



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**May 21, 2020**

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 949 6428 9415  
Password: 505400

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## Annotated Agenda



### **BOARD MEETING NOTICE/AGENDA**

Thursday, May 21, 2020

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 949 6428 9415

Password: 505400

### **AMENDED ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 21, 2020, regular 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, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) and posted on campus 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**

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

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

##### **B. Minutes of the Regular Board Meeting of April 23, 2020**

Minutes of the April 23, 2020, 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 was one contract totaling \$500 in April 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

There is one resignation and three limited-term employment positions expiring that are being presented for approval in the Personnel Report. The Personnel Report is included in the electronic Board meeting material.

**F. Public Safety Complex Cash Farm Lease**

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included in the electronic Board material.

**G. 2020-21 ACCT Membership Renewal**

The 2020-21 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,437 is available with the electronic Board material.

**H. 2020-21 WTC District Boards Association Membership Renewal**

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$22,415.26, an increase of \$1,522.80, is available electronically with all other Board material.

**Recommendation:** *Approve the Consent Agenda as presented.*

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. 2020-21 SWTC 1:1 Laptop Program for Students**

SWTC 1:1 laptop program is being proposed to offer students a variety of opportunities to be successful in achieving their academic goals. This program will provide students with a standard set of tools. Students will be provided technology software/hardware as part of the digital learning environment at SWTC. This includes a laptop, SWTC branded backpack, wireless access on campus, training, service, and support. A written proposal, including cost, will be submitted to the Board ahead of the meeting and included, when available, in the Board meeting information.

**Recommendation:** *(Will be available at the Board meeting.)*

**B. Prairie du Chien Outreach Site Lease**

Included in the electronic Board material is a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Caleb White will present the lease.

**Recommendation:** Approve the lease agreement with Workforce Connections, Inc. to lease office and educational space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2020, through June 30, 2021.

**C. Darlington Outreach Site Lease**

Caleb White will present a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. The lease agreement is included with the electronic Board meeting information.

**Recommendation:** Approve the lease agreement with the City of Darlington to lease office and educational space located at 627 Main Street, Darlington, WI for \$1200 annually from July 1, 2020, through June 30, 2021.

**D. James Property Lease**

Caleb White will present a commercial lot lease agreement with Jim's Building Center, Inc., Fennimore, to rent the James Property contiguously located to the east of Jim's Building Center. The lease agreement is included with the electronic Board meeting material.

**Recommendation:** Approve the five-year commercial lot lease agreement for Jim's Building Center, Inc., Fennimore, WI, to lease the James Property lot for \$2400 annually, commencing on July 1, 2020.

**E. Platteville OE Gray Lease Extension**

The electronic Board meeting material includes a lease extension with the School District of Platteville to rent educational and office space at the OE Gray Building located at 110 W. Adams Street, Platteville, WI.

**Recommendation:** Approve the lease extension with the Platteville School District to lease office and educational space located at 110 W. Adams Street, Platteville, for \$700 per month from July 1, 2020, through December 31, 2020.

**F. 2020-21 Board Monitoring Schedule**

Included with the electronic Board material is the 2020-21 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

**Recommendation:** Approved the 2020-21 Board Monitoring Schedule as presented.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. FY2021 Budget Update including Enterprise Resource Planning (ERP) System Update**

Caleb White will present the FY2021 budget update including an update on the ERP system. A budget overview is included in the electronic Board material.

**B. COVID-19 Monitoring Report – Fiscal Sustainability**

A PowerPoint slide presentation is included in the electronic Board meeting material for the COVID-19 Monitoring Report on Fiscal Sustainability. Caleb White will present the information at the Board meeting.

**C. Staffing Update**

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

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

- 1. 2019-20 FTE Comparison YOY Report**
- 2. 2020-21 FTE Comparison YOY Report**
- 3. Recruitment Efforts**

The 2019-20 Comparison Enrollment Report and the 2020-21 Comparison Enrollment Report are included in the electronic Board material. Also included are the PowerPoint slides showing the recruitment metrics.

### **B. Chairperson's Report**

1. Preparing for non-uniform college re-opening across the 16 colleges. Re-opening will not look the same at every college due to county and local rules and colleges decision about safety. How will this affect SWTC?
2. At last Month's board meeting we heard some of the ways class delivery has changed during the COVID-19 shutdown. How will class delivery change post re-opening?

### **C. College President's Report**

1. College Happenings

### **D. Other Information Items**

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

### **A. Agenda**

1. Public Budget Hearing/Approval
2. College Culture Monitoring Report

### **B. Time and Place**

The meeting will be held virtually on Thursday, June 25, 2020, at 7:00 p.m. with the public budget hearing at 6:45 p.m.

## **ADJOURN TO CLOSED SESSION**

### **A. Consideration of adjourning to closed session for the purpose of**

- 1. Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
- 2. Discussing Compensation for Employees per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 3. Discussion of President's Contract per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### **B. Approval of Closed Session Minutes of April 23, 2020**

### **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
  - 1. Compensation for Employees
  - 2. President's Contract

### **ADJOURNMENT**



## **Open Meeting**

The following statement will be read: “The May 21, 2020, regular 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, posted on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) and posted on campus 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***

## **Consent Agenda**

### ***A. Approval of Agenda***



## **BOARD MEETING NOTICE/AGENDA**

Thursday, May 21, 2020

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 949 6428 9415

Password: 505400

### **AMMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 21, 2020, regular 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, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) and posted on campus 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

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 23, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Public Safety Complex Cash Farm Lease
- G. 2020-21 ACCT Membership Renewal
- H. 2020-21 WTC District Boards Association Membership Renewal

#### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Laptop Purchase for Students – 2020-21
- B. Prairie du Chien Outreach Site Lease
- C. Darlington Outreach Site Lease
- D. James Property Lease
- E. Platteville OE Grey Lease Extension
- F. 2020-21 Board Monitoring Schedule

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. FY2021 Budget Update including Enterprise Resource Planning (ERP) System Update
- B. COVID-19 Monitoring Report – Fiscal Sustainability
- C. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

### **A. Consideration of adjourning to closed session for the purpose of**

1. **Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
2. **Discussing Compensation for Employees per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. **Discussion of President's Contract per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### **B. Approval of Closed Session Minutes of April 23, 2020**

## **RECONVENE TO OPEN SESSION**

### **A. Action, if necessary, on Closed Session Items**

1. Compensation for Employees
2. President's Contract

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

## ***B. Minutes of the Regular Meeting of April 23, 2020***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 23, 2020**



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:14 p.m. on April 23, 2020. Due to the COVID-19 pandemic and Governor Ever's "Safer at Home" Executive Order, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Jeanne Jordie, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Danielle Seippel, Krista Weber, Caleb White, and Jake Wienkes. Public present included Crystal Wallin and David Blume.

Chairperson Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:



### **BOARD MEETING NOTICE/AGENDA**

Thursday, April 23, 2020

7:00 p.m. - Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 934-8044-3574

Password: 854520

### **AMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The April 23, 2020, regular 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, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) and posted on campus 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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of March 26, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2020-21 Out-of-State Tuition Waivers

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Ad Hoc Committee of the Board

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

- A. Foundation Quarterly Report
- B. COVID-19 Monitoring Report – Student Learning
- C. FY2021 Budget Update including ERP Update
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Reminder: Move May Meeting to May 21, 2020
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Final Notices of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
  - 2. Discussing specific personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
  - 3. Discussion of President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from March 26, 2020

**RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

**ADJOURNMENT**

**{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}**

After a review of the Consent Agenda, including the April 23, 2020, agenda; March 26, 2020, Board meeting minutes; financial reports; seven contracts totaling \$53,485.95 in March 2020; the resignation of Jaren Knight – Financial Aid Assistant/Accounting Bursar; and 2020-21 Out-of-State Tuitions waivers for 25 needy and worthy students taking 675 credits. Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Board Chair Bolstad requested the Board consider a small ad hoc committee be designated to finalize contract negotiations with President Wood. Mr. Moyer made a motion to form the ad hoc committee; Ms. Wonderling seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried. Chairperson Bolstad appointed Eileen Nickels, the chair of the ad hoc committee, and Russell Moyer and Donald Tuescher to serve on the committee. Mr. Bolstad will be included in the deliberations but will not have a say.

Holly Clendenen, Executive Director of College Advancement, presented the FY2020 third quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Over 5,000 gifts from 1,000 donors totaling more than \$1,000,000 have been received so far for the fiscal year and the phonathon ended 4.5 weeks early due to COVID-19 and had raised over \$52,000. Student housing has had 35 students request refunds because they moved out due to the virus. For Fall 2020 there have been 94 leases received and for Summer 2020 there have been 15 leases received.

The Board heard a monitoring report on student learning during the COVID-19 pandemic from Dr. Katie Garrity, Chief Academic Officer. Included in the report was an update on finishing the semester by program; an overview of how courses transitioned to a virtual format using Schoology (80 faculty transitioned 257 courses to online delivery); an update on course assessment to meet the Higher Learning Commission's criteria during COVID-19; correspondence sent to program advisory committees; and how academic and student support and financial services transitioned to help the students succeed.

Caleb White, Vice President for Administrative Services, provided the Board with an update on the 2020-21 budget. Mr. White noted the budget is being built on 1300 FTEs, there is uncertainty on state aids, and there is still work to be done. At this point in time, the FY2021 budget showed a deficit of approximately \$900,000. The budget update will be brought back to the Board in May with the budget hearing scheduled for June. A budget will be brought forth for approval which does not deficit spend over \$1 million dollars. The college has a reserve fund to cover the deficit spending for strategic investments and not operational expenses.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting a posting has been released for a financial aid assistant/accounting bursar position.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The Fall 2020 Application Report showed applications received for Fall 2020 are on target with last year's report. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for K-12 students and the adult population and key recruitment strategies in response to the COVID-19 outbreak.

During the President's Report, Dr. Wood thanked all the staff and the Board for the college's response to COVID-19.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing final notices of non-renewal and discussing the President's Contract per Wis. Statutes 19.85(1)(c). Mr. Prange seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 9:20 p.m. The meeting reconvened to open session at 9:44 p.m. with no action taken.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting. Ms. Wonderling seconded the motion. The motion carried and the meeting adjourned at 9:45 p.m.

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Donald L. Tuescher, Secretary

## C. Financial Reports

### 1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 04/01/2020 - 04/30/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
TRANE U.S. INC.	310631055	Upgrade Mechanics	\$39,600.00	
WISCONSIN TECHNICAL COLLEGE	INV170369	WIDS Consulting	\$34,200.00	
CHIPPEWA VALLEY TECHNICAL	33020	2.29.20 Grant #177	\$15,567.00	
ROBERT W. BAIRD & CO.	PF-288546	19-20 GO Note Fees	\$15,500.00	
WEBER PAPER COMPANY	D087638	Supplies-paper products	\$11,312.39	
NATIONAL BUSINESS FURNITURE	ZK087019-TDQ	Furniture-black chairs	\$9,540.41	
NATIONAL BUSINESS FURNITURE	ZK087019-BAL	Pville Outreach Furniture	\$9,112.40	
PERFORMANCE PLANTING	2019	Pogo Sticks for Ag Trailer	\$7,891.92	
HEARTLAND BUSINESS SYSTEMS	366583-H	Network Equipment for Pville	\$7,612.17	
PRO-SAFE FIRE TRAINING SYSTEMS	07-1801	Service-maintenance	\$6,592.00	
HEARTLAND BUSINESS SYSTEMS	315340-H	VMWare PO# 6746	\$6,565.00	
WESCO DISTRIBUTION INC	05832485	Training Services for 3M WAT	\$5,950.00	
5 ALARM FIRE & SAFETY EQUIPMENT,	195796-1	charg/calibration unit	\$5,776.61	
MC DEAN INC	B01337M01	Service	\$5,345.00	
Wesley J Beadle	1763766	Opp Student Refund	\$5,170.31	
LIBRARY CORPORATION	2020060058	TLC Software	\$5,022.00	
HEARTLAND BUSINESS SYSTEMS	325753-H	Flex Services	\$5,000.00	
SPRAGUE BROTHERS TREE SERVICE	3512	Tree Removal	\$4,650.00	
ELSEVIER	WEB00182806-2	RN Next Gen Pkg	\$4,628.00	
ELSEVIER	89274DD7	Simultaion Learning System	\$3,780.00	
WPS HEALTH INSURANCE	040320009566	E Bloyer Medicare Prem	\$3,396.24	
CREATIVE SOLUTIONS	C-012450	Flooring	\$3,363.65	
WPS HEALTH INSURANCE	040320018347	J Brechler Medicare Prem	\$3,098.63	
KNELLWOLF CLAREY	REIMBURSEMENT	DWD Grant Reimbursement	\$2,948.00	
Katlyn E Olson	1763768	Opp Student Refund	\$2,754.24	
HSR ASSOCIATES INC	19024-09	New Bookstore	\$2,736.90	



