchase Moon Property	\$240,000
2. Platteville outreach buildout	\$400,000

2020-2021 Total - \$2,630,000

Remodeling- \$2,355,000

1. Fire sprinkler installation Bldg 300	\$100,000
2. Upgrade lighting in buildings 400,500, 600 to LED's	\$40,000
3. Bldg 500 Air handler unit 4&5 replacement	\$250,000
4. Upgrade Campus lock system	\$200,000
5. Upgrade Bldg 400 Electrical system	\$15,000
6. Buildings 300/400 remodel	\$1,500,000
7. Buildings 100/200 classroom remodels	\$250,000

Capital Improvements - \$275,000

1. Demo Building 700; create parking	\$75,000
2. Building 1700 alternative energy project	\$200,000

2020-2021 Total - \$2,745,000

Remodeling- \$1,245,000

1. Lenz Center/Cafeteria Remodel	\$500,000
2. Building 400 RTU replacement	\$125,000
3. Room 519 dust collector upgrade	\$100,000
4. Buildings 100/200 classroom	\$100,000
5. Upgrade Bldg 500 Electrical system	\$20,000
6. Lenz Center RTU replacement	\$300,000
7. Campus signage upgrade Phase 1	\$100,000

Capital Improvements - \$1,500,000

1. Student Activities and Event Center	\$1,460,000
2. Remove building 800	\$40,000

B. Ten-Year Facilities Plan

The 2019 Master Facilities Plan is available below. This report provides a summary of the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds. Dan Imhoff, Facilities Director, will present the report.

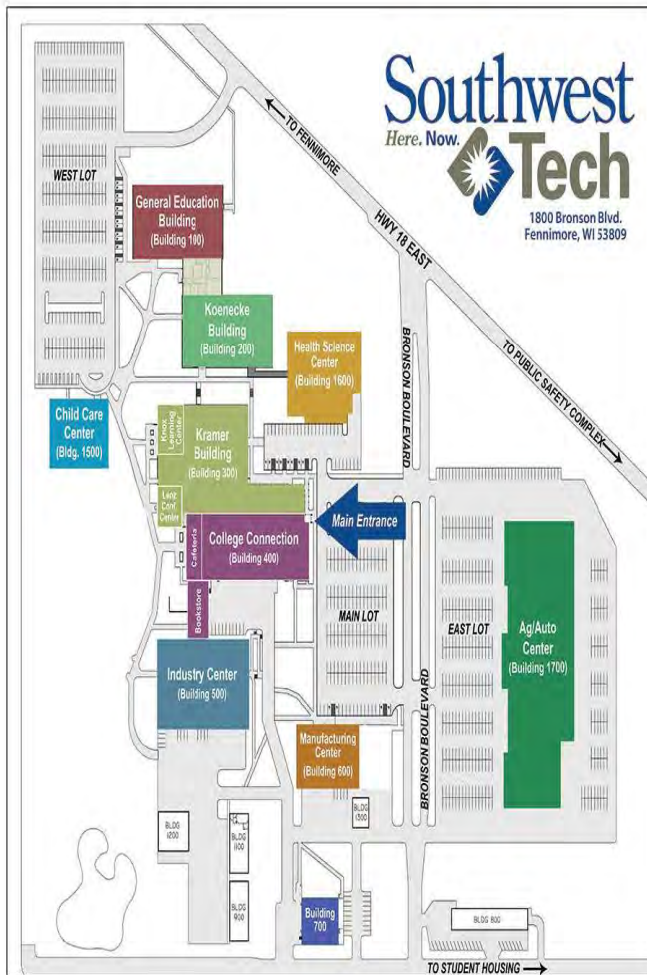
Recommendation: *Approve the 2019 Master Facilities Plan.*

Southwest Wisconsin Technical College

June 27, 2019

2019 Master Plan





Introduction

This report provides a summary of the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds. It reflects a historical look at each of the buildings, their current state, and a forecast for future needs of each building. To determine a facilities program that is responsive to the mission of the College, the team projected into the future state and has taken a look into the next ten years of Southwest Wisconsin Technical College (Southwest Tech).

Executive Summary

Developing a view of the physical needs of a complex institution such as Southwest Tech requires the efforts of many people. This master plan represents the concern and input of administration, College staff, students, and voices within the community, whose collective wisdom truly influenced this master plan. We gratefully acknowledge their contributions.

This master plan is intended to be a dynamic document and provide a flexible framework that can be updated on a periodic basis to adjust for changes in the academic plan, the economy, available energy incentives, and any internal changes of the College. Changes will be made to reallocate resources in responses to these fluctuating circumstances in order to bring the most benefit to the students and communities of Southwest Wisconsin Technical College.

Commonalities

The process to develop this plan included many opportunities for discussion with staff and observation of operations. Common themes were shared and determined during the discussions and observations. They have been separated into strengths and opportunities for improvement.

Strengths:

- There is a very real pride of the campus and mission shared by the staff.
- The beauty of the campus is highly regarded.
- The facilities are very well maintained.

Opportunities for Improvement:

- Visitors to the campus can become confused by inconsistent location of or incomplete signage.
- There is a perceived lack of parking due to enrollments, events and desire to expand for additional events.
- There is a perceived lack of instructional space.
- There is a great deal of difficulty in fairly and accurately scheduling access to instructional space.
- There are opportunities to represent the "Southwest Tech brand" to new visitors.

The College should implement an approach that includes facilities to enhance the campus to provide for greater exposure. To that end, the team recommends the following projects:

- On-campus identity and exposure towards community
- Internal campus pedestrian circulation and landscaping
- Improvement of facilities for Public Safety programming
- Realignment of facilities to replace end of useful life structures
- Purchase property that adjoins current campus boundaries

Required Maintenance Items

Items or tasks on this list are necessary to delay or prevent the failure of critical and non-critical building systems and equipment. These projects ensure the College does not suffer a disruption in service or operation. This approach should also minimize life-cycle costs of building systems.

New Construction

Projects that add to the College footprint or alter the existing envelope of current building footprint sufficient enough to be considered new construction.

Remodeling

Physical alterations to existing building footprint that may or may not alter its function.

Funding

All projects are funded through the College's annual debt issuance with debt service payments covered by tax levy. New construction projects are limited to \$1.5M every two years without tax payer referendum approval. Remodeling projects are limited to \$1.5M per project scope. Southwest Tech and WTCS Board approval is required of all new construction and remodeling projects in excess of \$50,000 and \$100,000, respectively.

Key

RTU = Roof Top Unit - handles both heating and cooling

AHU = Air Handling - handles cooling and air tempering on outside air exchanges.

ERV = Energy Recovery Ventilator – handles air exchanges in shop areas

MAU = Makeup Air Unit – brings air in from the outside when exhaust fans are running to avoid creating a negative pressure in the building.

Campus-wide Projects

These projects have an effect on all campus buildings or are new projects that do not pertain to an existing building.

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Upgrade Trane control system	\$ 40,000	2020 - 21
Upgrade campus-wide lock system	\$ 200,000	2021 - 22
Replace batteries in large UPS systems	\$ 35,000	2022 - 23
Upgrade existing clock system	\$ 20,000	2023 - 24

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Construct Student Activities Center	\$ 1,500,000	2020 - 21

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Campus signage upgrade	\$ 250,000	2019 - 20

PLEASE NOTE: On the individual building planned project costs, some items are included with multiple buildings.

General Education Building - 100



Constructed = 1971 with
an addition in 1985
Sq. Ft = 30,726

Facility Condition

Roofing:

- Rubber membrane (2012)

Exterior:

- Exterior walls and stupor structures are in good condition.

Electrical Service:

- 800 Amp, 277/480 Volts, 3 Phase (1971)

Heating, Cooling:

- RTU #1 Trane Intellipak (2006)
- RTU #2 Carrier (2012)
- Boiler # 1 Aerco Benchmark 1.5 (2009)
- Boiler #2 Aerco Benchmark 1.5 (2009)

Sprinkler System:

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Elevator replacement	\$ 100,000	2022-23
Electrical service upgrade	\$ 25,000	2025-26
Replace existing RTU	\$ 100,000	2026-27

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Entrance upgrades with buildings 100/200/300/500	\$ 150,000	2019-20

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200 Classroom remodels	\$ 500,000	2020-21
100 Office space upgrade	\$ 50,000	2022-23

Koenecke Building - 200



Constructed = 1970
Sq. Ft = 29,913

Facility Condition

Roofing

- Rubber membrane (2013)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical Service

- 300 Amp, 277/480 Volt, 3 Phase (1970)

Heating, Cooling

- Boiler #1 Aerco KC Series (2008)
- Boiler #2 Aerco KC Series (2008)
- RTU #1 Trane Intellipak (2006)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
200/300 Elevator upgrade	\$ 100,000	2026 - 27
Electrical service upgrade	\$ 25,000	2026 - 27

New Construction

None

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200/300/500 Entrances	\$ 150,000	2019 - 20
100/200 Classroom Remodels	\$ 500,000	2020 - 21

Kramer Building – 300



Constructed = 1973
Sq. Ft = 40,982

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical service

- 800 Amp (400 Amp Fuses) 277/480 Volt, 3 Phase (1973)

Heating, Cooling

- Boiler #1 Aerco KC (2006)
- Boiler #2 Aerco Benchmark 2.0 (2006)
- RTU #1 Trane Intellipak (2007)

Sprinkler System

- Partial

The Lenz Center



Constructed = 1999
Sq. Ft = 3,856

Facility Condition

Roofing

- Rubber membrane (1999)

Exterior

- Exterior walls and stupor structures are in good condition.

