



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 13, 2020

Held at

Virtually using Zoom technology:
[www.Zoom.us](https://www.zoom.us), Meeting ID: 913 0074 5573
Password: 985572

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Monday, July 13, 2020

6:00 p.m. – Annual Meeting

7:00 – Joint Meeting with the District Board, Foundation Board, and
Real Estate Foundation Board

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 913 0074 5573
Password: 985572

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The July 13, 2020, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College’s website at 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

C. Oath of Office – recently appointed Board members

Newly re-elected Board Member Chris Prange and newly elected Board Members David Blume and Crystal Wallin will read and sign the Oath of Office.

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Meeting of June 25, 2020

Minutes of the June 25, 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 were six contracts totaling \$141,495.81 in June 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes one promotion being presented for approval.

Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2020-2023 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2020-2023.

B. Signatory Authority Policy for 2020-21

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2020-21 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2020-21 with the authority to sign official or legally binding documents.

C. Designate College Legal Counsel for 2020-21

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

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

The letters are available with the electronic Board material.

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

D. Election of Officers

Election of District Board officers for the 2020-21 fiscal year will be conducted at this time.

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

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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2019-20 and 2020-21 Comparison FTE Reports are available with the electronic Board material.

B. Chairperson’s Report

1. Boards Association Committee Appointments

C. College President’s Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. McGregor Plaza Parking Lease
2. Foundation’s FY2019-20 Fourth Quarter Report

B. Time and Place

Thursday, August 27, 2020, at 7:00 p.m. at Southwest Tech, Lenz Conference Center
(??)

7:00 – Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Highlights of COVID-19 Response

The COVID-19 response will be highlighted with a timeline and video of what Southwest Tech has done to respond and who was served.

B. Vision for the Future

Jason Wood, College President, will highlight the College's vision for the future including fundraising priorities.

C. Laptop Program

Katie Garrity, Chief Academic Officer, and Heath Ahnen, Director of Information Technology Services, will provide an update on the laptop program including how it will work and which students qualify. Included in the electronic Board material is a one-page overview of the laptop program.

D. Facilities Implications

Derek Dachelet, Executive Dean, and Dan Imhoff, Director of Facilities, Safety & Security, will present the plan for facility usage this fall during the COVID-19 pandemic. They will highlight classroom physical distancing, traffic flows, and events.

E. Navigating Financial Uncertainty

Included in the electronic material is a ten-year snapshot of the comparison financials for the College and the Foundation. Caleb White will present the information.

ADJOURNMENT

Open Meeting

The following statement will be read: "The July 13, 2020, annual meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at 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

Monday, July 13, 2020

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AGENDA

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 25, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Three-Year Facilities Plan
- B. Signatory Authority Policy for 2020-21
- C. Designate College Legal Counsel for 2020-21
- D. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

7:00 – Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Highlights of COVID-19 Response
- B. Vision for the Future
- C. Laptop Program
- D. Facilities Implications
- E. Navigating Financial Uncertainty

ADJOURNMENT

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

B. Minutes of the Regular Meeting of June 25, 2020



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 25, 2020

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:50 p.m. on June 25, 2020. Due to the COVID-19 pandemic, 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 College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Katie Garrity, Katie Glass, CoraBeth Halverson, Dan Imhoff, Kelly Kelly, Danielle Seippel, Krista Weber, and Caleb White. Public present included Crystal Wallin, David Blume, and Joe Rossmeier – Campus Works.

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, June 25, 2020

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 960 9961 3773

Password: 516429

AGENDA

OPEN MEETING

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A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

B. Minutes of the Regular Board Meeting of May 21, 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. DWD Lease
- G. Forward Services Lease
- H. Clarity Clinic Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. 2020-21 Budget
- B. Enterprise Resource Planning (ERP) System
- C. Project Management Services for ERP Implementation
- D. WTCS Facilities Request: Auditorium

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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After a review of the Consent Agenda, including the June 25, 2020, agenda; May 21, 2020, Board meeting minutes; financial reports; 28 contracts totaling \$387,980.15 in May 2020; employment recommendations for Stephanie Bernhardt – Financial Aid Assistant/Accounting Bursar, Nelson NeCollins – Evening Custodian, and Jared Kjos – Evening Custodian; the retirements of Jeff Dombeck – Culinary Instructor, Helen Mar Adams – Math Instructor, and Margie Billings – Evening Custodian; lease agreements with Southwest Wisconsin Workforce Development Board and Forward Services to lease space from Southwest Tech at the Richland Center Outreach Site; and a lease agreement with Clarity Clinic, Platteville, to lease office/retail space on Southwest Tech's campus, Mr. Tuescher moved to approve the consent agenda, as presented, and Mr. Prange seconded the motion. Upon a roll call vote where all members of the Board voted affirmatively, the motion carried.