Vendor	Invoice #	Description	Amount	
Lauren M Kramer	1763782	Opp Student Refund	\$2,722.00	
MARCO	INV7512546	Soft phones	\$2,641.50	
QM QUALITY MATTERS INC	76729	Annual SubscriptionRenewal	\$2,600.00	
SWTC FOUNDATION	5.1.20 PR DED	5.1.20 PR Deductions	\$2,588.55	
SWTC FOUNDATION	4.20.20 PR DED	PR Ded 4.20.20	\$2,588.55	
SWTC FOUNDATION	4.3.20 PR DED	4.3.20 PR Ded	\$2,564.55	
ULINE	118059666	Safety Bar	\$2,509.42	
<b>Total Invoices</b>				<b>\$245,327.44</b>
<b>Purchase Orders</b>				
Vendor	PO #	Description	Amount	
OPTO INTERMEDIATE HOLD CO INC	6890	Facilities: Bookstore Furniture	\$23,611.50	
MINE SAFETY APPLIANCES COMPANY	6891	PSC: Self-Contained Breathing Apparatus	\$17,420.37	
BELL LUMBER & POLE CO	6888	EPD: Power Poles	\$11,470.00	
FIVE STAR TELECOM INC.	6894	ITS: 48 Strand Single Mode Fiber	\$6,911.10	
<b>Total Purchase Orders</b>				<b>\$59,412.97</b>
<b>Bank Withdrawals</b>				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits April 20	CMTRX00002631	WDL000007090	\$272,558.09	
WI EE Trust Funds #226900	CMTRX00002647	WDL000007137	\$122,036.34	
941 ER Fed Tax #31142038	CMTRX00002630	WDL000007088	\$112,350.72	
941 ER Fed Tax #800079085	CMTRX00002640	WDL000007116	\$109,868.13	
WI Dept of Rev #1-976-518-94	CMTRX00002630	WDL000007087	\$22,421.09	
WI Dept of Rev #0-956-655-90	CMTRX00002640	WDL000007115	\$21,827.06	
Symetra Life Ins #1468893	CMTRX00002640	WDL000007117	\$9,884.64	
Wells Fargo #824552783	CMTRX00002631	WDL000007093	\$6,408.00	
Wells Fargo #827097040	CMTRX00002641	WDL000007121	\$6,213.00	
<b>Total Bank Withdrawals</b>				<b>\$683,567.07</b>
<b>Payroll</b>				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 4/3/2020	UPRCC00001042	WDL000007079	\$293,993.56	
Direct Deposit 4/17/2020	UPRCC00001054	WDL000007111	\$286,725.91	
Direct Deposit 4/17/2020	UPRCC00001048	WDL000007105	\$23,978.57	
Direct Deposit 4/3/2020	UPRCC00001044	WDL000007081	\$22,439.54	
Direct Deposit 4/3/2020	UPRCC00001046	WDL000007083	\$11,640.13	
Direct Deposit 4/17/2020	UPRCC00001052	WDL000007109	\$8,700.29	
Direct Deposit 4/3/2020	UPRCC00001045	WDL000007082	\$6,261.09	
Direct Deposit 4/17/2020	UPRCC00001053	WDL000007110	\$2,939.99	
Direct Deposit 4/3/2020	UPRCC00001043	WDL000007080	\$2,598.79	
<b>Total Payroll</b>				<b>\$659,277.87</b>

**Purchase Cards**

<b>Vendor</b>	<b>Transaction #</b>	<b>Audit Trail</b>	<b>Amount</b>	
US Bank ending 03.31.2020	CMTRX00002638	WDL000007112	\$21,822.59	
US Bank ending 04.14.2020	CMTRX00002646	WDL000007128	\$18,196.13	
US Bank ending 03.17.2020	CMTRX00002627	WDL000007077	<u>\$39,854.72</u>	
<b>Total Purchase Cards</b>				<b>\$79,873.44</b>
<b>Total Purchases &gt;= \$2,500</b>				<b>\$1,727,458.79</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 04/30/2020			
<b>Receipts</b>			
Fund			
1 General	123,744.95		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	8,311.33		
6 Internal Service	298,381.55		
7 Financial Aid/Activities	560,468.44		
<b>Total Receipts</b>		<b>990,906.27</b>	
<b>Expenses</b>			
Fund			
1 General	1,580,479.24		
2 Special Revenue			
3 Capital Projects	493,495.96		
4 Debt Service	15,500.00		
5 Enterprise	46,355.41		
6 Internal Service	287,769.30		
7 Financial Aid/Activities	91,817.79		
<b>Total Expenses</b>		<b>2,515,417.70</b>	
<b>Net cash change - month</b>			<b>(1,524,511.43)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	22,756,908.37		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,230,691.81		
<b>Ending Cash/Investment Balance</b>		<b>23,990,540.18</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 10 Months ended April 2020							
	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,506,000.00	20,036,410.66	85.24	84.48	87.47	83.53	97.32
General Fund Expenditures	24,165,000.00	17,681,864.11	73.17	74.68	74.04	72.82	75.59
Capital Projects Fund Revenue	4,020,000.00	4,027,538.90	100.19	99.54	104.67	101.09	99.89
Capital Projects Fund Expenditures	5,100,000.00	2,156,850.96	42.29	51.54	47.72	39.79	47.05
Debt Service Fund Revenue	5,425,000.00	3,438,498.69	63.38	66.29	67.49	66.87	4.18
Debt Service Fund Expenditures	5,724,600.00	475,112.50	8.30	11.14	12.27	12.57	12.68
Enterprise Fund Revenue	1,768,000.00	1,332,410.05	75.36	70.66	66.46	68.86	91.92
Enterprise Fund Expenditure	1,636,000.00	1,309,684.66	80.05	67.43	65.12	62.41	78.53
Internal Service Fund Revenue	4,427,000.00	3,080,053.83	69.57	73.05	77.83	75.67	84.77
Internal Service Fund Expenditures	4,427,000.00	3,243,436.51	73.26	76.16	79.17	77.41	92.27
Trust & Agency Fund Revenue	8,020,000.00	5,264,349.55	65.64	69.43	80.31	85.55	81.02
Trust & Agency Fund Expenditures	8,075,000.00	5,822,266.94	72.10	74.42	79.94	86.20	80.62
<b>Grand Total Revenue</b>	<b>47,166,000.00</b>	<b>37,179,261.68</b>	<b>78.83</b>	<b>79.45</b>	<b>82.95</b>	<b>81.52</b>	<b>82.57</b>
<b>Grand Total Expenditures</b>	<b>49,127,600.00</b>	<b>30,689,215.68</b>	<b>62.47</b>	<b>65.30</b>	<b>66.22</b>	<b>66.13</b>	<b>69.48</b>

## D. Contract Revenue

There was one contract totaling \$500 in April 2020 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS 4/1/2020 - 4/30/2020							INDIRECT COST FACTOR		
<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>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - April	Caleb White		\$ 500.00	No		X	
TOTAL of all Contracts				-	\$ 500.00				
Exchange of Services				-	\$ -				
For Pay Service				-	\$ 500.00				

## ***E. Personnel Items***

There is one resignation and three limited-term employment positions expiring that are being presented for approval in the Personnel Report. The Personnel Report is included below.

### **PERSONNEL REPORT May 21, 2020**

#### **Employment: NEW HIRES**

None	
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#### **PROMOTIONS / TRANSFERS**

None	
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#### **RETIREMENTS / RESIGNATIONS**

Connor Blaschke (Resignation 4/24/2020)	Evening Custodian
Madison Cooper (LTE Position Ending 6/30/2020)	LTE Grant Manager Assistant
KJ Flynn – (LTE Position Ending 6/30/2020)	LTE IT Instructional Lab Assistant
Hilary Schlinger (LTE Position Ending 6/30/2020)	LTE Midwife Instructor/Program Director

## ***F. Public Safety Complex Cash Farm Lease***

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included below.

### Cash Farm Lease (RE)

#### Section 1 – Opening, Rent, Signatures, Etc.

BY THIS LEASE, in several Sections and in consideration of the rent to be paid and the mutual covenants and agreements hereinafter set forth, the Landlord, herein so called whether one or more, leases to the Tenant, herein so called whether one or more, the Premises hereinafter described.

2.8 acres known as the SW corner of County F and Hwy 18-Southwest Wisconsin Technical College

Rent is \$125 per acre.

LANDLORD: Southwest Wisconsin Technical College  
1800 Bronson Blvd.  
Fennimore, WI 53809  
Attn: Caleb White

TENANT:

Term Begins: 6/1/2020 Security Deposit: None

Term Ends: 11/1/2020

Use: Harvesting hay ground. All materials and services related to harvesting shall be acquired and paid for by the tenant.

#### LEASE CONDITIONS

The landlord assumes no risk from any crop grown on this parcel.

The tenant accepts all risk and liability associated with harvesting and removal of the crop.

Harvesting should be completed in a manner that does not damage the existing site or other property owned by the landlord.

The tenant must contact and coordinate access to the site with the landlord 12 hours prior to any work commencing.

Amendments and alterations to this lease shall be in writing and shall be signed by both the landlord and tenant.

No partnership intended. It is particularly understood and agreed that this lease shall not be deemed to be nor intended to give rise to a partnership relation.

Tenant shall provide Landlord with a certificate of insurance naming the Landlord as Certificate Holder no later than the date cash rent is due.

Tenant agrees at the expiration or termination of this lease to yield possession of the premises to the landlord without further demand or notice, in as good order and condition as when they were entered upon by the Tenant.

#### RENT

\$ 350 cash, payable on or before June 1, 2020

The Landlord and Tenant intend that this Lease and the covenants and agreements herein contained shall be binding upon them, their heirs, legal representatives, successors and assigns. Notwithstanding the foregoing, the Landlord does not convey to the Tenant the right to lease or sublease any part of the property or to assign the lease to any person or persons whomsoever without Landlord's written consent.

THIS LEASE EXECUTED this 1<sup>st</sup> day of June 2020.

Lease Holder Signature:

Tenant Signature:

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Caleb J. White, VP for Administrative Services  
Southwest Wisconsin Technical College  
822-2446

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Winch's Pine Grove Farms, LP  
12742 Brown School Road  
Fennimore, WI 53809



## G. 2020-21 ACCT Membership Renewal

The 2020-21 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,437 is available below.



*The Voice of Community College Leaders*

Twitter @CCTrustees | www.acct.org

### 2020-2021 MEMBERSHIP DUES FEE SCHEDULE REGULAR VOTING MEMBERS

<u>Fall Headcount (2019)* (for credit, full &amp; part-time)</u>	<u>U.S. Annual Dues (as of July 1, 2020)</u>	<u>International/Canadian Annual Dues (90% of U.S.)</u>
0 – 1,000	\$2,291	\$2,061
1,001 – 4,000	\$3,437	\$3,093
4,001 – 6,000	\$4,573	\$4,116
6,001 – 8,000	\$5,725	\$5,151
8,001 – 10,000	\$6,287	\$5,657
10,001 – 15,000	\$6,881	\$6,192
15,001 – 20,000	\$7,445	\$6,700
20,001 – 30,000	\$8,003	\$7,204
30,001 – 40,000	\$8,596	\$7,736
40,001+	\$9,168	\$8,252

***\*\*Annual fees for membership are based on total headcount for credit (full and part-time) for the most recent full term registration. Fees are due no later than July 1<sup>st</sup> of each year.***

#### INTERNATIONAL/CANADIAN

International/Canadian members enjoy the same privileges and benefits as U.S. members, except for federal advocacy efforts (10% of ACCT budget), therefore the dues of International and Canadian members are set at 90% of U.S. dues.