Heating, Cooling

- RTU #1 Trane (1999)
- RTU #2 Trane (1999)
- RTU #3 Trane (1999)

Sprinkler System

- No

Planned Projects for Building 300 and the Lenz Center

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Fiscal Services office Remodel	\$ 80,000	2019 - 20
Lenz Center RTU replacement	\$ 300,000	2021 - 22
Water heater and water softener upgrades	\$ 10,000	2021 - 22
Fire sprinkler installation	\$ 100,000	2020 - 21
HVAC upgrade for Knox and offices	\$ 150,000	2027 - 28

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Events Center expansion	\$ 1,500,000	2027 - 28

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200/300/500 Entrances	\$ 150,000	2019 - 20
300/400 remodel phase #2	\$ 1,500,000	2020 - 21
300/400 remodel phase #3	\$ 500,000	2021 - 22

College Connection - 400



Constructed = 1970 with the college connection being added in 2002
Sq. Ft = 37,855

Facility Condition

Roofing

- Rubber membrane and steel (2016/2002)

Exterior

- Exterior walls and support structures are in good condition.

Electrical service

- 1200 Amp, 277/480 Volt, 3Phase (2002)

Heating, Cooling

- RTU #1 Trane Intellipak (2002)
- Charley's RTU1 and RTU2 (2013)
- RTU 413 (2016)

Sprinkler System

- Partial

Planned Projects

Required Maintenance Items

Project

Cost Estimate

Year

Upgrade main parking lot

\$ 35,000

2019 - 20

Upgrade main electrical system

\$ 20,000

2020 - 21

Lighting upgrade to LEDs

\$ 5,000

2020 - 21

RTU unit replacement

\$ 125,000

2024 - 25

New Construction

None

Remodeling

Project

Cost Estimate

Year

Bookstore remodel

\$ 550,000

2019 - 20

300/400 remodel phase #2

\$ 1,500,000

2020 - 21

300/400 remodel phase #3

\$ 500,000

2021 - 22

Industry Center - 500



Constructed = 1970
Sq. Ft = 30,508

Facility Condition

Roofing

- Rubber membrane (2008)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1200 Amp, 277/480 Volt, 3 Phase (1970)

Heating, Cooling

- RTU 1, 2, 3 (2018)
- RTU 4, 5 (1970)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lighting upgrade to LEDs	\$ 25,000	2020 - 21
Room 519 dust collector upgrade	\$ 100,000	2020 - 21
Replace air handler units 4 and 5	\$ 250,000	2020 - 21
Room 517 welding ventilation upgrade	\$ 250,000	2023 - 24

New Construction

None

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200/300/500 Entrances	\$ 150,000	2019 - 20

Manufacturing Center - 600



Constructed = 1972
Sq. Ft = 23,465

Facility Condition

Roofing

- Rubber membrane (2011)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 800 Amp, 120/240 Volt, 3Phase (2010)
- 600 Amp, 240 Volt, 1 Phase (2010)

Heating, Cooling

- RTU 611 Trane (2002)
- RTU 618 Trane (2002)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lighting upgrade to LEDs	\$ 10,000	2020 - 21

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lab and classroom expansion	\$ 1,000,000	2025 - 26

Remodeling

None

Building 700



Constructed = 1974
Sq. Ft = 8,722

Facility Condition

Roofing

- Rubber membrane (1974)
- Original

Exterior

- Exterior walls and support structures are in good condition.

Plumbing

- The underground plumbing is deteriorating and broken down due to the high chemical use when it was a Butcher Shop.

Electrical

- 600 Amp, 120/240 Volt, 3 Phase (1974)

Heating, Cooling

- RTU Mammoth (1974)

Sprinkler System

- No

Planned Projects

Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building create parking space	\$ 75,000	2021-22

Dry Storage Building - 800



Constructed = 1976
Sq. Ft = 7,597

Facility Condition

Roofing

- Steel (1976)

Exterior

- Exterior walls and support structures are in fair to poor condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1976)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building	\$ 30,000	2021-22

Industry/Facilities Storage Building - 900



Constructed = 1994
Sq. Ft = 4,183

Facility Condition

Roofing

- Rubber membrane
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1994)

Heating, Cooling

- Various residential furnaces and air conditioners.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Facilities Storage Building - 1000



Constructed = 2019

Sq. Ft = 7290

Facility Condition

Roofing

- Steel

Exterior

- Excellent

Electrical

- 400 Amp, 120/208 Volt, 3 Phase

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Electro Mechanical Building - 1100



Constructed = 1994
Sq. Ft = 4,320

Facility Condition

Roofing

- Steel (1994)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1994)

Heating, Cooling

- Various residential furnaces and air conditioners.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

Non

Maintenance Building - 1200



Constructed = 2010
Sq. Ft = 13750

Facility Condition

Roofing

- Steel (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2010)

Heating, Cooling

- Various residential furnaces and air conditioners.
- Infrared heating in shop area.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Manufacturing Center Storage - 1300



Constructed = 1999
Sq. Ft = 2,000

Facility Condition

Roofing

- Asphalt shingles (2019)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 100 Amp, 120/240 Volt, 1 Phase (1999)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Child Care Center - 1500



Constructed = 2009
Sq. Ft = 11,090

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 600 Amp, 120/208 Volt, 3 Phase (2009)

Heating, Cooling

- Boiler RBI (2018)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Health Science Center - 1600



Constructed = 2010
Sq. Ft = 61,840

Facility Condition

Roofing

- Rubber membrane (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1200 Amp, 277/480 Volt, 3 Phase (2010)

Heating, Cooling

- Boiler #1 Aerco Benchmark 1.5 (2010)
- Boiler #2 Aerco Benchmark 1.5 (2010)
- CGAM Chiller (2010)
- Ahu 1 (2010)
- AHU2 (2010)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

Project

Chiller/HVAC upgrades

Cost Estimate

\$ 500,000

Year

2027 - 28

New Construction

None

Remodeling

None



Ag and Auto Center - 1700

Constructed = 2010
Sq. Ft = 71,871

Facility Condition

Roofing

- Rubber membrane – (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 1600 Amp, 277/480 Volt, 3 Phase (2010)

Heating, Cooling

- Boiler #1 Aerco Benchmark 1.5 (2010)
- Boiler #2 Aerco Benchmark 1.5 (2010)
- MAU #1 (2010)
- MAU #2 (2010)
- MAU #3 (2010)
- MAU #4 (2010)
- MAU #5 (2010)
- MAU #6 (2010)
- MAU #7 (2010)
- RTU #1 (2010)
- RTU #2 (2010)
- ERV #1 (2010)
- ERV #2 (2010)
- ERV #3 (2010)
- ERV #4 (2010)
- ERV #5 (2010)
- ERV #6 (2010)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
HVAC upgrade	\$ 500,000	2025 - 26

New Construction

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Bridge Crane for 1776	\$ 200,000	2022 - 23
Electric vehicle charging stations	\$ 40,000	2022 - 23

Ag and Auto Center Storage - 1800



Constructed = 2010/ 2019 addition
Sq. Ft = 6200

Facility Condition

Roofing

- Steel (2010/2019)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2010)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

None

Remodeling

None

Burn Building - 1900



Constructed = 2011
Sq. Ft =

Facility Condition

Roofing

- Original

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/208 Volt, 3 Phase (2011)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

Project

Replace paginate in burn rooms

Cost Estimate

Year

\$ 20,000 2025 - 26

New Construction

None

Remodeling

None

Electrical Power Distribution Building - 2200



Constructed = Purchased in 2010
construction date NA
Sq. Ft = 6,300

Facility Condition

Roofing

- Steel (2010)
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 200 Amp, 120/240 Volt, 1 Phase (Unknown)

Heating, Cooling

-

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
2000/2200 Expansion/remodel for Fire, storage, scenario space, classroom space, and showers	\$ 1,500,000	2023 - 24

Remodeling

None

Public Safety Building - 2000



Constructed = 2012
Sq. Ft = 9,140

Facility Condition

Roofing

- Steel (2012)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

- 800 Amp 3 Phase 208/120 Volt, 3 Phase (2012)

Heating, Cooling

- Boiler #1 HTP (2012)
- Boiler #2 HTP (2012)
- RTU #1 (2012)
- AC #1 (2012)

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
2000/2200 Expansion/remodel for Fire, storage, scenario space, classroom space, and showers	\$ 1,500,000	2023 - 24

Remodeling

None

James Building



Constructed = Unknown

Sq. Ft = 1,900

Facility Condition

Roofing

- Asphalt shingles (Unknown)

Exterior

- Building is in poor condition.

Electrical

- 100 Amp, 120/240 Volt, 1 Phase (Unknown)

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building create parking space	\$ 15,000	2019-20

C. Platteville Outreach Lease

Included below is a resolution for approval of the lease of approximately 2500 square feet located at 150 East Pine Street, Platteville, WI, to provide an off-site classroom/office space. Also included below is a layout of the facility and cost estimate to build out the space.

Recommendation – *Approve the lease for 2500 square feet located at 150 East Pine Street, Platteville, WI.*

**RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, Southwest Wisconsin Technical College has demand for use of outreach facilities for Basic Education and other outreach programming to meet the needs of the Platteville area, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need for an off-campus facility in Richland Center of approximately 2,500 square feet to meet classroom/office demand, and

WHEREAS, Southwest Wisconsin Technical College has considered the lease for a new facility located at 150 East Pine Street, Platteville, WI, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the off-campus Platteville facility from operational funds obtained through program fees and tax levy,

BE IT THEREFORE RESOLVED that the District Board of Southwest Wisconsin Technical College approves the lease of approximately 2,500 square feet located at 150 East Pine Street Platteville, WI, to provide an off-site classroom/office space.