Caleb White, Vice President for Administrative Services, presented the 2020-21 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2021 budget was built on a decrease in revenue and an estimated enrollment of 1,275 FTE. As presented at the public hearing, the budget is proposed to deficit spend, which will be taken from the reserve fund. The projected tax effect on \$100,000 of property value is estimated at

\$123.99. Mr. Prange moved to approve the 2020-21 Budget as presented with an operating budget of \$23,782,100. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented on the Enterprise Resource Planning (ERP) System noting the total cost will be within what was budgeted for the project, the functionality of the system is more robust eliminating most of the side systems currently used for a cost savings of \$300,000 annually, and the ongoing expense for the hardware is similar to what CAMS and the side systems currently cost on an annual basis. Mr. White also noted one of the key things accomplished with Campus Management over the last few months, was the key resources which would be involved and how those fit in to the timetable. After discussion on comfort level with the company, amount of staff time for implementation, and expenses of Campus Management, Mr. Prange moved to award the contract for an Enterprise Resource Planning System to Campus Management Corporation, Boca Raton, Florida for implementation and related services in the amount of \$1,525,225 plus expenses and a 10-year contract for software subscription fees. Mr. Tuescher seconded the motion. A roll call vote was taken and all members of the Board voted affirmatively. Motion carried.

Administration proposed contracting with Campus Works, Inc. for project management services through the duration of the implementation of the ERP system. Ms. Nickels moved to award a contract for Project Management Services for ERP implementation to CampusWorks, Inc., Bradenton, Florida, in the amount of \$700,000 plus expenses. Ms. Wonderling seconded the motion, which carried upon a roll call vote where all members of the Board voted affirmatively.

Administration previously brought to the Board a preliminary concept to remodel Room 413 into an auditorium. Dan Imhoff, Director of Facilities, Safety & Security, presented a proposed timeline for the project noting the construction costs will be brought back to the Board in December of 2020. The Board was asked to approve a resolution to send to the WI Technical College System noting the Board's approval of the concept of the project. The College is ready to move forward with this project and must gain approval from the Wisconsin Technical College System. After discussion and reassurance that the project can be put on hold any time before the construction contract is awarded, Mr. Moyer moved to approve the resolution for the Auditorium remodel with Mr. Tuescher seconding the motion. All members voted affirmatively upon a roll call vote; motion carried.

Krista Weber, Chief Human Resources Officer, presented a summary of the College Culture Board Monitoring Report. Highlighted items included initiatives and activities which prepared the College for the COVID-19 pandemic, economic uncertainty, and social issues crises. Ms. Weber reviewed the College Council two projects - Performance Management Phase 2 and Leadership Development. Significant progress was made on both projects. Also included in the report were a summary of employee data statistics, strengths and weaknesses/opportunities for improvement and a summary of diversity-related initiatives. Diversity, equity, and inclusion initiatives for the 2020-21 fiscal year include incorporating the Respect Pledge into daily operations and culture; enhancing employee and student engagement through diversity, equity, and inclusion; developing a Diversity Coordinator position; and continuing with the Affirmative Action planning and tracking.

Krista Weber provided an update on College staffing noting there is a Midwifery Clinical Coordinator part-time position posted.

The 2019-20 FTE Comparison Enrollment Report reflected a 2.69 percent decrease in FTEs this year as compared to last year at this time. The 2020-21 Comparison Enrollment Report showed we are trending where we were at a year ago. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities noting weekly registration events are currently being held to attract new students.

Under the Chairperson's Report, Mr. Bolstad asked for a volunteer to possibly represent him at the annual District Boards Association planning meeting the end of August. The meeting will be offered for one day on Friday, August 28, 2020, both virtually and face-to-face. He may not be able to attend face-to-face and asked the Board members to email him if they would be willing to attend.

Retiring Board members were celebrated. Eileen Nickels who has served on the Board since 2006 and Russ Moyer who has served on the Board since January 1981 are retiring as of June 30, 2020. They were thanked for their service with a PowerPoint presentation and words of congratulations from attendees.

Caleb White, serving as the Acting President, provided the College President's Report. Included in the report were an update on the Laptop Program, COVID-19 response, and the diploma pick-up process.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:38 p.m.