#### ASSOCIATE MEMBERS (Non-Voting)

Annual Dues: \$415

An individual or organization is eligible to become an Associate Member of the Association with the approval of the Board of Directors. Associate Members are non-voting members. This category is for state associations, state agencies and other entities.

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#### ACCT offers three convenient payment options:

1. **Pay Online** by [credit card](#). To access your organization's invoice, log in using your username and password or register for an account.
2. **Pay by Mail:** Return a copy of your invoice with your payment by mail to ACCT, P.O. Box 426061, Washington, DC 20042-6061.
3. **Pay by Phone:** Call (202) 775-2406 to make a credit card payment over the phone.

*If you need to reset your log-in credentials to access your invoice or update your headcount, please email [membershipupdates@acct.org](mailto:membershipupdates@acct.org).*

*If you have invoice questions, please email [payments@acct.org](mailto:payments@acct.org) or call (202) 775-6495.*

# ACCT

Association of Community College  
Trustees  
P.O. Box 426061  
Washington, D.C. 20042-6061

Customer #: 0000036350

Jason S Wood, Ph.D.  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

## Invoice

Invoice # 83476  
Invoice Date: 04/22/2020  
Invoice Terms: net 30

Description	Quantity	Price	Discount	Amount
District	1	\$3,437.00	\$0.00	\$3,437.00

Invoice Total	\$3,437.00
Taxes	\$0.00
Amount Paid	\$0.00
<b>PLEASE PAY</b>	<b>\$3,437.00</b>

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice# 83476

Customer #: 0000036350

Jason S Wood, Ph.D.  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

Select Payment Method
<input type="checkbox"/> Check Enclosed
Card Provider _____ Exp Date ____/____
Card # _____ CVV _____
Card Holder's Name _____
Card Holder's Signature _____

Remit Payment To:

**Association of Community College Trustees**  
P.O. Box 426061, Washington, D.C. 20042-6061

Total Due: **\$3,437.00**  
Amt Remitted: \_\_\_\_\_

#### ***H. 2020-21 WTC District Boards Association Membership Renewal***

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$22,415.26, an increase of \$1,522.80, is available below.

**Recommendation:** Approve the Consent Agenda, as presented.



WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION

April 30, 2020

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

**Attention: Invoice enclosed**

Dear President Wood:

The District Boards Association's Board of Directors has unanimously approved a 2020-21 operating budget for the year beginning July 1, 2020. We are providing invoices early this year, so that colleges may choose the fiscal year in which they make payments. Please note that fees for next year are not due until August 1, 2020.

Per Association bylaws, our membership dues are based on a formula, with 50% of the budget assessed as a flat fee, and 50% assessed *pro rata* according to relative size of FTE enrollment. Each college's dues vary, and assessments fluctuate somewhat from year to year.

Your college's continuing support for and partnership in this Association is greatly appreciated. We look forward to another productive year of successful advocacy and trustee development for our members. Please feel free to contact me if you would like additional information about the Association budget, membership dues, or the Association.

Sincerely,

Layla Merrifield  
Executive Director

encl. Invoice

cc: Board of Directors Delegate  
District Board Chairperson



WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION

April 30, 2020

**INVOICE**

**2020-2021 FEE ASSESSMENT**

(July 1, 2020 - June 30, 2021)

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

**\$22,415.26**

Payment due August 1, 2020.

Please make check payable to:  
Wisconsin Technical College District Boards Association

*We value your membership! Thank you.*

## **Other Items Requiring Board Action**

### ***A. 2020-21 SWTC 1:1 Laptop Program for Students***

SWTC 1:1 laptop program is being proposed to offer students a variety of opportunities to be successful in achieving their academic goals. This program will provide students with a standard set of tools. Students will be provided technology software\hardware as part of the digital learning environment at SWTC. This includes a laptop, SWTC branded backpack, wireless access on campus, training, service, and support. A written proposal, including cost, will be submitted to the Board ahead of the meeting and included, when available, in the Board meeting information.

**Recommendation:** *(Will be available at the Board meeting.)*

### ***B. Prairie du Chien Outreach Site Lease***

Included below is a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Caleb White will present the lease.

**Recommendation:** Approve the lease agreement with Workforce Connections, Inc. to lease office and educational space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2020, through June 30, 2021.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2020 by and between Workforce Connections, Inc., Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: shared space located at 1304 S. Marquette Ave, Prairie du Chien, WI, 53821
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2020, and ending June 30, 2021.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$4,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.
- 3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, gas, and WiFi/broadband service.
- (b) Lessee shall be responsible for telephone expenses.

4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants,



customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

- 5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

- 6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

- 7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Executive Director, Workforce Connections, Inc., 2615 East Avenue South, Suite 103, LaCrosse, WI 54601

- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

#### 10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is

intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2020.

WORKFORCE CONNECTIONS, INC.

BY:

\_\_\_\_\_  
Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2020.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

\_\_\_\_\_  
Caleb White, Vice President for Administrative Services

### ***C. Darlington Outreach Site Lease***

Caleb White will present a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. The lease agreement is included below.

**Recommendation:** Approve the lease agreement with the City of Darlington to lease office and educational space located at 627 Main Street, Darlington, WI for \$1200 annually from July 1, 2020, through June 30, 2021.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2020 by and between City of Darlington, Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following: 840 square feet of floor space located at 627 Main Street, Darlington, WI, room 258

1.2 Term. This lease is for a term of 12 months commencing on July 1, 2020, and ending June 30, 2021.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of \$1,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for educational and office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds. Lessor's consent consists of City approval for location, materials and installation method for the placement of both exterior and interior signs.

#### 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, and gas.
- (b) Lessee shall be responsible for telephone and WiFi/broadband service expenses.

##### 4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease,

ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

- 5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

- 6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

- 7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

- 9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Mayor, City of Darlington, 627 Main Street, Darlington, WI 53530
- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice pursuant to this paragraph.

#### 10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in



writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

11.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessor's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2020.

CITY OF DARLINGTON

BY:

\_\_\_\_\_  
David Breunig, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2020.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

\_\_\_\_\_  
Caleb White, Vice President for Administrative Services

### ***D. James Property Lease***

Caleb White will present a commercial lot lease agreement with Jim's Building Center, Inc., Fennimore, to rent the James Property contiguously located to the east of Jim's Building Center. The lease agreement is included below.

**Recommendation:** Approve the five-year commercial lot lease agreement for Jim's Building Center, Inc., Fennimore, WI, to lease the James Property lot for \$2400 annually, commencing on July 1, 2020.

## COMMERCIAL LEASE AGREEMENT

**THIS LEASE AGREEMENT** is entered into by and between:

1. **LANDLORD:** Southwest Wisconsin Technical College
2. **TENANT:** Jim's Building Center Inc.
3. **PREMISES:** In consideration of the rents, terms and covenants of this Commercial Lease Agreement (this "Lease"), Landlord hereby leases to Tenant certain premises (the "Premises") more particularly described in Attachment A, which is incorporated herein by reference as if fully set forth herein.
4. **TERM:**
  - (a) The term of this Lease shall be five years commencing on July 1, 2020, (the "Commencement Date") and terminating on June 30, 2025 (the "Termination Date").
  - (b) Tenant acknowledges that it accepts the Premises as suitable for Tenant's purposes.
  - (c) Tenant acknowledges that no representations or promises regarding condition of the Premises have been made by Landlord, its agents, employees, or other representatives, unless such are expressly set forth in this Lease or any Exhibit hereto. Tenant's taking possession of the Premises shall conclusively establish that the Premises are in good and satisfactory condition as of the date of Tenant's possession, unless Tenant notifies Landlord in writing specifying any bona fide deficiencies after taking possession.
  - (d) This Lease shall continue until the date specified in Paragraph 4(a) or thereafter as specified in Paragraph 4(e) until terminated in accordance with this Paragraph or as a result of default as provided under section 19 or 25.
    - (i) This Lease or any renewal thereof may be terminated by either party upon 90 days' written notice to the other party with or without cause as provided herein.
    - (ii) As of the effective date of the termination of this Lease, howsoever such termination shall occur under the terms of this lease, Lessee shall vacate the above-described premises, surrender the leased property to Lessor and remove any and all improvements, personal property or equipment belonging to him or her from said premises. Lessee shall restore premises to substantially the same condition as existed at the time he took possession.
  - (e) This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon

such terms and conditions as the parties shall agree. Unless terminated as provided in Paragraph 4(d) at the end of its initial term, this lease shall automatically renew for periods of five years under the same terms and conditions stated herein.

**5. RENT:**

(a) Tenant agrees to pay to Landlord the rental amount ("Rent") of \$2,400 per year. On the Commencement Date of the Lease Agreement the first year's rent shall be payable. All subsequent payments shall be made to Landlord annually on or before each anniversary of the Commencement Date, without demand, deduction or offset, in lawful money of the United States of America at the address stated below.

(b) Other remedies for nonpayment of Rent notwithstanding, if the annual Rent payment is not received by Landlord on or before the tenth (10th) day of the anniversary date on which such rent is due, or if any other Rent payment due Landlord by Tenant hereunder is not received by Landlord within ten (10) days of the due date, a service charge of fifty (\$50.00) dollars shall be additionally due and payable by Tenant as an administrative charge for the excess efforts necessitated by such tardiness in payment. Such service charge shall be cumulative of any other remedies Landlord may have for nonpayment of Rent and other sums payable under this Lease.

**6. TAXES:**

(a) Tenant shall pay all real estate taxes on the Premises, if any.

(b) Responsibility for the payment of any cost of special assessments made for the benefit of the real estate shall be mutually determined at the time of assessment.

(c) Tenant shall be responsible for paying all taxes upon Tenant's inventory, goods, supplies, fixtures, and other personal property on the Premises.

**7. REPAIRS AND MAINTENANCE:**

(a) Tenant shall maintain all parts of the Premises and their appurtenances in good, clean and sanitary condition, at its own expense. Tenant shall promptly make all necessary repairs and replacements to the Premise.

(b) At the termination of this Lease, Tenant shall deliver the Premises to Landlord in the same good order and condition as existed at the Commencement Date of this Lease, ordinary wear, natural deterioration beyond the control of Tenant, and damage by fire, tornado or other casualty excepted. Tenant shall give written notice to Landlord at least thirty (30) days prior to vacating the Premises and shall arrange to meet with Landlord for a joint inspection of the Premises prior to vacating. In the event of Tenant's failure to give such notice or arrange such joint inspection, Landlord's inspection at or after Tenant's vacating the Premises shall be

conclusively deemed correct for purposes of determining Tenant's responsibility for repairs and restoration.

(c) Not in limitation on the foregoing, it is expressly understood that Tenant shall repair and pay for all damage caused by the negligence of Tenant, Tenant's employees, officers, directors, partners, agents, invitees, licensees, contractors, representatives, or others for whom Tenant is legally responsible or caused by Tenant's default hereunder.

(d) If Landlord shall give Tenant written notice of defects or need for repairs for which Tenant is responsible under this Lease, and if Tenant shall fail to make same within 30 days of Landlord's written notification or such shorter time as reasonable if expedited repair is needed to avoid injury or damage, Landlord shall have the option to cure said defect or repair, and Tenant shall pay to Landlord all costs and expenses incurred on demand.

**8. UTILITY SERVICE:** Tenant shall pay the cost of all utility services used on the Premises.

**9. SIGNS:** No sign, door plaques, advertisement, or notice shall be displayed, painted or affixed by Tenant on any part of the Premises without prior written consent of Landlord, not to be unreasonably withheld. The color, size, character, style, material, placement and location and method of attachment to the Premises shall be subject to Landlord's approval, and to any applicable governmental laws, ordinances, regulations, project specifications, and other requirements. Tenant shall remove all such signs at the termination of this Lease. Such installations and removals shall be made in such manner as to avoid injury to the Premises, and Tenant, at its sole expense, shall repair any injury caused by such installation and/or removal.