Adopted and recorded this 8th day of July, 2019.

Chairperson

ATTEST:

Secretary





Southwest  Tech Existing Floor Plan
 Here Now
 Platteville Outreach Center

Platteville, WI

0 4 8 16



ARCHITECTURE
 ENGINEERING
 INTERIOR DESIGN
HSR Associates
 Celebrating 65 Years of Innovative Design



Southwest  Tech New Floor Plan
Platteville Outreach Center

Platteville, WI



ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
HSR Associates
Celebrating 65 Years of Innovative Design



Southwest  **Tech** New Floor Plan

Platteville Outreach Center

Platteville, WI



 **ARCHITECTURE**
ENGINEERING
INTERIOR DESIGN
HSR Associates
 Celebrating 65 Years of Innovative Design

Date: June 25, 2019

Project: **Platteville Outreach Center**
Southwest Wisconsin Technical College - Platteville, WI
HSR 190XX

	Square Footage/Unit	Unit Price/ Line Item	Unit	Total
Platteville Outreach Center				
Vestibule	101	\$98.50	SF	\$9,949
Demolition	\$0	\$0.00	SF	
General Construction - walls/doors/glass	\$6,585	\$65.00	SF	
New Flooring	\$758	\$7.50	SF	
New Painting	\$202	\$2.00	SF	
New Ceiling/Grid	\$404	\$4.00	SF	
New Lighting	\$505	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$1,515	\$15.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$0	\$0.00	SF	
Waiting	376	\$101.00	SF	\$37,976
Demolition	\$0	\$0.00	SF	
General Construction - walls/soffit	\$26,320	\$70.00	SF	
New Flooring	\$1,880	\$5.00	SF	
New Painting / Wallcoverings	\$1,128	\$3.00	SF	
New Ceiling/Grid - soffits	\$1,880	\$5.00	SF	
New Lighting	\$1,880	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$3,760	\$10.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$1,128	\$3.00	SF	
Kitchen/Vending	100	\$126.00	SF	\$12,600
Demolition	\$0	\$0.00	SF	
General Construction - walls/casework	\$7,000	\$70.00	SF	
New Flooring	\$500	\$5.00	SF	
New Painting / Wallcoverings	\$300	\$3.00	SF	
New Ceiling/Grid - soffits	\$500	\$5.00	SF	
New Lighting	\$500	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$1,000	\$10.00	SF	
New Plumbing Upgrades	\$2,500	\$25.00	SF	
New Technology Upgrades	\$300	\$3.00	SF	
Corridor	330	\$84.00	SF	\$27,720
Demolition	\$0	\$0.00	SF	
General Construction - walls/doors	\$16,500	\$50.00	SF	
New Flooring	\$1,850	\$5.00	SF	
New Painting	\$860	\$2.00	SF	
New Ceiling/Grid	\$1,320	\$4.00	SF	

Office	New Lighting	\$1,650	\$5.00	SF	
	New HVAC - diffusers/ductwork/zone control	\$3,300	\$10.00	SF	
	New Plumbing Upgrades	\$1,650	\$5.00	SF	
	New Technology Upgrades	\$990	\$3.00	SF	
		147	\$84.00	SF	\$12,348
	Demolition	\$0	\$0.00	SF	
	General Construction - walls/doors	\$8,085	\$55.00	SF	
	New Flooring	\$735	\$5.00	SF	
	New Painting	\$294	\$2.00	SF	
	New Ceiling/Grid	\$588	\$4.00	SF	
	New Lighting	\$735	\$5.00	SF	
	New HVAC - diffusers/ductwork/zone control	\$1,470	\$10.00	SF	
Toilet Rooms	New Plumbing Upgrades	\$0	\$0.00	SF	
	New Technology Upgrades	\$441	\$3.00	SF	
		169	\$207.00	SF	\$34,983
	Demolition	\$507	\$3.00	SF	
	General Construction - walls/doors	\$21,125	\$125.00	SF	
	New Flooring	\$2,535	\$15.00	SF	
	New Painting	\$507	\$3.00	SF	
	New Ceiling/Grid	\$676	\$4.00	SF	
	New Lighting	\$845	\$5.00	SF	
	New HVAC - diffusers/ductwork/zone control	\$2,028	\$12.00	SF	
	New Plumbing Upgrades	\$6,760	\$40.00	SF	
	New Technology Upgrades	\$0	\$0.00	SF	
Classrooms		1,315	\$96.00	SF	\$126,240
	Demolition	\$0	\$0.00	SF	
	General Construction - walls/doors	\$85,475	\$65.00	SF	
	New Flooring	\$6,575	\$5.00	SF	
	New Painting	\$2,630	\$2.00	SF	
	New Ceiling/Grid - soffits	\$6,575	\$5.00	SF	
	New Lighting	\$6,575	\$5.00	SF	
	New HVAC - diffusers/ductwork/zone control	\$13,150	\$10.00	SF	
	New Plumbing Upgrades	\$0	\$0.00	SF	
	New Technology Upgrades	\$5,260	\$4.00	SF	
Storage Rooms		45	\$34.00	SF	\$1,530
	Demolition	\$0	\$0.00	SF	
	General Construction - walls/doors	\$900	\$20.00	SF	
	New Flooring	\$90	\$2.00	SF	
	New Painting	\$90	\$2.00	SF	
	New Ceiling/Grid	\$0	\$0.00	SF	
	New Lighting	\$225	\$5.00	SF	
	New HVAC - diffusers/ductwork/zone control	\$225	\$5.00	SF	
	New Plumbing Upgrades	\$0	\$0.00	SF	
	New Technology Upgrades	\$0	\$0.00	SF	
Testing Rooms		132	\$79.00	SF	\$10,428
	Demolition	\$0	\$0.00	SF	
	General Construction - walls/doors	\$6,600	\$50.00	SF	
	New Flooring	\$660	\$5.00	SF	

New Painting	\$264	\$2.00	SF	
New Ceiling/Grid	\$528	\$4.00	SF	
New Lighting	\$660	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$1,320	\$10.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$396	\$3.00	SF	
Stair/Exit Area	100	\$46.00	SF	\$4,600
Demolition	\$300	\$3.00	SF	
General Construction - walls/doors	\$2,200	\$22.00	SF	
New Flooring	\$500	\$5.00	SF	
New Painting	\$200	\$2.00	SF	
New Ceiling/Grid	\$400	\$4.00	SF	
New Lighting	\$500	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$500	\$5.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$0	\$0.00	SF	
Copy/Storage	158	\$62.00	SF	\$9,796
Demolition	\$474	\$3.00	SF	
General Construction - walls/doors	\$4,740	\$30.00	SF	
New Flooring	\$790	\$5.00	SF	
New Painting	\$316	\$2.00	SF	
New Ceiling/Grid	\$632	\$4.00	SF	
New Lighting	\$790	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$1,580	\$10.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$474	\$3.00	SF	
Data Room	72	\$49.00	SF	\$3,528
Demolition	\$216	\$3.00	SF	
General Construction - walls/doors	\$1,080	\$15.00	SF	
New Flooring	\$144	\$2.00	SF	
New Painting	\$144	\$2.00	SF	
New Ceiling/Grid	\$0	\$0.00	SF	
New Lighting	\$360	\$5.00	SF	
New HVAC - diffusers/ductwork/zone control	\$720	\$10.00	SF	
New Plumbing Upgrades	\$0	\$0.00	SF	
New Technology Upgrades	\$864	\$12.00	SF	
SUBTOTAL				\$291,698
Contingency @ 5%				\$14,585
TOTAL				\$306,282
A/E Fees @ 12.0%				\$36,754
Fire Protection Adjustments Allowance	3,045	\$1.25	SF	\$3,806
Door/Security Access Allowance	3,045	\$1.00	SF	\$3,045
FFE Allowance	3,045	\$8.00	SF	\$24,360
Technology Allowance	3,045	\$8.00	SF	\$24,360
Miscellaneous Costs				\$1,250

Printing	\$250			
City/Agency Review	\$1,000			
CONSTRUCTION TOTAL				\$399,858
	<i>Square Footage/Unit</i>	<i>Unit Price/ Line Item</i>	<i>Unit</i>	<i>Total</i>
Summary				
Remodeling Total Square Footage	3,045		SF	
Demolition	\$1,497	\$0.49	\$/SF	
General Construction - walls/doors/glass	\$186,590	\$61.28	\$/SF	
New Flooring	\$16,817	\$5.52	\$/SF	
New Painting	\$6,735	\$2.21	\$/SF	
New Ceiling/Grid	\$13,503	\$4.43	\$/SF	
New Lighting	\$15,225	\$5.00	\$/SF	
New HVAC - diffusers/ductwork/zone control	\$30,568	\$10.04	\$/SF	
New Plumbing	\$10,910	\$7.29	\$/SF	
New Technology Upgrades	\$9,853	\$3.24	\$/SF	
Remodeling Total \$/SF		\$99.50	\$/SF	

D. Signatory Authority Policy for 2019-20

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. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2019-20 is available below.