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 06/01/2020 - 06/30/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
DISTRICTS MUTUAL INSURANCE	1844	Insurance Policies	\$195,323.00	
SWTC REAL ESTATE FOUNDATION	SPRING 1920 HOUS	Housing Revenue	\$71,333.47	
KSW CONSTRUCTION CORPORATION	APP #4X2	App#4	\$55,960.50	
SCHOOLGY INCORPORATED	23099	Schoolgy Enterprise Subscript	\$32,219.92	
CAMPUSLOGIC INC	INV2675	student forms	\$19,950.00	
TRANE U.S. INC.	310866386	Service Agerement	\$16,544.00	
FLIGHTPATH AGENCY	SWTC-7	Hulu Ad	\$12,335.00	
FASTENAL COMPANY	WIPIA 103944	Disposable masks	\$11,141.65	
WESTERN TECHNICAL COLLEGE	IN09701	Spring Semester Plumbing Appre	\$10,230.65	
DIGITALBARN.US	SWTC200520	Program ads	\$9,850.00	
PRISMRBS LLC	515214	7.1-6.30.21 Software	\$8,832.00	
CHIPPEWA VALLEY TECHNICAL	33020 6.24.20	4.30.20 grant #177 reimb	\$8,818.00	
MIDWEST DEFENSE SOLUTIONS LLC	1698	Ammo for law enforcement	\$8,120.00	
FENNIMORE TIMES	237802	Nursing Pinning celebration	\$7,216.38	
FENNIMORE TIMES	237801	Graduation	\$7,216.38	
HUSCH BLACKWELL LLP	2860849	Misc Labor & Employment	\$6,526.50	
KALTURA, INC.	Q-56031	Kaltura license	\$6,000.00	
WESCO DISTRIBUTION INC	05832485X	OSHA training	\$5,950.00	
HUSCH BLACKWELL LLP	2864395	May 2020 misc corp issues	\$5,670.00	
HUSCH BLACKWELL LLP	2860848	2020 Mlsc Corp issues	\$5,557.50	
OTIS ELEVATOR COMPANY	100400003494	7.1-6.30.21 Maintenance	\$4,553.28	
MARCO	7456994	Mitel UCC V 4.0 & Software As	\$3,990.00	
WPS HEALTH INSURANCE	060320006457	S Peacock Medicare prem	\$3,964.53	
WPS HEALTH INSURANCE	060320008010	K Peacock Medicare Prem	\$3,964.53	
JEFFERSON FIRE & SAFETY, INC.	117591	2018 AFG Purchase	\$3,873.14	
LAMAR COMPANIES	111529616	billboard ads	\$3,804.00	
LAMAR COMPANIES	11361428	Advertising	\$3,804.00	
LAMAR COMPANIES	111443687	Billboard Ad	\$3,804.00	
LAMAR COMPANIES	111264437	Billboard Ad	\$3,804.00	
LAMAR COMPANIES	111175387	billboard ads	\$3,804.00	

Vendor	Invoice #	Description	Amount	
SAUDER MANUFACTURING CO	000147430	soft seating outside new books	\$3,753.64	
FLYNN AMY L	6.2.20	DWD Dual Grant Reimbursement	\$3,705.48	
WPS HEALTH INSURANCE	06032002222933	D Studnicka Medicare Prem	\$3,610.84	
WPS HEALTH INSURANCE	060320024374 LAUF	M Laufenberg Medicare Prem	\$3,242.20	
ALLEMAN GREGORY	6.8.20	DWD Dual Grant reimbursement	\$3,212.80	
SWTC FOUNDATION	6.26.20 PR DED	6.26.20 PR Ded	\$3,156.05	
HUSCH BLACKWELL LLP	2864396	May 2020 Misc Labor issues	\$3,135.00	
HSR ASSOCIATES INC	19036-6	Pville Outreach Center	\$3,105.24	
JOSTENS	24767676	Honor and Veteran cords	\$3,024.20	
Anthony R Winkers	1778592	Opp Student Refund	\$2,929.00	
BRAND L EMBROIDERY	42797	Grad t-shirts	\$2,885.25	
SWTC FOUNDATION	6.12.20 PR DED	June 12, 2020 PR Ded	\$2,657.35	
SWTC FOUNDATION	5.29.20 PR DED	5.29.20 PR DED	\$2,652.35	
JOSTENS	1117282	Caps and Tassels	\$2,608.08	
WPS HEALTH INSURANCE	060320038107	M Schmitz Medicare Prem	\$2,590.27	
ZEPHYR ALUMINUM PRODUCTS INC	198253-000	Stanley Magic Force Bldg 100	\$2,542.00	
MARCO	7541050	Additional MBG Server	\$2,527.50	
HERBST EMILY	6.2.20	DWD Dual Grant Reimbursement	\$2,504.00	
Total Invoices				\$598,001.68
Purchase Orders				
Vendor	PO #	Description	Amount	
WIEDENBECK INC	6901	Welding: Metal Supplies	\$33,871.98	
SHI INTERNATIONAL CORP	6905	ITS: Security Cameras - Main Campus	\$20,593.25	
SHI INTERNATIONAL CORP	6907	ITS: Security Cameras - PV Outreach	\$5,284.36	
Total Purchase Orders				\$59,749.59
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit June 2020	CMTRX00002701	WDL000007256	\$270,609.36	
WI EE Trust Funds #230435	CMTRX00002724	WDL000007321	\$209,243.97	
941 ER Fed Tax #73860922	CMTRX00002722	WDL000007314	\$127,645.47	
941 ER Fed Tax #91575628	CMTRX00002710	WDL000007280	\$110,425.30	
WI DOR PR Tax #0-136-090-912	CMTRX00002722	WDL000007315	\$25,183.61	
WI DOR PR Tax #1-413-981-472	CMTRX00002710	WDL000007281	\$22,033.72	