**10. USAGE:** Tenant warrants and represents to Landlord that the Premises shall be used and occupied only for the purpose of storage, parking and other uses permitted on vacant land. No structures of any kind, whether temporary or permanent, shall be constructed or otherwise located on the Premises. Tenant shall occupy the Premises and conduct its business in a lawful and reputable way and as not to create any nuisance. Tenant shall not commit, or allow to be committed, any waste on the Premises. Tenant may not use the Premises for the use, storage, or distribution of hazardous or environmentally offensive substances, for underground storage, or for any unlawful purposes.

**11. COMPLIANCE WITH LAWS, RULES AND REGULATIONS:** Tenant shall comply with all applicable laws, ordinances, orders, rules and regulations of state, federal, municipal, or other agencies or bodies relating to the use, condition and occupancy of and business conducted on the Premises.

**12. ASSIGNMENT AND SUBLETTING:** The Tenant agrees not to assign, transfer, or mortgage this Lease or any right or interest therein or sublet the Premises or any part thereof.

**13. ALTERATIONS AND IMPROVEMENTS:** All appurtenances, fixtures and other property attached to or installed in the Premises, whether by Landlord or Tenant or others, and

whether at Landlord's expense or Tenant's expense, or the joint expense of Landlord and Tenant, shall be and remain the property of Landlord, except that any such fixtures, improvements, additions, and other property which have been installed at the sole expense of Tenant and which are removable without material damage to the Premises shall be and remain the property of Tenant. If no event of default has occurred, Tenant may, and if Landlord so elects Tenant shall, remove any property belonging to Tenant at the end of the term hereof, and Tenant shall repair or, at Landlord's option, shall pay to Landlord the cost of repairing any damage arising from such removal.

14. **FIRE AND CASUALTY:** Tenant shall be responsible for insuring its personal property against fire or other casualty.

15. **PREMISES LIABILITY INSURANCE:** Tenant shall at all times during the term of this Lease maintain a policy or policies of insurance insuring the Premises against public liability.

16. **HOLD HARMLESS:** Landlord shall not be liable to Tenant or any other person for any injury to person or damage to property on or about the Premises caused by the negligence or misconduct of Tenant or Tenant's employees. Tenant agrees to indemnify and hold Landlord harmless from any and all loss, attorney's fees, expenses, or claims arising out of any such damage, loss or injury. Tenant shall not be liable to Landlord, Landlord's employees, agents, invitees, licensees or visitors for any injury to person or damage to property on or about the Premises or the Project caused by the negligence or misconduct of Landlord, its agents, employees or agents.

17. **QUIET ENJOYMENT:** Landlord warrants that it has full right to execute and to perform this Lease and to grant the estate demised herein and that Tenant, upon payment of the required Rent and performance of the covenants and agreements contained in this Lease, shall peaceably and quietly have, hold, and enjoy the Premises during the full term of this Lease, including any extensions or renewals thereof.

18. **LANDLORD'S RIGHT OF ENTRY:** Landlord shall have the right to enter the Premises for the following reason: inspection. Landlord shall attempt to give twenty-four (24) hours verbal notice to Tenant prior to such entry, except in cases of emergency, in which case Landlord may enter the Premises at any time and without prior notice.

19. **DEFAULT BY TENANT:** The following shall be events of default by Tenant under this Lease:

(a) Tenant's failure to pay, within ten (10) days after it is due, any installment of Rent or other payment required pursuant to this Lease;

(b) Tenant's abandonment or vacation of the Premises, and Tenant is in default of the Rent payments due under this Lease;



(c) Tenant's failure to comply with any term, provision or covenant of this Lease, other than the defaults listed in the other subparagraphs of this Paragraph 19, and the failure is not cured within ten (10) days after written notice thereof to Tenant;

(d) Tenant's filing of a petition or adjudication as a debtor or bankrupt insolvent under the Bankruptcy Code or any similar law or statute of the United States or any state; or appointment of a receiver or trustee for all or substantially all of the assets of Tenant; or Tenant's transfer in fraud of creditors or assignment for the benefit of creditors of all or substantially all of Tenant's assets;.

(e) Tenant doing or permitting to be done any act which results in a lien being filed against the Premises and the same is not removed within sixty (60) days after Landlord's notice thereof to Tenant.

**20. REMEDIES FOR TENANT'S DEFAULT:** Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies without any prior notice or demand:

(a) Landlord may terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord. Tenant agrees to pay on demand the amount of all losses, costs, expenses, deficiencies, and damages which Landlord may incur or suffer by reason of Tenant's default or the termination of this Lease under this subparagraph, whether through inability to rent the Premises on satisfactory terms or otherwise.

(b) Landlord may pursue any remedy provided at law or in equity.

**21. WAIVER OF DEFAULT OR REMEDY:** Failure of Landlord to declare a default immediately upon its occurrence, or delay in taking any action in connection with an event of default, shall not be a waiver of the default. Landlord shall have the right to declare the default at any time and take such action as is lawful or authorized under this Lease. Pursuit of any one or more of the remedies set forth in Paragraph 20 above shall not preclude pursuit of any one or more of the other remedies provided therein or elsewhere in this Lease or as provided by law, nor shall pursuit of any remedy be a forfeiture or waiver of any Rent or damages accruing to Landlord by reason of the violation of any of the terms of this Lease. Failure by Landlord to enforce one or more of its remedies upon an event of default shall not be construed as a waiver of the default or of any other violation or breach of any of the terms contained in this Lease.

**22. CHOICE OF LAW; VENUE; ATTORNEY'S FEES:** It is specifically stipulated that this Lease shall be interpreted and construed according to the laws of the State of Wisconsin and any suit brought on this Lease shall be maintained in Grant County, Wisconsin. Further, the prevailing party in any such litigation between the parties shall be entitled to recover, as a part of its judgment, reasonable attorney's fees and costs and expenses incurred therein.

**23. HOLDING OVER:** Tenant will, at the termination of this Lease by lapse of time or otherwise, surrender immediate possession to Landlord. If Landlord agrees in writing that

Tenant may hold over after the expiration or termination of this Lease and if the parties do not otherwise agree, the hold over tenancy shall be subject to termination by Landlord or by Tenant at any time upon not less than thirty (30) days advance written notice. No holding over by Tenant, whether with or without consent of Landlord, shall operate to extend this Lease except as otherwise expressly agreed by the parties.

24. **SUCCESSORS:** This Lease shall be binding upon and inure to the benefit of Landlord and Tenant and their respective heirs, personal representatives, successors and assigns.

25. **DEFAULT BY LANDLORD:** Landlord shall not be in default, and Tenant shall have no right to any remedy at law or in equity, unless the act, omission, or condition allegedly giving rise to such default shall have continued uncured or unabated for a period of thirty (30) days following written notice to Landlord or, if such cure or abatement cannot be accomplished within said 30-day period, then, so long as Landlord has commenced such cure or abatement within such 30-day period and diligently pursues same, such period shall be extended a reasonable time to allow completion of the cure or abatement.

26. **LIENS AND ENCUMBRANCES:**

- (a) Tenant shall have no authority, express or implied, to create or place any lien or encumbrance of any kind or nature whatsoever upon, or in any manner to bind, the interest of Landlord in the Premises. Tenant covenants and agrees that it will pay or cause to be paid all sums legally due and payable by it on account of any labor performed or materials furnished in connection with any work performed on the Premises on which any lien is or can be validly and legally asserted against its leasehold interest in the Premises or the improvements thereon. Tenant further agrees to save and hold Landlord harmless from any and all loss, cost, or expense based on or arising out of claims or liens asserted by parties by virtue of their dealings with Tenant and encumbering the leasehold estate or the right, title and interest of the Landlord in the Premises. Under no circumstances shall Tenant be or hold itself out to be the agent or representative of Landlord with respect to any alterations of the Premises whether or not consented to or approved by Landlord hereunder.
- (b) Landlord and Tenant both acknowledge that Tenant has an easement over a portion of the Premises, which easement is dated June 4, 1991, and was recorded in the Office of the Register of Deeds for Grant County, Wisconsin, on June 7, 1991, at Volume 680 of Records at Page 281 as Document No. 544032. Both parties further acknowledge that the easement is for storage and access purposes. Both parties further acknowledge that a storage building is located on the easement and that the storage building also encroaches on the Premises outside of the easement area and that by letter dated October 13, 2010, Landlord, by its counsel, informed Tenant that it would permit the storage building to remain on the Premises outside the easement area until such time as the storage building becomes functionally obsolete, at which time the building must be removed from



the Premises outside the easement area provided Tenant makes no improvements or enlargements to the building on the Premises outside the easement area; ordinary maintenance excepted.

**27. HAZARDOUS SUBSTANCES:** The term "Hazardous Substances," as used in this Lease shall mean petroleum and petroleum products and by-products, crude oil, pollutants, contaminants, toxic or hazardous wastes, or any other substances, the use of which is regulated, restricted, prohibited or penalized, or the removal or disposal of which is required, by any "Environmental Laws," which term shall mean any and all federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to the pollution or protection of the environment. Tenant hereby agrees that (i) no activity will be conducted on the Premises that will produce any Hazardous Substances; (ii) the Premises will not be used in any manner not in compliance with local and federal laws for the storage of any Hazardous Substances; (iii) no portion of the Premises will be used as a landfill or a dump; (iv) Tenant will not install any underground tanks of any type; (v) Tenant will not allow any surface or subsurface conditions to exist or come into existence that constitute, or with the passage of time may constitute, a public or private nuisance, (vi) Tenant will not permit any Hazardous Substances to be brought onto the Premises, and if so brought thereon, then the same shall be stored and used in compliance with all local and federal laws regarding same. Landlord or Landlord's representative shall have the right but not the obligation to enter the Premises for the purpose of ensuring compliance with all Environmental Laws. If Tenant in any manner contaminates the Premises, then Tenant shall promptly and diligently institute proper and thorough clean-up procedures at Tenant's sole cost. Tenant hereby agrees to defend, indemnify and hold Landlord, its employees, agents and officers or their successors, and assigns harmless from any and all costs (including costs of litigation), reasonable attorneys' fees, expenses, liabilities, claims, damages or judgments arising or alleged to occur, and that result, or are alleged to result from the actual, or threatened discharge, dispersal, disposal, release or escape of Hazardous Substances or other wastes or pollutants (including, but not limited to asbestos, solid, liquid, gaseous or thermal irritants or contaminants, smoke, vapor, soot, fumes, acids, alkalis, chemicals, and water materials to be recycled, reconditioned or reclaimed), but only as the same are a direct result of any act or omission of Tenant or Tenant's Representatives.

**28. ENTIRE AGREEMENT AND LIMITATION OF WARRANTIES:** It is expressly agreed by Tenant, as a material consideration for the execution of this Lease, that this Lease is the entire agreement of the parties and that there are and were no verbal representations, warranties, understandings, stipulations agreements, or promises pertaining to this Lease not incorporated in this Lease. Tenant expressly agrees that there are and shall be no implied warranties of merchantability, fitness, habitability, or of any other kind and that Tenant's acceptance of the Premises shall be "as is." It is likewise agreed that this Lease may not be altered, waived, amended, or extended except by an instrument in writing signed by both Landlord and Tenant.

**29. FORCE MAJEURE:**

(a) Landlord shall not be required to perform any covenant or obligation of this Lease or be liable in damages to Tenant for that time period during which the performance or non-performance of the covenant or obligation is delayed, caused by, or prevented by Tenant or Tenant's Representatives or by an act of God or force majeure.

(b) Except with respect to the payment of Rent or any other sum due hereunder, Tenant shall not be required to perform any covenant or obligation of this Lease or be liable in damages to Landlord for that time period during which the performance or non-performance of the covenant or obligation is delayed, caused by, or prevented by Landlord or Landlord's Representatives or by an act of God or force majeure.

**30. MISCELLANEOUS:**

(a) The captions inserted in this Lease are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Lease or any provision hereof, or in any way affect the interpretation of this Lease.