Recommendation – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2019-20 with the authority to sign official or legally binding documents.*

GENERAL INSTITUTIONAL

2019-2020 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

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. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In 2019-20 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none">• Board Resolutions• Financial borrowing documents• Property purchase agreements• President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Vice-President for Administrative Services – annual Budget Book• Chief Student Services Officer – Diplomas• Executive Services Director – As Approved by the Board Chairperson
Board Vice-Chairperson	<p>Governance Policy 1.8-1. "The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson."</p> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Executive Services Director – As Approved by the Board Vice-Chairperson
Board Secretary	<p>Governance Policy 1.9-2. "The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Secretary signs:</p> <ul style="list-style-type: none">• Board minutes• Board resolutions

	<ul style="list-style-type: none"> • Financial borrowing documents • Property purchase agreements • Annual levy statements (Governance Policy 1.9-6) • President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Required Public Notices • Executive Services Director – Required Public Notices and As Approved by the Board Secretary
Board Treasurer	<p>Governance Policy 1.10-2. "By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature."</p> <p>Governance Policy 1.10-3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Financial Transactions • Executive Services Director – As Approved by the Board Treasurer
President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts • Agreements • Memoranda of Understanding • Diplomas • Overload payments requests • Out-of-State travel requests • Grant applications • NJCAA agreements

	<ul style="list-style-type: none"> Financial aid agreements and memoranda of understanding <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> Chief Human Resources Officer – Employment contracts Chief Student Services Officer – Acceptance letters and diplomas College Effectiveness Manager – Grant applications and grant-related memoranda of understanding Executive Marketing Director – Publications Executive Services Director - letters, publications, and other documents as approved by the President
President's designees	<ul style="list-style-type: none"> Vice-Presidents – Non-employment contracts Vice President for Administrative Services – Bid documents and construction contracts Deans – Overload request for instructors with <20% overload Business & Industry Services Director – Training & Technical Assistance Contracts Deans, Directors, or Supervisors – Training contracts

District Board of Directors Approval Date: 7/8/13

Revision Date: 7/14/14, 8/28/14, 7/11/16, 7/10/17, 7/9/18

E. Designate Official Newspaper 2019-22

Bids for the official College newspaper for FY 2020, 2021, and 2022 were due on June 28. One bid was received. A summary of the bid is available below.

Recommendation – Award the bid for the official newspaper for FY 2020, 2021, and 2022 to *The Dodgeville Chronicle* at a cost per column inch of \$5.35.

Newspaper of Record for FY 2020-2022

Bid proposals were sent to all local area newspapers with bids due Friday, June 28, 2019. One newspaper submitted a bid to be the official newspaper for FY 2020, 2021 and 2022. The following is the bid summary:

Specifications:	Newspaper Name
	<i>The Dodgeville Chronicle</i>
Price per column inch:	\$5.35 (will waive the proof of publication fee)
Standard printed column:	2" wide
Circulation:	4,019
Website:	Yes
Required Submittal Deadlines:	Tuesday, 10:00 a.m.

The cost per column inch increased by \$1.10 from three years ago.

F. Designate Depository for 2017-22

At the July 10, 2017, Annual 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 American Bank, Fennimore, WI, for the period beginning July 2017 through June 30, 2022. American Bank has since merged with MidWestOne Bank. The awarded contract from 2017 is still being honored by MidWestOne Bank and the College continues to be satisfied with the service level and products offered.

Recommendation – *Designate the official depository as MidWestOne Bank, Fennimore, WI, through June 30, 2022.*

G. Designate College Legal Counsel for 2019-20

Letters of engagement have been received from the following legal counsels:

General Legal Services - Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI

Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law – Jon Anderson of Godfrey & Kahn, S.C., Madison, WI

The letters are available below.

Recommendation: *Retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel;*

and

retain Jon Anderson of Godfrey & Kahn, S.C., Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law.

June 25, 2019

Dr. Jason Wood, President
Southwest Wisconsin Technical College
1800 Bronson Blvd.
Fennimore, WI 53809

Re: Engagement of Legal Service

Dear Dr. Wood:

Thank you for considering the engagement of Boardman & Clark LLP as the attorneys to represent the Southwest Wisconsin Technical College in the matters described below.

Scope of Engagement and Expectations

You have asked us to represent you in the following connection: general legal services for 2019-2020.

No Conflicts

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation.

An important factor in maintaining the trust and confidence of our clients is clearly communicating the scope of our professional engagement and our procedures for billing and payment. This letter attempts to fulfill this objective. Please review the letter carefully. If you have any questions, please do not hesitate to contact me.

Fees, Costs, Billing and Payment

Fees. Our fees are based principally on the time expended by our attorneys, paralegal assistants and law clerks that work on your representation. We have established an hourly rate for each attorney, paralegal assistant and law clerk in our firm.

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matters generally will range from \$175.00 to \$200.00, although specialty representation such as intellectual property matters are billed at higher rates. We are happy to provide you with those rates upon request. The general rates include the rates of attorneys, paralegals, legal assistants and clerks whom I may assign to work on College matters. My hourly rate is \$185.00. Our firm reviews hourly

rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year. I anticipate my rate to increase to \$195.00 as of January 1, 2019.

Other Fees, Costs and Expenses. Out-of-pocket costs and expenses, such as travel, long-distance telephone, facsimile, photocopy, minor filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), computer research fees and other miscellaneous expenses identifiable to your matter will be billed monthly, and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

Billing and Payment. Our standard practice is to bill each month for services we render during the previous month. Payment is due upon receipt of our billing invoice. Other payment arrangements can be made by mutual agreement, in writing.

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

You will at all times have the right to terminate our services upon prior written notice.

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call Richard A. Heinemann, the Chairman of our Executive Committee, at (608) 257-9521.

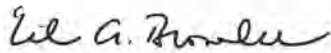
JUNE 25, 2019
PAGE 3

Conclusion

We appreciate the opportunity to represent you. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know

Sincerely,

BOARDMAN & CLARK LLP



Eileen A. Brownlee

June 14, 2019

Dr. Jason S. Wood, President
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809-9778

RE: 2018-2019 Legal Services

Dear Dr. Wood:

Thank you for requesting this engagement letter.

Godfrey & Kahn has many years of experience representing educational institutions. Our attorneys have served as General or Special Counsel to Wisconsin technical colleges and public school districts. The Firm actively participates in the Education Law Association, the National Association of College and University Attorneys, the Council of School Attorneys and the Wisconsin School Attorneys Association.

The Firm has been known for its innovative lawyers and business counselors since its incorporation in 1957. With more than 180 lawyers today, Godfrey & Kahn is one of Wisconsin's largest firms and offers its clients a full range of legal and business counseling. The Firm has offices in Madison, Milwaukee, Green Bay, Appleton and Waukesha, Wisconsin.

SERVICE OVERVIEW

In addition to providing a full range of legal services, Godfrey & Kahn will provide sound advice to Southwest Wisconsin Technical College, equipping it with the tools to address complex legal issues such as:

- ♦ **Labor & Employment.** The Firm serves as counsel for management in labor relations and employment matters, including, but not limited to, hiring and terminations, discrimination, employee benefits and compensation, collective bargaining and labor contract administration, grievances/arbitrations, Americans with Disabilities Act and Family and Medical Leave Act matters, workers' compensation and unemployment insurance and wage and hour laws.
- ♦ **Immigration.** Drawing on more than 15 years of experience with the United States Citizenship and Immigration Services Department (and its predecessor), the State Department, and the Department of Labor, we counsel our clients on the best strategy

for bringing foreign individuals into the country and maintaining their valid immigration status.

- ◆ **Litigation.** Members of the litigation team have extensive experience in state and federal trial and appellate courts, administrative agencies and a variety of tribunals and forums for alternative dispute resolution. Litigation attorneys regularly counsel and represent clients in such substantive areas as employment discrimination and other labor matters, contracts, financial services, shareholder disputes, dealer terminations, contested takeovers, regulatory enforcement actions, securities class actions, unfair competition, intellectual property (including trademarks, patents and copyrights), trade secrets, insurance coverage, creditors' rights, taxation, real estate, environmental claims, products liability, professional malpractice, civil RICO, trusts and estates, white collar crime and internal corporate investigations.
- ◆ **College Administration.** The Firm's lawyers assist with a variety of college governance and administration issues. With extensive experience in corporate governance and administration, Godfrey & Kahn's lawyers bring expertise to the table in such governance and administrative matters as consortium agreements, joint ventures, public finance, discrimination complaints, environmental and safety issues and Section 503 matters.
- ◆ **Education Law Issues.** The Firm has many years of experience in advising and defending on school law issues such as student matters including discipline/rights, FERPA, school negligence, claims, faculty discipline/termination, school authority, elections, collective bargaining, grievances/arbitration, financial aid, land use and general employment law.
- ◆ **Contract Law.** Godfrey & Kahn lawyers have extensive and deep experience involving contract law in a variety of practice areas including real estate, corporate and business transactions, employee benefits, environment and energy, financial institutions, health care, insurance, intellectual property, media, public finance, securities and tax.

All legal services are provided per authorization and direction of appropriate College officials. I coordinate and am responsible for all such services – regardless of who may actually provide them.

FEES AND BILLING

Our experience has indicated that it is not possible to accurately and professionally forecast the amount of time or effort that will be required to successfully conclude a particular legal proceeding. Accordingly, it is our firm policy not to set a flat fee for legal services.