(b) If any clause or provision of this Lease is illegal, invalid, or unenforceable under present or future laws effective during the term of this Lease, then and in that event, it is the intention of the parties hereto that the remainder of this Lease shall not be affected thereby; and it is also the intention of the parties to this Lease that in lieu of each clause or provision of this Lease that is illegal, invalid, or unenforceable there be added as a part of this Lease a clause as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

(c) Landlord does not in any way or for any purpose become a partner with Tenant in the conduct of its business or otherwise, nor a member of a joint venture with Tenant.

(d) Time is of the essence in the performance of all the covenants, conditions, and agreements contained in this Lease.

(e) Any duty, obligation, or debt and any right or remedy arising hereunder and not otherwise consummated and/or extinguished by the express terms hereof at or as of the time of termination of this Lease, whether at the end of the term hereof or otherwise, shall survive such termination as continuing duties, obligations, and debts of the obligated party to the other or continuing rights and remedies of the benefited party against the other.

(f) This Agreement may be executed in one or more counterparts, each of which counterpart shall for all purposes be deemed to be an original; but all such counterparts together shall constitute but one instrument.

31. **NOTICE:**

(a) All Rent and/or notices required to be made by Tenant to Landlord shall be payable to Landlord at the address set forth below or any other address that Landlord may specify from time to time by written notice delivered to Tenant.

(b) All notices required to be made by Landlord to Tenant shall be payable to Tenant at the address set forth below or at any other address that Tenant may specify from time to time by written notice delivered to Landlord.

(c) Any notice or document required or permitted to be delivered by this Lease shall be deemed to be delivered (whether or not actually received) when deposited in the United States Mail, postage prepaid, addressed to the parties at the respective addresses set forth below or such other address as hereinafter specified by notice given in accordance with this paragraph.

**IN WITNESS WHEREOF**, the Grantor and Grantee have hereunto set their hands and seals as of this \_\_\_\_ day of May 2020.

**LANDLORD:**

Southwest Wisconsin Technical College  
1800 Bronson Blvd.  
Fennimore, WI 53809

**TENANT:**

Jim's Building Center Inc.  
4427 U. S. Hwy. 18  
Fennimore, WI 53809

\_\_\_\_\_  
By: Caleb White  
Vice President for Administrative Services

\_\_\_\_\_  
John Kohlenberg

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### **ATTACHMENT A**

A parcel of land in the Southwest One-Quarter of Section Twenty, Town Six North, Range Two West of the 4th P.M., in Grant County, Wisconsin, described as commencing at the Southwest corner of said Section Twenty, thence running East along the South boundary line of said section 1,650 feet, thence running North 1,806 feet, thence running West 75 feet to the place of beginning, thence West 138.31 feet, thence North 365.93 feet to the center line of U. S. Highway No. 18, thence South 53 degrees 35 minutes East 171.61 feet along the center line of U. S. Highway No. 18, thence South 264 feet to the place of beginning.

### ***E. Platteville OE Gray Lease Extension***

The electronic Board meeting material includes a lease extension with the School District of Platteville to rent educational and office space at the OE Gray Building located at 110 W. Adams Street, Platteville, WI.

**Recommendation:** Approve the lease extension with the Platteville School District to lease office and educational space located at 110 W. Adams Street, Platteville, for \$700 per month from July 1, 2020, through December 31, 2020.

**Rental Agreement**  
**Between the Platteville School District and Southwest Technical College**  
**July 1, 2020 – December 31, 2020**

This Memorandum of Understanding is between the Platteville School District and Southwest Wisconsin Technical College. It serves as a rental agreement to establish the terms and conditions by which the Platteville School District, hereinafter referred to as the District will rent space to Southwest Wisconsin Technical College, hereinafter referred to as the tenant at the OE Gray School Building. This agreement will begin July 1<sup>st</sup>, 2020 and end December 31<sup>st</sup>, 2020. The rent will be \$350 a month per rented room.

Under this rental agreement the following spaces will be provided for the tenant:

- Classroom 7 and 8.

Under this rental agreement it is understood that:

1. The District will provide general maintenance, heating, air conditioning and electricity and will provide for routine weekly cleaning of specific rooms. The tenant is expected to keep order on a daily basis of their rented spaces.
2. Occasional use of the gym when unoccupied will be permitted without additional rent. Special Events scheduled for the gym need to be scheduled in advance at normal gym rental rates.
3. The tenant must obtain permission from the district Business Administrator or Superintendent to use any other portion of the OE Gray facility.
4. The tenant's employees will be provided with building key cards and keys as necessary to access their rented rooms.
5. The tenant may not make structural alterations or additions to the premises without prior consent of the district Business Administrator or Superintendent.
6. The tenant may paint, erect, hang or place upon the interior or exterior of the building only such identification signs or other advertising displays as may be consented to by the District.
7. The tenant will provide furnishings for all their rental spaces.
8. The tenant will not sublet rented premises, or any part thereof, without prior consent of the District.
9. The District will provide networking equipment rental granting Wi-Fi and internet access to the continuous and daily use areas during its occupancy at \$25/month per room. This agreement covers maintenance/support of District equipment, but not support for the tenant's owned equipment.

10. The District will provide connections to the District's telephone network provided the tenant pays the monthly line service and any extra charges attributable to each line provided.
11. The tenant shall carry comprehensive public liability insurance on the leased portion of the premises with limits no less than \$1,000,000/\$5,000,000 bodily injury and \$250,000 property damage.
12. At the termination of this rental agreement, the tenant shall leave the rented premises in as good condition as at the beginning of the rental term - ordinary wear and tear and damage by the elements excluded; however, the tenant shall not be required to replace or repair any damage covered by the District's insurance.
13. This memorandum may be modified to address unanticipated circumstances by mutual agreement of the District and the tenant.
14. This agreement may be terminated without prejudice by either party with a 90-day written notice.
15. Rental monthly payment is due to the Platteville School District by the 1<sup>st</sup> of each month.
16. The tenant agrees to this rental agreement and related understandings and agrees to pay rent in the amount \$700.00 per month for six months (\$4,200 total) to the District in addition to the monthly cost of telephone service and networking equipment rental. Termination of this agreement will be allowed if the tenant's funding is terminated during the contract period. This agreement contains the option to renew for one year following the expiration of this term.

Signature: \_\_\_\_\_

School District of Platteville

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Southwest Wisconsin Technical College

Date: \_\_\_\_\_



#### ***F. 2020-21 Board Monitoring Schedule***

Included below is the 2020-21 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

**Recommendation:** Approved the 2020-21 Board Monitoring Schedule as presented.

## SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2020 – JUNE 2021

DATE	ACTIVITY/PURPOSE	LOCATION
July 13, 2020	<b>Southwest Tech Annual Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Oath of Office</li> <li>➤ Election of Officers</li> <li>➤ Three-year Facilities Plan</li> </ul>	<b>Southwest Tech</b>
July 13, 2020	<b>Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board</b>	<b>Southwest Tech</b>
July 8	WTCS Board Meeting	Virtual Meeting
July 23-25	District Boards Association Summer Meeting	Mid-State – Wisconsin Rapids with a virtual option
August 5	Real Estate Foundation Board Meeting	Southwest Tech
August 19	Foundation Board Meeting	Southwest Tech
<b>August 27</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Foundation Quarterly Report</li> </ul>	<b>Southwest Tech</b>
September 15-16	WTCS Board Meeting	Mid-State–Wisconsin Rapids
<b>September 24</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Compliance Monitoring Report</li> </ul>	<b>To Be Determined</b>
<b>September 30 – October 3</b>	Association of Community College Trustees Leadership Congress	Chicago, IL
Oct. 22 –24	District Boards Association Fall Meeting	Nicolet College - Rhinelander with a virtual option
<b>October 29</b>	<b>Southwest Tech Board Meeting/Half-Day Retreat</b> <ul style="list-style-type: none"> <li>➤ Resolution for Adoption of 2020 Tax Levy</li> <li>➤ Fund &amp; Account Transfers (2019-20 Budget Modifications)</li> <li>➤ Review of Purchasing Activity</li> <li>➤ WI Code of Ethics Resolution</li> <li>➤ Foundation Quarterly Report</li> <li>➤ Student Access Monitoring Report</li> </ul>	<b>Southwest Tech</b>
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
November 10-11	WTCS Board Meeting	Northcentral - Wausau
To Be Determined	Scholarship Ceremony/Reception	Southwest Tech
<b>November 19</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Financial Audit</li> <li>➤ 2021-22 Budget Process</li> </ul>	<b>Southwest Tech</b>
December 11	Southwest Tech Winter Graduation	Southwest Tech
<b>December 17</b>	<b>Southwest Tech Board Meeting</b> <ul style="list-style-type: none"> <li>➤ Financial Audit</li> </ul>	<b>Southwest Tech</b>

DATE	ACTIVITY/PURPOSE	LOCATION
January 13-15 January 19 <b>January 28</b>	District Boards Association Winter Meeting WTCS Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Foundation Quarterly Report ➤ Safety & Security Monitoring Report	Madison with a virtual option WTCS Office - Madison <b>Southwest Tech</b>
To Be Determined To Be Determined February 7-10 <b>February 26-27</b>	Real Estate Foundation Board Meeting Foundation Board Meeting Association of Community College Trustees National Legislative Summit <b>Southwest Tech Board Retreat/Meeting</b> ➤ Budget Assumptions & Parameters	Washington, DC  To Be Determined
March 16-17 <b>March 25</b>  To Be Determined	WTCS Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Quality Teaching & Learning Monitoring Report American Association of Community Colleges Annual Convention	Chippewa Valley – Eau Claire <b>Southwest Tech</b>  To Be Determined
April 15 – 17 To Be Determined <b>April 22</b>	District Boards Association Spring Meeting Real Estate Foundation Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Out-of-State Tuition Waivers ➤ Foundation Quarterly Report	Northcentral – Wausau with a virtual option Southwest Tech <b>Southwest Tech</b>
To Be Determined May 18 May 22 <b>May 27</b>	Foundation Board Meeting WTCS Board Meeting Southwest Tech Graduation <b>Southwest Tech Board Meeting</b> ➤ Proposed Budget ➤ State of College Report ➤ Financial Sustainability Monitoring Report ➤ President's Evaluation & Contract	Southwest Tech WTCS Office – Madison Southwest Tech <b>To Be Determined</b>
<b>June 24</b>	<b>Southwest Tech Board Meeting</b> ➤ Public Budget Hearing/Approval ➤ College Culture Monitoring Report	<b>Southwest Tech</b>
<b>July 12, 2021</b>	<b>Southwest Tech Annual Board Meeting</b>	<b>Southwest Tech</b>

MAY 21, 2020

## **Board Monitoring of College Effectiveness**

### ***A. FY2021 Budget Update including Enterprise Resource Planning (ERP) System Update***

Caleb White will present the FY2021 budget update including an update on the ERP system. A budget overview is below.

Southwest Wisconsin Technical College  
General Fund  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,416,844	5,343,000	5,304,000	5,366,000
State Aids	10,014,879	10,451,100	10,895,000	9,980,600
Program Fees	4,441,995	4,551,400	4,551,000	4,614,800
Material Fees	289,212	291,000	285,000	286,000
Other Student Fees	575,649	567,700	514,000	433,100
Institutional	2,145,015	1,654,600	2,037,000	1,826,000
Federal	<u>715,192</u>	<u>647,200</u>	<u>624,000</u>	<u>371,500</u>
Total Revenues	23,598,786	23,506,000	24,210,000	22,878,000
<b>EXPENDITURES</b>				
Instruction	15,020,315	14,907,000		14,573,100
Instructional Resources	149,622	173,000		146,400
Student Services	2,162,174	1,999,000		2,054,000
General Institutional	4,868,969	4,994,000		4,645,200
Physical Plant	<u>2,023,329</u>	<u>2,092,000</u>	<u>-</u>	<u>2,044,300</u>
Total Expenditures	24,224,409	24,165,000	23,800,000	23,463,000
Net Revenue (Expenditures)	(625,623)	(659,000)	410,000	(585,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	172,292	310,000	150,000	10,000
Operating Transfer Out	<u>(44,436)</u>	<u>(45,000)</u>	<u>(45,000)</u>	<u>(45,000)</u>
Total Resources (Uses)	127,856	265,000	105,000	(35,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	(497,767)	(394,000)	515,000	(620,000)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	<u>(497,767)</u>	<u>(394,000)</u>	<u>515,000</u>	<u>(620,000)</u>
Beginning Fund Balance	<u>9,428,904</u>	<u>8,528,904</u>	<u>8,931,137</u>	<u>9,446,137</u>
Ending Fund Balance	<u>8,931,137</u>	<u>8,134,904</u>	<u>9,446,137</u>	<u>8,826,137</u>

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
REVENUES				
State Aids	548,676	600,000	520,000	547,000
Other Student Fees	263,576	260,000	270,000	250,000
Institutional	189,739	250,000	165,000	245,000
Federal	<u>5,129,130</u>	<u>6,910,000</u>	<u>5,390,000</u>	<u>6,958,000</u>
Total Revenues	6,131,121	8,020,000	6,345,000	8,000,000
EXPENDITURES				
Student Services	<u>6,117,342</u>	<u>8,075,000</u>	<u>6,285,000</u>	<u>8,000,000</u>
Total Expenditures	6,117,342	8,075,000	6,285,000	8,000,000
Net Revenue (Expenditures)	13,779	(55,000)	60,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>44,436</u>	<u>45,000</u>	<u>47,000</u>	<u>47,000</u>
Total Resources (Uses)	44,436	45,000	47,000	47,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>58,215</u>	<u>(10,000)</u>	<u>107,000</u>	<u>47,000</u>
Total Transfers To (From) Fund Balance	58,215	(10,000)	107,000	47,000
Beginning Fund Balance	<u>402,017</u>	<u>378,017</u>	<u>460,232</u>	<u>567,232</u>
Ending Fund Balance	<u>460,232</u>	<u>368,017</u>	<u>567,232</u>	<u>614,232</u>

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Capital Projects Fund  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
<b>REVENUES</b>				
Institutional	81,849	20,000	27,000	20,000
Total Revenues	81,849	20,000	27,000	20,000
<b>EXPENDITURES</b>				
Instruction	728,336	599,000	571,000	1,109,000
Instructional Resources	29,526	50,000	47,000	50,000
General Institutional	1,092,640	2,512,000	2,118,000	450,000
Physical Plant	1,594,635	1,939,000	2,261,000	2,417,000
Total Expenditures	3,445,137	5,100,000	4,997,000	4,026,000
Net Revenue (Expenditures)	(3,363,288)	(5,080,000)	(4,970,000)	(4,006,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(172,292)	(310,000)	(150,000)	(10,000)
Total Resources (Uses)	3,827,708	3,690,000	3,850,000	3,990,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	464,420	(1,390,000)	(1,120,000)	(16,000)
Total Transfers To (From) Fund Balance	464,420	(1,390,000)	(1,120,000)	(16,000)
Beginning Fund Balance	898,264	1,485,264	1,362,684	242,684
Ending Fund Balance	1,362,684	95,264	242,684	226,684

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Capital Projects Fund  
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$4,000,000. This amount is flat from the prior year borrowing level.

The amount of outstanding debt will be approximately twenty-nine million. The majority of this debt is due to the capital expansion project that was completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately twelve million is from annual borrowing for maintenance projects, remodeling and equipment replacement and upgrades. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

**Equipment/Software Budget by Department**

Agriculture and Industry	826,000	
Public Safety	264,000	
Health and Service	<u>19,000</u>	
Subtotal Instruction		1,109,000

Library/Media/Distance Education	<u>50,000</u>	
Subtotal Instructional Resources		50,000

College-wide Computing/Network/Telecommunications	100,000	
Enterprise Planning Resource Project	<u>350,000</u>	
Subtotal General Institutional		450,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	122,000	
Remodeling/Maintenance Projects	1,975,000	
Engineering/Architect Fees	170,000	
Classroom/Office Furniture	<u>150,000</u>	
Subtotal for Physical Plant		<u>2,417,000</u>

<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 4,026,000</u></b>
-------------------------------	----------------------------



Southwest Wisconsin Technical College  
Debt Service Fund  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,345,000	5,345,000	5,345,000	5,600,000
State Aids	20,530	20,000	20,530	20,500
Institutional	43,804	60,000	20,000	20,000
Federal Aids	298,603	-	-	-
Total Revenues	5,707,937	5,425,000	5,385,530	5,640,500
<b>EXPENDITURES</b>				
Physical Plant	13,865,022	5,724,600	4,820,000	6,340,950
Total Expenditures	13,865,022	5,724,600	4,820,000	6,340,950
Net Revenue (Expenditures)	(8,157,085)	(299,600)	565,530	(700,450)
<b>OTHER SOURCES (USES)</b>				
Refunding Debt Issued	7,775,000			
Operating Transfer In (Out)	572,411	-	-	-
Total Resources (Uses)	190,326	-	-	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	190,326	(299,600)	565,530	(700,450)
Total Transfers To (From) Fund Balance	190,326	(299,600)	565,530	(700,450)
Beginning Fund Balance	1,407,409	1,407,409	1,597,735	2,163,265
Ending Fund Balance	1,597,735	1,107,809	2,163,265	1,462,815

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt and long-term lease purchase principal and interest.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Enterprise Fund  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
REVENUES				
Institutional	<u>1,534,927</u>	<u>1,768,000</u>	<u>1,385,000</u>	<u>1,343,000</u>
Total Revenues	1,534,927	1,768,000	1,385,000	1,343,000
EXPENDITURES				
Auxiliary Services	<u>1,273,412</u>	<u>1,636,000</u>	<u>1,447,000</u>	<u>1,388,000</u>
Total Expenditures	1,273,412	1,636,000	1,447,000	1,388,000
Net Revenue (Expenditures)	261,515	132,000	(62,000)	(45,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>261,515</u>	<u>132,000</u>	<u>(62,000)</u>	<u>(45,000)</u>
Total Transfers To (From) Fund Balance	261,515	132,000	(62,000)	(45,000)
Beginning Fund Balance	<u>3,562,176</u>	<u>3,664,176</u>	<u>3,823,691</u>	<u>3,761,691</u>
Ending Fund Balance	<u>3,823,691</u>	<u>3,796,176</u>	<u>3,761,691</u>	<u>3,716,691</u>

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
2020-21 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2018-19 <u>Actual*</u>	2019-20 <u>Budget</u>	2019-20 <u>Estimate**</u>	2020-21 <u>Budget</u>
REVENUES				
Institutional	<u>3,833,084</u>	<u>4,427,000</u>	<u>3,710,000</u>	<u>4,427,000</u>
Total Revenues	3,833,084	4,427,000	3,710,000	4,427,000
EXPENDITURES				
Auxiliary Services	<u>3,639,408</u>	<u>4,427,000</u>	<u>3,793,400</u>	<u>4,427,000</u>
Total Expenditures	3,639,408	4,427,000	3,793,400	4,427,000
Net Revenue (Expenditures)	193,676	-	(83,400)	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>193,676</u>	<u>-</u>	<u>(83,400)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	193,676	-	(83,400)	-
Beginning Fund Balance	<u>1,305,711</u>	<u>1,155,711</u>	<u>1,499,387</u>	<u>1,415,987</u>
Ending Fund Balance	<u>1,499,387</u>	<u>1,155,711</u>	<u>1,415,987</u>	<u>1,415,987</u>

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

\*\*\*Our self-funded health insurance and dental insurance programs are processed through the Internal Service Fund.

## ***B. COVID-19 Monitoring Report – Fiscal Sustainability***

A PowerPoint slide presentation is included below for the COVID-19 Monitoring Report on Fiscal Sustainability. Caleb White will present the information at the Board meeting.



Southwest Wisconsin  
TECHNICAL COLLEGE

# Fiscal Sustainability Monitoring Report

May 2020

# Fiscal Strength/Sustainability

## Budget

The College budget supports the college's mission, vision and strategic directions by allocating resources to ensure the College is meeting student and community needs.

## Audit

Southwest Tech continues to maintain an unmodified (clean) opinion on its Audit Report, and the financial statements present fairly in all material respects the financial position of the College. The College also has a clean opinion on compliance, no material weaknesses were identified in internal control or any significant deficiencies in internal control over compliance.



# Fiscal Strength/Sustainability

## General Fund Reserves

Board Policy Minimum – 16.7% (2 months of operating expenditures)

6/30/08 SWTC – 17.2%

6/30/19 SWTC – 36.9%

6/30/19 WTCS Average – 29.7%

## OPEB Liability (other post employment benefits)

6/30/11 - \$11,936,782

6/30/19 - \$4,155,112





# Fiscal Strength/Sustainability

## Student Loan Default Rate

College	2011	2012	2013	2014	2015	2016	2017 Draft
Southwest Wisconsin Technical College	13.4%	12.6%	17.0%	13.1%	7.9%	4.5%	4.6%

WTCS Average: 14.8%

Wisconsin Average: 9.0%

National 2 Year College Average: 15.9%

National Average of all Institutions: 10.8%

Southwest Tech currently has the lowest cohort default rate in the WTCS and has a 2017 draft rate of 4.6%. The low default rate is attributed to a few factors including: not awarding students at their maximum yearly loan levels, double disbursement of student loans, increased contact with student borrowers who are delinquent and our partnership with WISS Default Management Solutions who helps reach out to students who are entering repayment or have fallen behind on their loan payments.





# Fiscal Strength/Sustainability

## Moody's Investor Service Rating

The College's goal is to maintain or improve on its Aa2 rating. This rating reflects the district's large and growing tax base, healthy liquidity, a low debt burden and modest unfunded pension liability. These credit strengths are balanced against challenges including a historically declining enrollment trend, albeit one is expected to improve, limited revenue raising flexibility due to state imposed levy restrictions, and below-average resident income levels.

### Factors that could lead to an upgrade

- Strengthening of the district's tax base and/or resident income levels
- Stabilization and strengthening of enrollment.

### Factors that could lead to a downgrade

- Weakening of the district's tax base and/or resident income levels
- Declines in the district's reserves and/or liquidity
- Substantial growth in the district's debt burden and fixed costs



# Fiscal Strength/Sustainability

## HLC Composite Financial Index – 6/30/19

The purpose of this process is to identify institutions that may be at risk of not meeting components of the Criteria for Accreditation.

HLC has identified ranges, or zones, of CFI values that indicate whether further review is required.  
Above the zone > 1.0, In the zone 0.0 – 1.0, Below the zone < 0.0

Nicolet 7.63

**SWTC 2.74**

Lakeshore 1.93

Midstate -0.04

Wi Indianhead 1.94

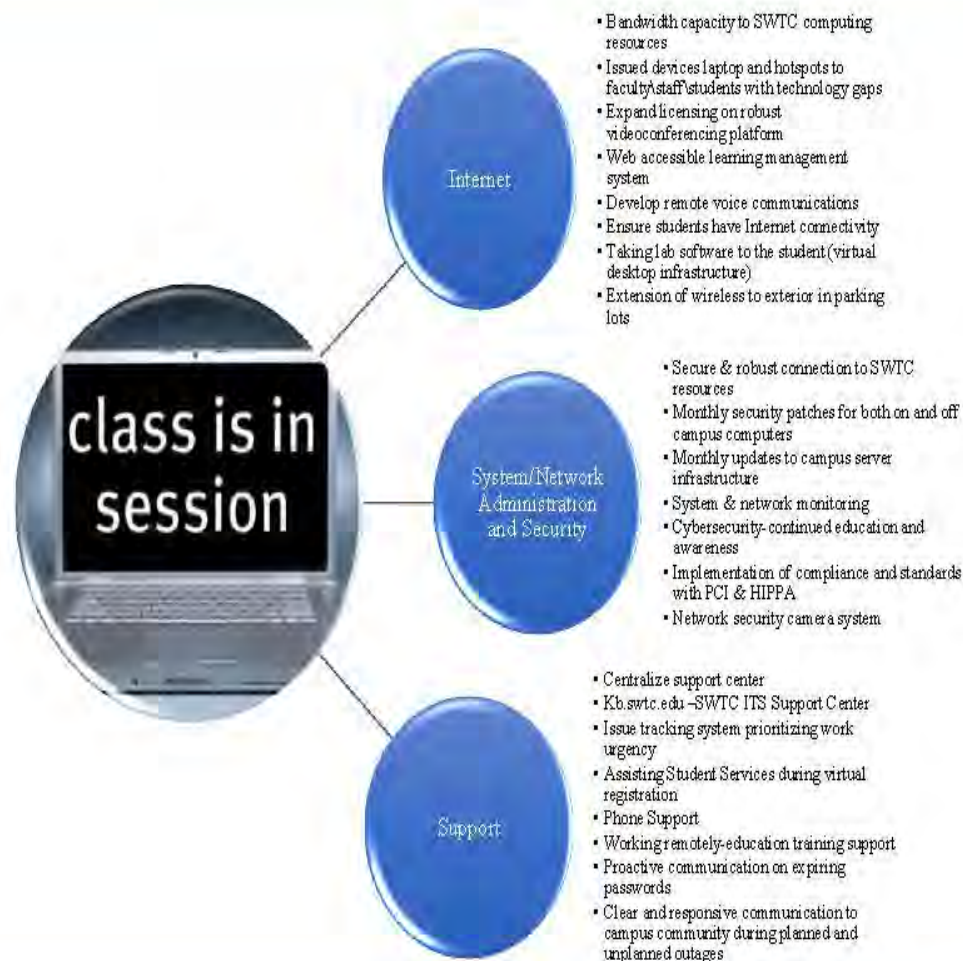
Moraine Park 3.64

Northcentral 0.87





# Moves & Considerations for Virtual Work



## Strategic Considerations

### 2017

- Expand bandwidth 92MB to 1 GB
- Re-design wired and wireless network
- Begin "Green Delivery of laptops as staff standard"
- Adoption of Zoom Videoconference platform