Dr. Jason S. Wood, President
June 14, 2019
Page 3

Legal services provided by our firm are billed on an hourly basis. Legal services would include time spent in telephone conferences with authorized personnel and travel time. The present hourly rate for our attorneys performing legal services on your behalf is between \$275 and \$600 per hour. The present hourly rate for paralegals is between \$160 and \$220 per hour. The present hourly rate for law clerks is \$190 per hour. Rates charged depend on the experience level and expertise of the professional involving in providing the service. Certain specialized services may be billed at higher rates as agreed upon in advance.

We encourage our clients to discuss our policies regarding fees at any time. We know how important it is for our clients to be aware of the legal fees they are incurring, not only so they can properly budget, but also so they can have as much control as possible over the cost of the legal services they purchase. We want to communicate openly with our clients regarding fees, to ensure that the services we provide correspond to the level of service our clients wish to purchase, and to ensure that our billing procedures meet our clients' needs. We recommend that you establish a procedure/policy detailing who at the College may engage our services.

Our monthly statements for services rendered reflect the normal and customary charges for professional services provided to our clients. In addition to the matters outlined above, our clients are charged for normal out-of-pocket expenses such as mileage at the current IRS rate. Long distance and cellular phone calls are charged at cost.

Our firm regularly employs LEXIS and WESTLAW computerized research on various legal projects. All LEXIS and WESTLAW time will be billed at normal rates. Because LEXIS is capable of quickly researching and retrieving the law on many issues, we have found that LEXIS research is often more cost efficient than traditional manual research.

Our firm also uses its computer capabilities for various other functions, including data analysis, cost analysis and projects requiring a data base. Our computer system has the best technology available for retention of documents. The system provides us with the ability to quickly and efficiently revise documents in any of our offices.

The normal billing period is monthly and a monthly statement would itemize all services rendered and charges incurred during the previous month by date, detail of services rendered, authorizer, total charges, as well as itemized expenses. Our invoices are due upon receipt.

ESTIMATES

Estimates are provided only for the accommodation of our clients and ARE NOT QUOTES. We cannot anticipate or control the amount of time required to properly complete the legal matters that we are retained to handle. For example, a client may ask us to perform tasks that do not require a lawyer's expertise and that are normally carried out by our clients themselves. Or, opposing counsel may take unexpected actions that result in a greater expenditure of our time than is ordinarily required. Many other factors, too numerous to

Dr. Jason S. Wood, President
June 14, 2019
Page 4

describe, can have a similar effect. Accordingly, despite our desire to provide our clients with useful estimates, it is difficult to do so and our actual fees normally vary, in some cases considerably, from the estimates we provide.

SERVICE CORPORATION

Godfrey & Kahn, S.C. is organized as a service corporation under the Wisconsin Business Corporation Law. Shareholders of corporations, including shareholders of service corporations, generally are not personally responsible for the liabilities and obligations of the corporation. Accordingly, while each Godfrey & Kahn shareholder is individually responsible for all of his or her own work for clients, our shareholders are not personally liable for the acts of our other lawyers unless they were supervising the work in question.

TERMINATION OF ENGAGEMENT

Either we or our client may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practical to protect the interests of our client in the matter and, if our client so requests, we will ordinarily suggest possible successor counsel and provide it with whatever papers our client has provided to us. If permission for withdrawal is required by a court, we will promptly apply for such permission, and our client will be obligated to promptly engage successor counsel.

CONCLUSION OF REPRESENTATION

Unless previously terminated, our representation of a client will terminate upon our sending our final statement for services rendered in the matter involved. Following such termination, any otherwise nonpublic information our client has supplied to us which is retained by us will continue to be kept confidential in accordance with applicable rules of professional conduct. Our files pertaining to the matter (as distinguished from our client's property and papers) will be retained by our firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research including investigative reports, prepared by or for the internal use of our lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

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POST ENGAGEMENT MATTERS

Our firm is engaged to provide legal services in connection with specific transactions or matters. After completion of a transaction or matter, changes may occur in the factual circumstances or in the applicable laws or regulations that could have an impact upon our client's future rights and liabilities. Unless we are specifically engaged after completion of the transaction or matter to provide additional advice or services on issues arising from the transaction or matter, our firm has no continuing obligation to advise our client with respect to future legal developments.

CONFIRMATION OF STATUS – AUTHORITY TO ENGAGE

We have enjoyed working with you, your team and the Board. We believe our extensive experience and familiarity with the College uniquely positions us to completely and efficiently meet all of Southwest Wisconsin Technical College's legal needs.

We understand and confirm that we serve at the pleasure of the College and agree that only authorized administrative personnel and members of the board may engage our services. We have enclosed additional information concerning our firm for your review.

Very truly yours,

GODFREY & KAHN, S.C.



Jon E. Anderson

JEA:jw

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GODFREY & KAHN, S.C. FIRM OVERVIEW

Godfrey & Kahn, S.C. offers its clients a full range of legal and business counseling services. The Firm's practice is predominantly business-oriented, providing comprehensive advice to a clientele ranging from individuals, small businesses and governmental entities to large, privately and publicly held national and international corporations.

On January 1, 2000, we joined practices with the 55-year old LaFollette Sinykin firm in Madison. This combination added 30 lawyers, complementary experience and practice areas, and a rich heritage in the state of Wisconsin. We now have more than 180 attorneys in offices throughout the state: Milwaukee Appleton, Green Bay, Madison, and Waukesha.

The Firm was founded in 1957 by Dudley Godfrey, Jr. and Gerald Kahn who originally specialized in tax and estate planning. Their clients, many of whom owned small to medium-sized businesses, began asking for advice on other business matters. In response to clients' changing needs, Godfrey & Kahn expanded its area of practice to encompass all clients' business legal needs, including general corporate, corporate finance, mergers and acquisitions, real estate, health care, environmental, litigation and arbitration, international, public finance, securities, intellectual property, bankruptcy and creditors' rights, employee benefits, labor and employment law, estate and financial planning, trust and estate administration, taxation, and services for financial institutions. The Firm is now in its second generation of leadership and has become one of Wisconsin's largest law firms.

COMMITMENT TO OUR CLIENTS

At Godfrey & Kahn, we believe our clients come first and we will do everything necessary within the bounds of the law and ethics to help them achieve their goals. It is this commitment to client service that has been the source of our success.

Our Firm has built a relationship of trust and confidence with its clients by developing innovative solutions in the course of providing excellent legal advice and client service. We have earned a reputation for helping clients identify and seize growth opportunities. We have developed considerable experience in structuring and facilitating complex transactions. Getting the job done for the client appropriately and cost-effectively is our highest priority. Representative clients include Marshall & Ilsley Corp., Manpower Inc., Kohl's Department Stores, Strong Capital Management, Inc., Schneider National Inc., Krueger International Inc., Dean Medical Center and Dane County.

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INTERNATIONAL NETWORK

Godfrey & Kahn is a member of TerraLex®, a network of independent law firms in countries throughout the world. Our membership enables us to better serve our clients' international interests from Anguilla to Zimbabwe and points in between. Membership in TerraLex® is by invitation only, and our Firm is proud to have been chosen as the exclusive member for Wisconsin.

EFFICIENCY

Godfrey & Kahn continually strives to improve our level of service. Our Firm makes every effort to staff matters with the appropriate number of lawyers with the level of experience needed to obtain the best solution for the client. We train our associates to understand our clients' needs, as well as to pursue excellence in the practice of law. Our lawyers are also supported by a staff of well-trained, experienced paralegals and administrative personnel to ensure that work is completed at the most cost-effective level for the client.

Our efficiency is further enhanced by the Firm's commitment to the latest technology, including voice and data networking of all offices, document management systems to increase the speed of document production and to enable sharing of information relating to our clients' legal and business needs, a docketing system to ensure work is performed within client or court deadlines, as well as computer research systems such as Lexis, Westlaw, and a wide range of Internet resources which are easily accessible to both attorneys and support staff. Clients can be linked to our e-mail system to enhance the communication of drafts and status reports.

VALUE

In its formative years, the Firm served smaller clients that were keenly aware of receiving the best value for their legal dollar. We have maintained this sensitivity to providing value as the Firm has grown and its clients have grown with it.

We not only strive to provide the highest quality legal services to our clients, but also to assist them in anticipating and budgeting their legal needs. We see our role in working with our clients as contributing to their long-term success by providing counsel and solving problems. Knowing our clients enables us to identify opportunities for them and take an active role in helping them achieve their goals.

STAFFING

Our clients have access to the skills and experience of all Godfrey & Kahn lawyers. Depending on the needs of the particular client, the best lawyer or team of lawyers will be designated to serve that client to complete the project.

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Our lawyers are listed in publications that include *The Best Lawyers in America*, *Who's Who in America*, *Who's Who in American Law*, *Who's Who in the World*, *Who's Who of Emerging Leaders in America*, and *Who's Who in Finance and Industry*.

COMPREHENSIVE AREAS OF PRACTICE

Corporate, Securities and Commercial

Godfrey & Kahn provides a wide range of legal services for corporations, partnerships, proprietorships, and other forms of business organizations. Among the services we regularly provide are formation of corporations, partnerships, joint ventures and other business entities; representation in mergers, acquisitions, takeovers and recapitalizations; sales and purchases of securities; investment financing counsel; business planning and advice; loan and other transactional work. In providing service in these areas, our corporate attorneys offer assistance, both directly and through the Firm's practice areas, regarding tax matters, employee benefits, environmental problems, and real estate issues.

In the area of mergers and acquisitions, Godfrey & Kahn has represented purchasers, sellers, lenders, investment bankers, and investors in both private and public transactions. We have participated in leveraged, non-leveraged, and contested acquisitions. Godfrey & Kahn's experience with mergers and acquisitions also includes working with publicly traded clients on methods to maximize stockholder value and takeover defense planning.