### 2018

- Graphic Web Laptop Program
- Begin Cybersecurity Security Awareness Training
- Implementation of Issue tracking system & service center
- Implementation of patch management for SWTC systems
- Implementation Intranet site-"The Hub"

### 2019

- Wireless Internet to Student Housing (140 beds)
- Business Continuity Off-site Cloud Back-up
- Implementation of mass notification system
- Expand storage and compute to SWTC server farm
- Network security camera expansion project

### 2020

- Softphones (on/off campus phone capabilities via laptop)
- Virtual desktop technology
- Implementation of enhanced perimeter security
- Next Generation Endpoint
- Coming soon Office365 for Students\Staff





# SWOT and Our Actions

2017

vs.

2020

## Strengths

- Customer Service/Support
- Responsive/Flexibility
- Dedicated, enthusiastic Staff
- Supportive campus leaders

## Weaknesses

- Aging Infrastructure
- Lack of strategic planning
- Lack of standard operating procedures
- Backup Strategy and Disaster Recovery

Internal  
Factors

## Strengths

- Supportive campus leaders
- Customer Service/Support
- Dedicated, enthusiastic Staff
- Robust wired/wireless network infrastructure
- VPN/secure remote Capabilities
- Robust communication systems
- Robust campus Internet Connection
- Data backup/recovery

## Weaknesses

- Quality Internet providers for staff
- ERP System gaps
- Support hours may not meet work from home or online needs
- Non-redundant Internet connection to SWTC Campus

Internal  
Factors

## Opportunities

- Cost reduction
- Standards/Process Development
- Integration of systems
- Network re-design
- Cloud Computing

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## Threats

- Rapidly growing range of mobile devices might create quality of support
- Hostile Security Threats
- Accelerated expectation vs. capacity
- Inconsistencies in keeping up
- Lack of system patch management

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External  
Factors

## Opportunities

- Continued Standards/Process Development
- Integration of systems
- Cloud Computing
- Virtual Desktop
- Laptop Program for standard hardware and software

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## Threats

- Hostile Security Threats
- Poor Internet quality for students
- Rapidly growing range of mobile devices creates quality of support
- Accelerated expectation vs. capacity
- Lack of hardware and software for students

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External  
Factors



THIS IS WHERE PURPOSE UNFOLDS

### ***C. 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	Re-evaluating	10/1/2019	Hourly Band A12 \$15.61 - \$18.73
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

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
7	New Position	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93) Hired at \$60,000
8	New Position	Farm Operations & Mechanics Instructor	Dan Kieffer	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$55,000
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 \$17.51 - \$22.30 Hired \$21.00/hour
10	New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) - Part-time	Madison Cooper	9/4/2019	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.00/hour
11	New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$21.00
12	Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 \$20.32 - \$26.41 Hired at \$25.50/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 \$20.75 - \$26.98 Hired at \$26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part-time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
16	Replacement for Sherry Devries	Midwifery Instructor	Vicki Hedley	1/6/2020	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$64,000
17	Replacement for Steve Elliott (Internal Posting)	Day Maintenance Worker	Ben Neuroth	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.31
18	Replacement for Ben Neuroth (Internal)	Lead Evening Custodian	Tim Lyne	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.00



### Staffing Update 2018-19 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement for Tim Lyne	Evening Custodian	Dustin Farrey	1/23/2020	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
20	Replacement for Amy Loy	Data Analyst	Camille Chappell	3/1/2020	Salary Band C42 \$48,795 - \$68,313 Hired at \$50,980.80
21	New Position	Midwifery Clinical Site Coordinator - (LTE- ending 5/31/2020 - 10 hours/week)	Diane Holmes	2/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$22.00/hour
22	New Position	Child Care Aide (LTE - ending 5/15/2020 12-15 hours/week)	On hold	3/1/2020	Hourly - \$12.07
24	Replacement - Camille Chappel	Financial Aid Assistant/Accounting Bursar	Posted	5/15/2020	Hourly Band B22 \$18.22 - \$23.74

## Information and Correspondence

### **A. Enrollment Report**

The 2019-20 Comparison FTE Report and the 2020-21 Comparison FTE Report are available below. Also included are the PowerPoint slides showing the recruitment metrics.


### **2019-20 Comparison FTE Report**

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
10-101-1	Accounting	25	51	26	17.33	38.10	20.77
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	(5)	17.83	14.20	(3.63)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	2	13.73	17.57	3.83
10-006-6	Agribusiness Science & Technology - Animal Science	30	29	(1)	27.27	29.87	2.60
10-102-3	Business Management	135	134	(1)	88.27	84.70	(3.57)
10-530-5	Cancer Information Management	97	95	(2)	50.87	50.97	0.10
10-504-5	Criminal Justice Studies	53	46	(7)	40.73	37.07	(3.67)
10-316-1	Culinary Arts	12	6	(6)	7.63	2.77	(4.87)
10-317-1	Culinary Management	7	5	(2)	5.80	4.80	(1.00)
10-510-6	Direct Entry Midwife	60	77	17	23.33	31.80	8.47
10-307-1	Early Childhood Education	56	46	(10)	41.07	32.53	(8.53)
10-620-1	Electro-Mechanical Technology	36	31	(5)	32.87	29.07	(3.80)
10-325-1	Golf Course Management	24	18	(6)	20.57	14.63	(5.93)
10-201-2	Graphic And Web Design	31	26	(5)	25.50	18.63	(6.87)
10-530-1	Health Information Technology	47	52	5	26.07	24.63	(1.43)
10-520-3	Human Services Associate	38	42	4	27.70	31.63	3.93
10-825-1	Individualized Technical Studies	6	2	(4)	5.10	1.00	(4.10)
10-620-3	Instrumentation and Controls Technology	7	10	3	5.70	7.57	1.87
10-150-1	IT-Network Communications Specialist	2		(2)	0.83		(0.83)
10-150-2	IT-Network Specialist	44	23	(21)	30.63	13.27	(17.37)

Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
10-196-1	Leadership Development	34	24	(10)	16.23	11.20	(5.03)
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	201	210	9	106.63	107.67	1.03
10-524-1	Physical Therapist Assistant	44	40	(4)	28.67	24.07	(4.60)
10-182-1	Supply Chain Management	41	44	3	22.03	25.50	3.47
	<b>Total Associate Degree</b>	<b>1,082</b>	<b>1,062</b>	<b>(20)</b>	<b>695.70</b>	<b>669.60</b>	<b>(26.10)</b>
31-101-1	Accounting Assistant	8	6	(2)	4.10	2.43	(1.67)
30-531-6	Advanced EMT	9	10	1	2.97	1.33	(1.63)
32-070-1	Agricultural Power & Equipment Technician	34	34	-	31.90	32.10	0.20
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	9.97	5.87	(4.10)
32-404-2	Automotive Technician	32	27	(5)	25.60	24.30	(1.30)
31-408-1	Bricklaying & Masonry		3	3		1.33	1.33
30-443-1	Building Maintenance & Construction	4	3	(1)	1.53	0.70	(0.83)
31-475-1	Building Trades-Carpentry	7	11	4	5.93	9.27	3.33
31-307-1	Child Care Services	11	8	(3)	7.50	3.83	(3.67)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.97	3.00
31-502-1	Cosmetology	23	29	6	17.40	19.83	2.43
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	17	3	10.23	12.23	2.00
31-317-1	Culinary Specialist	2	3	1	1.33	1.47	0.13
30-508-2	Dental Assistant	17	16	(1)	8.97	8.87	(0.10)
30-812-1	Driver and Safety Education Certification	14	26	12	3.40	5.80	2.40
31-413-2	Electrical Power Distribution	24	45	21	24.47	43.83	19.37
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.93	2.47	(0.47)
30-531-3	Emergency Medical Technician	37	52	15	9.07	9.07	-
32-080-4	Farm Operations & Management - Ag Mechanics	2	2	-	1.77	1.67	(0.10)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	13	16	3	13.33	14.87	1.53
31-080-3	Farm Operations & Management - Dairy Technician	7	4	(3)	4.93	1.80	(3.13)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	8	13	5	6.40	5.67	(0.73)
32-080-6	Farm Operations & Management - Livestock		1	1		0.97	0.97
31-080-7	Farm Operations & Management - Livestock Tech	3	3	-	2.90	1.77	(1.13)

Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
30-317-1	Food Production Assistant	1		(1)	1.03		(1.03)
50-413-1	Industrial Electrician Apprentice	5	8	3	0.67	1.40	0.73
31-620-1	Industrial Mechanic	2	4	2	1.83	3.43	1.60
31-154-6	IT-Computer Support Technician	10	26	16	5.00	20.47	15.47
31-513-1	Laboratory Science Technician	4	4	-	2.30	2.13	(0.17)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.93	1.60	(0.33)
31-509-1	Medical Assistant	38	33	(5)	28.57	24.57	(4.00)
31-530-2	Medical Coding Specialist	62	65	3	27.80	30.83	3.03
30-504-4	Nail Technician		2	2		0.37	0.37
30-543-1	Nursing Assistant	245	198	(47)	35.80	26.83	(8.97)
50-427-5	Plumbing Apprentice	26	20	(6)	3.28	3.52	0.23
31-504-5	Security Operations (ETD) (NEW)	1	2	1	1.00	1.20	0.20
31-182-1	Supply Chain Assistant	5	3	(2)	2.87	0.37	(2.50)
31-442-1	Welding	49	45	(4)	34.10	30.47	(3.63)
	<b>Total Technical Diploma</b>	<b>770</b>	<b>785</b>	<b>15</b>	<b>348.85</b>	<b>366.98</b>	<b>18.13</b>
20-800-1	Liberal Arts - Associate of Arts	23	24	1	8.57	8.50	(0.07)
20-800-2	Liberal Arts - Associate of Science	13	9	(4)	4.87	4.73	(0.13)
	Undeclared Majors	459	544	85	87.93	94.13	6.20
	<b>Total</b>	<b>2,347</b>	<b>2,424</b>	<b>77</b>	<b>1,145.92</b>	<b>1,143.95</b>	<b>(1.97)</b>
	<b>Percent of Change</b>						<b>-0.17%</b>
	Vocational Adult (Aid Codes 42-47)	2,997	3,067	70	61.56	64.10	2.54
	Community Services (Aid Code 60)	33	-	(33)	0.43	-	(0.43)
	Basic Skills (Aid Codes 73,74,75,76)	293	312	19	40.80	36.87	(3.93)
	Basic Skills (Aid Codes 77 & 78)	732	693	(39)	33.60	36.60	3.00
	<b>Grand Total</b>	<b>6,402</b>	<b>6,496</b>	<b>94</b>	<b>1,282.31</b>	<b>1,281.52</b>	<b>(0.79)</b>
	<b>Total Percent of Change</b>						<b>-0.06%</b>

## 2020-21 Comparison FTE Report

		2019-2020 and 2020-2021 FTE Comparison					
Program Code	Program Title	05-20-19 Students	05-18-20 Students	Student Change	05-20-19 FTE	05-18-20 FTE	FTE Change
10-101-1	Accounting	35	43	8	15.03	20.63	5.60
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	15	7	(8)	8.10	2.87	(5.23)
10-006-5	Agribusiness Science & Technology - Agronomy	14	15	1	7.27	8.77	1.50
10-006-6	Agribusiness Science & Technology - Animal Science	28	11	(17)	16.87	5.63	(11.23)
10-102-3	Business Management	91	90	(1)	39.57	39.77	0.20
10-530-5	Cancer Information Management	80	72	(8)	27.67	25.13	(2.53)
10-504-5	Criminal Justice Studies	42	37	(5)	19.33	17.00	(2.33)
10-316-1	Culinary Arts	3	3	-	1.10	1.30	0.20
10-317-1	Culinary Management	5	1	(4)	2.30	0.40	(1.90)
10-510-6	Direct Entry Midwife	28	30	2	8.57	10.23	1.67
10-307-1	Early Childhood Education	40	39	(1)	17.50	16.10	(1.40)
10-620-1	Electro-Mechanical Technology	20	23	3	10.23	11.30	1.07
10-325-1	Golf Course Management	14	8	(6)	6.80	3.77	(3.03)
10-201-2	Graphic And Web Design	18	15	(3)	8.40	7.00	(1.40)
10-530-1	Health Information Technology	43	28	(15)	15.13	8.57	(6.57)
10-520-3	Human Services Associate	31	19	(12)	14.97	9.93	(5.03)
10-825-1	Individualized Technical Studies		2	2		0.70	0.70
10-620-3	Instrumentation and Controls Technology	6	5	(1)	1.87	0.70	(1.17)
10-150-2	IT-Network Specialist	19	11	(8)	8.87	5.40	(3.47)
10-196-1	Leadership Development	17	8	(9)	4.43	1.67	(2.77)
10-513-1	Medical Laboratory Technician	17	21	4	7.43	8.40	0.97
10-543-1	Nursing-Associate Degree	162	184	22	46.73	57.30	10.57
10-524-1	Physical Therapist Assistant	17	16	(1)	6.67	5.67	(1.00)
10-182-1	Supply Chain Management	20	21	1	7.17	7.73	0.57
	<b>Total Associate Degree</b>	<b>765</b>	<b>709</b>	<b>(56)</b>	<b>302.00</b>	<b>275.97</b>	<b>(26.03)</b>

Program Code	Program Title	05-20-19 Students	05-18-20 Students	Student Change	05-20-19 FTE	05-18-20 FTE	FTE Change
31-101-1	Accounting Assistant	4	7	3	1.50	2.63	1.13
32-070-1	Agricultural Power & Equipment Technician	42	38	(4)	20.93	20.07	(0.87)
31-405-1	Auto Collision Repair & Refinish Technician	10	9	(1)	3.73	5.03	1.30
32-404-2	Automotive Technician	19	32	13	8.90	14.40	5.50
31-475-1	Building Trades-Carpentry	7	10	3	3.60	5.33	1.73
31-307-1	Child Care Services	4	6	2	1.60	2.50	0.90
30-420-2	CNC Machine Operator/Programmer	5	2	(3)	2.37	0.87	(1.50)
31-502-1	Cosmetology	22	17	(5)	11.00	8.27	(2.73)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	11	(6)	12.47	7.70	(4.77)
31-317-1	Culinary Specialist	1		(1)	0.50		(0.50)
30-508-2	Dental Assistant	12	11	(1)	6.40	5.87	(0.53)
30-812-1	Driver and Safety Education Certification	3	5	2	0.40	0.50	0.10
31-413-2	Electrical Power Distribution	40	41	1	19.43	20.10	0.67
30-531-3	Emergency Medical Technician	9		(9)	1.50		(1.50)
32-080-4	Farm Operations & Management - Ag Mechanics	2	7	5	0.80	3.37	2.57
31-080-6	Farm Operations & Management - Crop Operations	1		(1)	0.10		(0.10)
32-080-3	Farm Operations & Management - Dairy	15	7	(8)	9.73	2.83	(6.90)
31-080-3	Farm Operations & Management - Dairy Technician	4		(4)	1.00		(1.00)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	9	1	(8)	2.13	0.30	(1.83)
32-080-6	Farm Operations & Management - Livestock		1	1		0.57	0.57
31-080-7	Farm Operations & Management - Livestock Tech	2		(2)	1.00		(1.00)
50-413-1	Industrial Electrician Apprentice	2	4	2	0.13	0.27	0.13
31-620-1	Industrial Mechanic		2	2		1.13	1.13
31-154-6	IT-Computer Support Technician	6	8	2	2.83	3.87	1.03
31-513-1	Laboratory Science Technician	1	1	-	0.27	0.27	-
31-509-1	Medical Assistant	26	26	-	13.77	13.03	(0.73)
31-530-2	Medical Coding Specialist	36	34	(2)	12.57	11.60	(0.97)
30-504-4	Nail Technician		1	1		0.17	0.17
30-543-1	Nursing Assistant	38	39	1	4.67	3.40	(1.27)
31-504-5	Security Operations	2		(2)	0.77		(0.77)
31-182-1	Supply Chain Assistant	3		(3)	0.53		(0.53)
31-442-1	Welding	30	32	2	14.70	15.47	0.77
	<b>Total Technical Diploma</b>	<b>372</b>	<b>352</b>	<b>(20)</b>	<b>159.33</b>	<b>149.53</b>	<b>(9.80)</b>

Program Code	Program Title	05-20-19 Students	05-18-20 Students	Student Change	05-20-19 FTE	05-18-20 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	12	18	6	2.60	3.63	1.03
20-800-2	Liberal Arts - Associate of Science	7	7	-	2.00	1.47	(0.53)
	Undeclared Majors	69	115	46	10.37	17.60	7.23
	<b>Total</b>	<b>1,225</b>	<b>1,201</b>	<b>(24)</b>	<b>476.30</b>	<b>448.20</b>	<b>(28.10)</b>
	<b>Percent of Change</b>						<b>-5.90%</b>
	Vocational Adult (Aid Codes 42-47)	552	618	66	12.49	14.48	1.99
	Community Services (Aid Code 60)	-	-	-	-	-	-
	Basic Skills (Aid Codes 73,74,75,76)	-	-	-	-	-	-
	Basic Skills (Aid Codes 77 & 78)	94	130	36	-	-	-
	<b>Grand Total</b>	<b>1,871</b>	<b>1,949</b>	<b>78</b>	<b>488.79</b>	<b>462.68</b>	<b>(26.11)</b>
	<b>Total Percent of Change</b>						<b>-5.34%</b>





Southwest Wisconsin  
TECHNICAL COLLEGE

# More Students Learning More

College Health Indicator Alignment:  
Increase enrollment headcount



## April 2020

Application goal: 120

2019: 108 (46 withdrawals)

2020: 122 (**up** 14 applications for April)

FTE Count Goal: 1307.95 (2% growth year-over-year)

2019: 1,282.31 (pulled 4/15/19)

2020: 1,281.52 (4/13/20) **down** 0.06% year-over-year



## Year-over-Year Status

Year-over-year Southwest Tech is up eight applications! (5/10/2020)

Year-over-year Southwest Tech is down -1.44 % FTE for 19-20 school year

Year-over-year Southwest Tech is down -7.80% FTE for 20-21 school year enrollment



# Highlights and Virtual Events Events

## K-12 Recruitment Efforts

April 2, 2020 – Program Visit Day – all day – multiple zoom sessions – FREE APPLICATION DAY

- April 7, 2020 – 10 a.m. – 12:00 p.m. Counselor Conference – via zoom
- April 9, 2020, at 1:00 p.m. – Ask a Charger Ag Event – via Zoom
- April 18 at 9:00 a.m. – Saturday Ask a Charger Event – via zoom
- April 22 at 10:00 a.m. – Discover Southwest Tech – FREE APPLICATION DAY via Facebook Live
- May 6 at 10:00 a.m. – Discover Southwest Tech – via Facebook Live
- May 14 at 12:00 p.m. – Ask a Charger – University Transfer Degree
- May 21 at 12:00 p.m. – Discover Southwest Tech in the Summer

## Adult Recruitment Efforts

- Healthcare Employers – delivering treats to show prospective students, graduates, and employers that we are the college that cares- ordering these from local business with preference to alumni run businesses





# Hired Before Graduation



THIS IS WHERE YOU BEGIN

# Southwest Tech University Transfer Program.



THIS IS WHERE YOU BEGIN



# Southwest Tech University Transfer Program.



**Southwest Tech**  
Published by Charley Charger [?] · May 12 ·

Dach utilizes Southwest Tech's transfer program | Autumn Bach, a 2019 graduate of Prairie du Chien High School, has a clear vision of her future. Combining Southwest Tech credits earned through dual enrollment in high school and two semesters of coursework through the University Transfer Liberal Arts degree, Bach is completing her spring semester with more than 40 credits of general education coursework. • Read the full article here: <https://tinyurl.com/ySasrwn>. A virtual event to showcase the University Transfer Liberal Arts degree is planned for Thursday, May 14 here on Facebook Live. More information can be found at [www.swtc.edu/askacharger](http://www.swtc.edu/askacharger).

Tag Photo Add Location Edit

**2,322** **317**  
People Reached Engagements **Boost Post**

30 5 Comments 10 Shares

Comment as Southwest T...

**Fennimore High School**  
May 12 at 10:18 AM

Southwest Tech has seen an increased interest in our University Transfer Liberal Arts program so they've decided to host an upcoming virtual visit this Thursday, May 14th, at 12:00 pm where students can learn more about this program! A few helpful notes about the program:

- Upon completion of the Liberal Arts Associate Degree program, students will have satisfied the general education requirements for all UW schools, and many other out-of-state and private colleges.
- Student... See More

Holly Kaiser Clendenen, Kim Hoegar Maier and 13 others · 10 Shares

Like Comment Share

**Southwestern School District**  
Yesterday at 9:14 AM

There's been a recent spike in interest for Southwest Tech's University Transfer Liberal Arts program, so we wanted to share some information in case students are interested in starting their general education courses with Southwest Tech the upcoming school year. Here are a few helpful notes about the program:

Upon completion of the Liberal Arts Associate Degree program, students will have satisfied the general education requirements for all UW schools, and many o... See More

Holly Kaiser Clendenen and 9 others · 3 Comments 2 Shares

Like Comment Share

View 1 more comment · Oldest

Southwest Tech: Thank you for sharing! We will meet all opportunities to continue to serve the students in our five-county district! We love Southwest Wisconsin!

Like · Reply · Commented on by Katie Piro (11) · 20

### ***B. Chairperson's Report***

1. Preparing for non-uniform college re-opening across the 16 colleges. Re-opening will not look the same at every college due to county and local rules and colleges decision about safety. How will this affect SWTC?
2. At last Month's board meeting we heard some of the ways class delivery has changed during the COVID-19 shutdown. How will class delivery change post re-opening?

### ***C. College President's Report***

1. College Happenings

### ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda for Next Board Meeting***

1. Public Budget Hearing/Approval
2. College Culture Monitoring Report

### ***B. Time and Place***

The next meeting will be held virtually on Thursday, June 25, at 7:00 p.m. with the public budget hearing at 6:45 p.m.

## **ADJOURN TO CLOSED SESSION**

### ***A. Consideration of adjourning to closed session for the purpose of***

1. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
2. Discussing Compensation for Employees per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Discussion of President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### ***B. Approval of Closed Session Minutes of April 23, 2020***



## **Reconvene to Open Session**

### ***A. Action, if necessary, on Closed Session Items***

1. Compensation for Employees
2. President's Contract

## **Adjournment**