Godfrey & Kahn's corporate finance practice has involved the representation of issuers, underwriters, lenders and investors in a wide variety of financing matters, including public offerings of securities, private placements, and commercial loans. These transactions have included a wide range of debt and equity securities such as common stock, preferred stock, straight and convertible notes, debentures and bonds, warrants, mortgage-backed instruments, and secured obligations.

Environmental and Energy

The Environmental and Energy Law practice group at Godfrey & Kahn has represented municipal and industrial clients in connection with a wide array of environmental and energy issues. The Group's environmental practice includes broad experience in the solid and hazardous waste, water, and air regulatory areas. In addition to counseling businesses with respect to the environmental regulation of their day-to-day business operations, the Environmental Law Practice Group represents companies in connection with mergers and acquisitions. This Practice Group has gained prominence in representing private and municipal clients in numerous Brownfields transactions. Some of the more prominent Brownfields engagements include the first transaction under the Land Recycling Act. The Practice Group also has the distinction of representing a municipality in the largest transaction to date under the Land Recycling Act.

The Group's energy practice includes representation of industrial users in negotiating energy contracts in the natural gas arena; representation of the equity financier's interests in the first independent power project in the state of Wisconsin; representing industry as intervenors in rate cases; and representing the largest business trade association on regulatory issues involving electrical issues in the State of Wisconsin.

Estate and Financial Planning

Godfrey & Kahn's Estate and Financial Planning Practice Group is composed of individuals who have a wide range of experience in all aspects of wealth transfer techniques, including coordinated lifetime giving and testamentary transfer plans, as well as probate procedures and related federal and state transfer tax and income tax laws. Priding themselves on employing creative strategies in estate planning, the Firm's attorneys have extensive experience in wealth transfer planning for owners of closely held businesses. The Firm also provides extensive trust and estate administration services, including the preparation of federal and state transfer tax returns and fiduciary income tax returns.

Financial and Business Restructuring

The Godfrey & Kahn Financial and Business Restructuring Practice Group has represented debtors and secured and unsecured creditors in matters ranging from informal workouts to sophisticated corporate reorganizations. Over the last several years, the Firm has served as debtor's counsel in some of the largest corporate reorganizations in the State. It has also served as counsel to bank clients in similar matters and has represented clients who were unsecured creditors in a number of cases in Wisconsin and nationally. While its primary emphasis has been representing clients in corporate reorganizations, the Firm has represented individuals in various forms of debt restructuring and workouts. The Practice Group also works closely with the Firm's corporate attorneys in representing clients acquiring entities involved in bankruptcy proceedings and its other attorneys in areas such as ERISA and intellectual property when creditor-related issues arise.

Financial Institutions

Godfrey & Kahn provides responsive, practical solutions for the complex issues facing financial institutions. Our Financial Institutions Practice Group has substantial experience in representing large bank holding companies located both within and outside of Wisconsin, smaller regional and community banks and holding companies, savings associations, finance companies, credit card issuers, mortgage banking companies, trade associations, and electronic financial processing providers.

The Firm's attorneys have represented many such institutions in matters as diverse as bank acquisitions, thrift conversions, hostile takeovers, formations of new banks and holding companies, deployment of nationwide ATM networks, branch sales, consumer credit, mortgage banking, real estate and commercial lending, new product development, corporate restructuring, securities offerings (including trust preferred securities), employment matters, executive

compensation, compliance and regulatory matters, participation in rule making for administrative bodies, loan workout and litigation, and electronic banking.

The Firm recognizes the pace of change in the financial services industry and the need to be easily available to clients. Equally important is the Practice Group's ability to anticipate and advise clients of new legislative and regulatory developments, which will affect their business. For example, Godfrey & Kahn recently agreed to provide the Financial Services Compliance Network ("FSCN") with regular updates of recent legislative and regulatory developments governing banking, securities, and insurance in the State of Wisconsin. FSCN is a service offered over the Internet that provides a comprehensive set of resources for individuals concerned with banking, securities, and insurance compliance.

As a service to our clients, our attorneys speak frequently on financial institutions related topics. They also distribute *Updates* and *Alerts* on timely issues that affect our clients' businesses.

Health Care

The Firm's Health Care Practice consists of the representation of health care professionals, their businesses and medical practice organizations and other health care providers, including nursing facilities, rehabilitation and home health agencies and other diagnostic and treatment facilities and providers. The Firm's health care attorneys focus on providing sound practical business advice as part of providing full range of legal counsel (including antitrust, Medicare/Medicaid reimbursement and Fraud and Abuse, tax, securities, contract, corporate and intellectual property law advice) with respect to the formation, operation and/or merger of corporations, limited liability companies and partnerships; the purchase and sale of professional practices; compliance with government regulations affecting health care providers; negotiation and preparation of all types of contracts, including joint venture agreements, loan agreements, provider agreements, employment agreements, stockholder agreements, employee benefit plans and leases.

The Health Care Practice Group is very active in representing health care organizations involved in practice and business acquisitions, the organization of both horizontally and vertically integrated delivery systems and the structuring and negotiation of managed care risk agreements and ventures, all in response to the sweeping reforms of the health care industry demanded by current market conditions.

Intellectual Property, Patents, Trademarks and Copyrights

Godfrey & Kahn's Intellectual Property Practice Group provides counsel to research, manufacturing companies, service companies, distributors, retailers, and individuals. Working closely with the corporate, litigation, and other practice groups within the Firm, this Practice Group focuses on the protection of technology innovation and creation in all fields of endeavor. Services offered by the Group include: negotiation and preparation of confidentiality, licensing, and other technology transfer agreements; patentability, trademark, and copyright clearance investigations; preparation and prosecution of patent, trademark, and copyright applications;

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patent, trademark, and copyright infringement and validity studies; and enforcement of intellectual property rights, including unfair competition, antitrust, and trade dress infringement litigation.

International

As Godfrey & Kahn's clients' business activities have expanded internationally, our legal services have also grown to include this area of expertise. In addition to providing counsel on import/export transactions, agency and distribution arrangements, the Firm advises foreign subsidiaries of its American corporate clients and has assisted them in establishing a variety of joint-venture and technology transfer relationships and acquiring foreign operations and companies. The Firm also provides legal and business advice for an increasing number of foreign direct investments in the United States by corporate clients from such countries as Switzerland, France, Finland, England, Germany, Sweden and Denmark. These investments have included the acquisition of existing manufacturing companies and the establishment of "start up" operations. The Firm has handled the registration of American Depositary Receipts and related securities matters for publicly traded foreign concerns in addition to serving foreign corporate clients in connection with complex United States securities laws matters. We have also represented clients in international arbitrations in London, Paris, The Hague, Zurich, Vienna, New York and Chicago.

In addition to their legal skill and experience in this area, members of the International Practice Group have significant familiarity with the cultural practices of many regions. Members of the Practice Group have lived in various countries in Europe, Africa, the former Soviet Union, Japan, India and Mexico and are familiar with the cultural and legal systems in those regions. We have lawyers fluent in German, French, Spanish, Japanese, and Russian.

Our International Practice Group is comprised of lawyers from various practice groups, including corporate, tax, litigation, real estate, and estate and financial planning. They use their familiarity with the cultures, languages and business practices of many nations and regions of the world as well as their substantial international legal knowledge and experience to meet our clients' diverse needs.

Labor and Employment Law

The Firm regularly offers counsel in the increasingly complex area of private and public sector labor law. Representing primarily employers, the Firm has experience in a full range of public and private sector labor law matters, including union avoidance and response to union organizational efforts; representation issues and unfair labor practice proceedings; collective bargaining negotiations; anticipating and dealing with work stoppages; grievance processing and arbitration; litigation involving claims of discrimination and wrongful discharge; compliance issues under federal and state wage and hour laws; employee safety requirements; workers and unemployment compensation matters; review, analysis, or development of personnel procedures, including employment contracts, collective bargaining agreements, personnel manuals and

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policies, and employment benefits and salary programs; formulating and conducting employment relations training programs for management officials; counsel concerning employment severance through discharge, layoff, contract-nonrenewal, early retirement and career alternative programs; advice concerning equal employment opportunity practices and affirmative action matters; prohibited practices proceedings and interest arbitration disputes. The Firm regularly practices before the Wisconsin Employment Relations Commission, the National Labor Relations Board, Wisconsin Department of Industry, Labor and Human Relations and the Equal Employment Opportunity Commission.

A significant portion of the Firm's effort in this area is devoted to proactive labor strategies. Godfrey & Kahn's labor attorneys regularly provide counsel regarding hiring, promotion, and termination decisions; preparation of personnel policy manuals and other documents; presentation of supervisor training sessions; development of employee communication systems; creation of incentive plans; and affirmative action plan development and counseling. This Practice Group also works closely with corporate attorneys in connection with the often significant labor law issues involved in corporate mergers and acquisitions.

Litigation

Largely commercial in nature, the Litigation Practice at Godfrey & Kahn reflects the problems typically encountered by our clients. Members of the Litigation Group have extensive experience in state and federal trial and appellate courts, administrative agencies, and a variety of tribunals and forums for alternative dispute resolution. Litigation group attorneys regularly counsel and represent clients in such substantive areas as contracts, shareholder disputes, dealer terminations, contested takeovers, securities actions, unfair competition, intellectual property (including trademarks, patents, and copyrights), trade secrets, insurance coverage, creditors' rights, taxation, real estate, the environment, products liability, professional malpractice, civil RICO, trusts and estates, white collar crime, internal corporate investigations, and employment discrimination and other labor matters. In recent years, the Firm's litigation clients have included Fortune 500 companies, major financial institutions, governmental agencies, closely held corporations and partnerships, and service corporations, as well as individuals and estates.

Our litigators view each lawsuit in the larger context of the client's business operations or personal interests. As a result, they strive not only to reduce the adverse impact of litigation upon the client's affairs but, to whatever extent possible, to integrate the litigation into the client's overall business or personal strategy.

Public Sector

Godfrey & Kahn's Public Sector Practice Group provides counsel to a diverse group of counties, municipalities, school districts, technical colleges and special districts in labor law matters, school law, and general municipal law.

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In regards to school law, specifically technical colleges such as Southwest Wisconsin Technical College, the Firm is general counsel to Madison Area Technical College and Blackhawk Technical College, among others throughout the state.

In the general municipal law area, the Firm serves as both general counsel and special counsel to municipal clients around the state. As general counsel, our public sector attorneys address a myriad of general municipal law issues on a regular basis. In addition, the Firm is retained on a regular basis by municipalities as special counsel to provide legal advice on general municipal law issues.

Real Estate

The Godfrey & Kahn Real Estate Practice Group consists of attorneys who have extensive experience in all aspects of real estate law and practice. These attorneys represent lending institutions (including banks and insurance companies), owners, developers, contractors, construction managers, brokers, and others in buying, selling, leasing, financing, managing, and improving real estate. The Practice Group continuously interacts with all levels of government to assure compliance with applicable governmental requirements and frequently participates in negotiating the terms of various agreements between local government and private developers. In addition, the Real Estate Group works closely with the Firm's environmental, public finance, and tax groups to coordinate and manage the various issues that often arise in real estate transactions.

Tax and Employee Benefits

The Godfrey & Kahn Tax and Employee Benefits Practice Group provides advice and assistance to clients on income tax and other federal, state, and local tax matters, as well as matters in the closely related areas of employee benefits and executive compensation. Experienced in both domestic and international matters, the Practice Group assists in structuring transactions on a tax-efficient basis, represents clients and tax controversies before governmental agencies and the courts, assists with tax matters relating to clients' business operations, and offers tax counsel in a variety of other areas. The Practice Group also provides counseling on the creation and administration of pension plans, employee stock ownership plans, profit-sharing and 401(k) plans, executive compensation programs, and health and welfare benefit arrangements.

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OFFICES

Godfrey & Kahn has established offices throughout Wisconsin. The Firm's expansion reflects its ongoing efforts to effectively serve its clients' needs and its commitment to the businesses and governmental agencies located or doing business within the State of Wisconsin.

Milwaukee Office

833 E. Michigan Street, Suite 1800
Milwaukee, WI 53202-5615
Phone: 414-273-3500
Fax: 414-273-5198

Appleton Office

P.O. Box 2728
100 West Lawrence
Appleton, WI 54913-2728
Phone: 920-830-2800
Fax: 920-830-3530

Green Bay Office

200 South Washington Street
Suite 100
Green Bay, WI 54301-4298
Phone: 920-432-9300
Fax: 920-436-7988

Madison Office

Godfrey & Kahn
One East Main Street, Suite 500
P.O. Box 2719
Madison, WI 53701-2719
Phone: 608-257-3911
Fax: 608-257-0609

Waukesha Office

N21 W23350 Ridgeview Parkway
Waukesha, WI 53188
Phone: 262-951-7000
Fax: 262-951-7001

H. Election of Officers

Election of District Board officers for the 2019-20 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

- 1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office “upon adjournment” of the organizational meeting.*

Board Monitoring of College Effectiveness

A. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Tim Evans	Café Food Service Worker	Morris Jackson	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$16.00/hour
2	Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
3	Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 \$16.42 - \$19.70 Hired at \$18.44/hour
4	Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 \$23.46 - \$32.84 Hired at \$25.25/hour
5	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$20.00/hour
6	Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$18.40/hour

Staffing Update 2018-19 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Graphic & Web Design Instructor/Marketing Specialist	Offer Pending	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93)
8	New Position	Agriculture Instructor	Posted	8/1/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Interviews Scheduled	7/8/2019	Hourly Band B21 \$17.51 - \$22.30
10	New Position	Tech Hire IMPACT Grant Assistant - Part-time	Posted	7/31/2019	Hourly Band B24 \$20.75 - \$26.98
11	New Position	Assistant Recruiter	Posted	8/1/2019	Hourly Band B21 \$17.15 - \$22.30

Information and Correspondence

A. Enrollment Report

The 2018-19 and 2019-20 Comparison FTE Reports are available below.


2018-19 Comparison FTE Report

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
10-101-1	Accounting	37	25	(12)	27.87	17.33	(10.53)
10-106-6	Administrative Professional	5		(5)	4.47		(4.47)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	23	20	(3)	16.00	18.97	2.97
10-006-5	Agribusiness Science & Technology - Agronomy	24	13	(11)	25.80	12.63	(13.17)
10-006-6	Agribusiness Science & Technology - Animal Science	25	30	5	25.10	27.27	2.17
10-102-3	Business Management	112	135	23	84.13	88.27	4.13
10-530-5	Cancer Information Management	72	97	25	40.03	50.87	10.83
10-504-X	Criminal Justice Studies	60	54	(6)	46.20	42.23	(3.97)
10-316-1	Culinary Arts	14	11	(3)	11.70	7.13	(4.57)
10-317-1	Culinary Management	9	7	(2)	7.43	5.63	(1.80)
10-510-6	Direct Entry Midwife	48	60	12	25.47	23.60	(1.87)
10-307-1	Early Childhood Education	48	57	9	35.93	42.27	6.33
10-620-1	Electro-Mechanical Technology	40	36	(4)	35.53	32.83	(2.70)
10-325-1	Golf Course Management	17	24	7	16.83	20.47	3.63
10-201-2	Graphic And Web Design	36	31	(5)	31.73	25.50	(6.23)
10-530-1	Health Information Technology	61	45	(16)	34.60	24.87	(9.73)
10-520-3	Human Services Associate	40	38	(2)	30.33	27.70	(2.63)
10-825-1	Individualized Technical Studies	17	1	(16)	14.90	0.10	(14.80)
10-620-3	Instrumentation and Controls Technology	4	7	3	1.73	5.70	3.97
10-150-X	IT-Network Specialist	34	44	10	23.33	29.53	6.20

Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
10-513-1	Medical Laboratory Technician	17	19	2	13.37	13.30	(0.07)
10-543-1	Nursing-Associate Degree	206	202	(4)	104.27	106.90	2.63
10-531-1	Paramedic Technician	2		(2)	0.70		(0.70)
10-524-1	Physical Therapist Assistant	48	44	(4)	30.17	28.67	(1.50)
10-196-1	Leadership Development	42	34	(8)	19.67	16.20	(3.47)
10-182-1	Supply Chain Management	38	41	3	17.23	22.03	4.80
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
	Total Associate Degree	1,080	1,075	(5)	724.80	690.00	(34.80)
31-101-1	Accounting Assistant	7	8	1	3.30	4.10	0.80
30-531-6	Advanced EMT	9	8	(1)	1.93	2.27	0.33
32-070-1	Agricultural Power & Equipment Technician	33	33	-	28.80	31.07	2.27
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.07	9.97	0.90
32-404-2	Automotive Technician	32	33	1	26.47	26.43	(0.03)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction		7	7		2.87	2.87
31-475-1	Building Trades-Carpentry	9	8	(1)	7.27	6.83	(0.43)
31-307-1	Child Care Services	2	10	8	1.60	6.30	4.70
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	8.00	4.97	(3.03)
31-502-1	Cosmetology	23	26	3	19.60	21.90	2.30
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	13	4	3.43	8.73	5.30
31-317-1	Culinary Specialist	3	3	-	0.77	2.00	1.23
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	20	14	(6)	5.40	3.40	(2.00)
31-413-2	Electrical Power Distribution	29	24	(5)	26.33	24.47	(1.87)
50-413-2	Electricity (Construction) Apprentice	22	22	-	2.87	2.93	0.07
30-531-3	Emergency Medical Technician	68	37	(31)	16.90	9.07	(7.83)
32-080-4	Farm Operations & Management - Ag Mechanics	1	4	3	0.33	4.13	3.80
31-080-6	Farm Operations & Management - Crop Operations		3	3		1.07	1.07
32-080-3	Farm Operations & Management - Dairy	6	14	8	4.50	14.53	10.03
31-080-3	Farm Operations & Management - Dairy Technician	3	7	4	1.73	4.93	3.20
31-080-2	Farm Operations & Management - Farm Ag Maintenance		10	10		8.17	8.17
31-080-7	Farm Operations & Management - Livestock Tech	1	2	1	0.93	1.70	0.77
30-317-1	Food Production Assistant		1	1		1.03	1.03
50-413-1	Industrial Electrician Apprentice	7	5	(2)	1.10	0.67	(0.43)
31-620-1	Industrial Mechanic	6	2	(4)	4.20	1.83	(2.37)
31-154-6	IT-Computer Support Technician	20	12	(8)	11.23	6.93	(4.30)

Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
31-513-1	Laboratory Science Technician	4	4	-	2.40	2.30	(0.10)
50-620-1	Mechatronics Technician Apprentice		8	8		1.93	1.93
31-509-1	Medical Assistant	36	38	2	28.20	28.57	0.37
31-530-2	Medical Coding Specialist	56	64	8	27.93	29.00	1.07
30-543-1	Nursing Assistant	223	243	20	26.10	34.90	8.80
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	26	8	3.40	3.28	(0.12)
31-504-5	Security Operations	2	1	(1)	1.20	1.00	(0.20)
31-182-1	Supply Chain Assistant	6	5	(1)	2.33	2.87	0.53
31-442-1	Welding	64	50	(14)	51.20	35.00	(16.20)
	Total Technical Diploma	761	782	21	337.90	360.12	22.22
20-800-1	Liberal Arts - Associate of Arts	18	23	5	5.93	8.57	2.63
20-800-2	Liberal Arts - Associate of Science	26	13	(13)	10.17	4.87	(5.30)
	Undeclared Majors	523	485	(38)	90.57	95.93	5.37
	Total	2,408	2,378	(30)	1,169.37	1,159.48	(9.88)
	Percent of Change						-0.85%
	Vocational Adult (Aid Codes 42-47)	3,818	3,139	(679)	76.25	65.16	(11.10)
	Community Services (Aid Code 60)	42	28	(14)	0.20	0.41	0.21
	Basic Skills (Aid Codes 73,74,75,76)	347	320	(27)	46.93	47.33	0.40
	Basic Skills (Aid Codes 77 & 78)	934	886	(48)	60.87	61.17	0.30
	Grand Total	7,549	6,751	(798)	1,353.61	1,333.55	(20.07)
	Total Percent of Change						-1.48%

2019-20 Comparison FTE Report

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
10-101-1	Accounting	21	39	18	9.63	16.73	7.10
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	16	(1)	8.87	8.83	(0.03)
10-006-5	Agribusiness Science & Technology - Agronomy	13	14	1	6.93	7.37	0.43
10-006-6	Agribusiness Science & Technology - Animal Science	25	28	3	14.60	16.83	2.23
10-102-3	Business Management	82	90	8	35.03	38.70	3.67
10-530-5	Cancer Information Management	76	84	8	28.90	27.37	(1.53)
10-504-5	Criminal Justice Studies	53	45	(8)	26.10	20.27	(5.83)
10-316-1	Culinary Arts	9	3	(6)	4.93	1.00	(3.93)
10-317-1	Culinary Management	6	6	-	3.20	2.87	(0.33)
10-510-6	Direct Entry Midwife	33	35	2	10.87	10.67	(0.20)
10-307-1	Early Childhood Education	48	37	(11)	22.70	16.60	(6.10)
10-620-1	Electro-Mechanical Technology	32	24	(8)	16.87	12.30	(4.57)
10-325-1	Golf Course Management	20	16	(4)	10.33	7.90	(2.43)
10-201-2	Graphic And Web Design	32	19	(13)	15.43	8.13	(7.30)
10-530-1	Health Information Technology	46	49	3	18.33	17.63	(0.70)
10-520-3	Human Services Associate	29	33	4	13.87	15.97	2.10
10-825-1	Individualized Technical Studies	7		(7)	3.10		(3.10)
10-620-3	Instrumentation and Controls Technology	4	7	3	2.20	2.20	-
10-150-X	IT-Network Specialist	37	24	(13)	16.30	10.30	(6.00)
10-513-1	Medical Laboratory Technician	12	18	6	4.77	7.67	2.90
10-543-1	Nursing-Associate Degree	179	174	(5)	56.37	48.77	(7.60)
10-524-1	Physical Therapist Assistant	39	24	(15)	14.80	8.97	(5.83)
10-196-1	Leadership Development	22	18	(4)	6.27	5.20	(1.07)
10-182-1	Supply Chain Management	28	28	-	10.10	8.93	(1.17)
	Total Associate Degree	870	831	(39)	360.50	321.20	(39.30)

Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
31-101-1	Accounting Assistant	5	4	(1)	1.63	1.50	(0.13)
30-531-6	Advanced EMT	2		(2)	0.27		(0.27)
32-070-1	Agricultural Power & Equipment Technician	31	39	8	15.97	19.23	3.27
31-405-1	Auto Collision Repair & Refinish Technician	13	11	(2)	5.27	4.30	(0.97)
32-404-2	Automotive Technician	33	22	(11)	16.93	10.43	(6.50)
31-475-1	Building Trades-Carpentry	9	9	-	4.27	4.60	0.33
31-307-1	Child Care Services	6	5	(1)	2.60	2.00	(0.60)
30-420-2	CNC Machine Operator/Programmer	4	5	1	1.93	2.37	0.43
31-502-1	Cosmetology	20	26	6	10.00	13.00	3.00
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	4	8.03	12.47	4.43
31-317-1	Culinary Specialist		1	1		0.50	0.50
30-508-2	Dental Assistant	17	14	(3)	9.07	7.47	(1.60)
30-812-1	Driver and Safety Education Certification	5	8	3	0.60	1.00	0.40
31-413-2	Electrical Power Distribution	32	42	10	16.03	20.27	4.23
50-413-2	Electricity (Construction) Apprentice	9		(9)	0.60		(0.60)
30-531-3	Emergency Medical Technician	11	12	1	1.83	2.00	0.17
32-080-4	Farm Operations & Management - Ag Mechanics	6	1	(5)	2.63	0.20	(2.43)
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.57	0.10	(0.47)
32-080-3	Farm Operations & Management - Dairy	15	16	1	7.97	10.33	2.37
31-080-3	Farm Operations & Management - Dairy Technician	5	4	(1)	2.03	1.00	(1.03)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	3	10	7	1.20	2.23	1.03
31-080-7	Farm Operations & Management - Livestock Tech	1	2	1	0.53	1.00	0.47
30-317-1	Food Production Assistant	1		(1)	0.53		(0.53)
50-413-1	Industrial Electrician Apprentice	2	2	-	0.13	0.13	-
31-620-1	Industrial Mechanic	1	1	-	0.20	0.57	0.37
31-154-6	IT-Computer Support Technician	13	6	(7)	5.20	2.73	(2.47)
31-513-1	Laboratory Science Technician	6	5	(1)	2.70	1.33	(1.37)
31-509-1	Medical Assistant	32	30	(2)	16.57	16.23	(0.33)
31-530-2	Medical Coding Specialist	30	34	4	11.80	12.50	0.70
30-543-1	Nursing Assistant	81	59	(22)	9.50	7.33	(2.17)
31-504-5	Security Operations		2	2		0.77	0.77
31-182-1	Supply Chain Assistant	1	3	2	0.27	0.53	0.27
31-442-1	Welding	37	36	(1)	18.63	17.03	(1.60)
	Total Technical Diploma	445	427	(18)	175.50	175.17	(0.33)
20-800-1	Liberal Arts - Associate of Arts	16	14	(2)	3.00	3.00	-
20-800-2	Liberal Arts - Associate of Science	10	8	(2)	1.97	2.63	0.67
	Undeclared Majors	122	137	15	20.37	17.70	(2.67)
	Total	1,463	1,417	(46)	561.33	519.70	(41.63)
	Percent of Change						-7.42%

Program Code	Program Title	06-25-18 Students	06-24-19 Students	Student Change	06-25-18 FTE	06-24-19 FTE	FTE Change
	Vocational Adult (Aid Codes 42-47)	787	861	74	17.38	18.04	0.66
	Community Services (Aid Code 60)	-	-	-	-	-	-
	Basic Skills (Aid Codes 73,74,75,76)	28	63	35	0.47	2.53	2.07
	Basic Skills (Aid Codes 77 & 78)	<u>93</u>	<u>71</u>	<u>(22)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Grand Total	<u>2,371</u>	<u>2,412</u>	<u>41</u>	<u>579.18</u>	<u>540.27</u>	<u>(38.91)</u>
	Total Percent of Change						<u>-6.72%</u>

B. Chairperson's Report

1. Boards Association Committee Appointments

See the committee descriptions and current committee assignments below. We will need to update the committee assignments. We also will need to choose a new Board of Director member as Mr. Prange has served his two-year term.

Committee Descriptions

External Partnerships Committee

This committee would work to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee would dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee would advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee would receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee would also be responsible for generating programming input for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the External Partnerships Committee.

Internal Best Practices Committee

This committee would share and discuss best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation;
- "Boardsmanship," or how to be effective at the board table, legal and ethical parameters, and other skillsets;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

With support from staff, the committee co-chairs would be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year;

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings.

Current Committee Assignments

2018-19 Technical College Representatives of the Board Committee Appointments					
	Board of Director Member:	Awards Committee Representative:	Internal Best Practices:	External Partnerships:	Bylaws, Policies, & Procedures:
Southwest	Chris Prange	Chris Prange	Charles Bolstad Darlene Mickelson	Eileen Nickels Darlene Mickelson Don Tuescher	Russell Moyer Chris Prange

C. College President's Report

1. Enterprise Resource Planning (ERP) Update
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Five-Year Affirmative Action Plan
2. Foundation Quarterly Report

B. Time and Place

Thursday, August 22, 2018, at 7:00 p.m. at Southwest Tech Campus, Rooms 492-493.

Adjournment

6:15 p.m. – Social – Southwest Tech Lenz Center
7:00 – Dinner and Economic Impact Study Report with the District Board, Foundation Board, and Real Estate Foundation Board

There will be a social gathering and dinner for the District Board, Foundation Board, and Real Estate Foundation Board. EMSI (Economic Modeling Specialists, Inc.) will present Southwest Tech's Economic Impact Report as part of the dinner. No action will be taken at the social, dinner, or presentation.