Vendor	Transaction #	Audit Trail	Amount	
DigitalBarn ACH Return Repro	CMTRX00002697	WDL000007248	\$17,200.00	
Digital Barn ACH Return Repro	CMTRX00002701	WDL000007257	\$17,200.00	
941 ER Fed Tax #81253075	CMTRX00002715	WDL000007293	\$16,733.85	
Symetra Life Ins #1478011	CMTRX00002722	WDL000007316	\$9,866.47	
Wells Fargo #840722553	CMTRX00002726	WDL000007329	\$6,238.00	
Wells Fargo #835073310	CMTRX00002694	WDL000007240	\$6,213.00	
Wells Fargo #837741437	CMTRX00002711	WDL000007286	\$6,213.00	
Delta Dental #371005	CMTRX00002708	WDL000007271	\$6,197.19	
Delta Dental #376053	CMTRX00002720	WDL000007311	\$5,734.42	
Merchant Service Fee May 202	CMTRX00002700	WDL000007254	\$3,048.34	
Total Bank Withdrawals				\$859,785.70
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 6/12/2020	UPRCC00001078	WDL000007275	\$291,648.19	
Direct Deposit 6/26/2020	UPRCC00001091	WDL000007309	\$282,218.58	
Direct Deposit 6/19/2020	UPRCC00001082	WDL000007291	\$74,462.57	
Direct Deposit 6/26/2020	UPRCC00001084	WDL000007302	\$26,245.64	
Direct Deposit 6/12/2020	UPRCC00001079	WDL000007276	\$21,923.88	
Direct Deposit 6/26/2020	UPRCC00001087	WDL000007305	\$21,199.50	
Direct Deposit 6/26/2020	UPRCC00001085	WDL000007303	\$18,602.98	
Direct Deposit 6/12/2020	UPRCC00001080	WDL000007278	\$18,449.50	
Direct Deposit 6/26/2020	UPRCC00001086	WDL000007304	\$15,895.12	
Direct Deposit 6/26/2020	UPRCC00001088	WDL000007306	\$8,878.86	
Direct Deposit 6/26/2020	UPRCC00001083	WDL000007301	\$4,085.01	
Direct Deposit 6/12/2020	UPRCC00001075	WDL000007272	\$3,322.44	
Direct Deposit 6/26/2020	UPRCC00001090	WDL000007308	\$3,252.99	
Direct Deposit 6/12/2020	UPRCC00001081	WDL000007279	\$3,180.79	
Total Payroll				\$793,366.05
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 5.26.2020	CMTRX00002708	WDL000007270	\$35,118.97	
US Bank ending 06.09.2020	CMTRX00002720	WDL000007312	\$68,886.01	
Total Purchase Cards				\$104,004.98
Total Purchases >= \$2,500				\$2,414,908.00

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2020			
Receipts			
Fund			
1 General	1,318,582.72		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	39,174.93		
6 Internal Service	295,541.91		
7 Financial Aid/Activities	470,481.76		
Total Receipts		2,123,781.32	
Expenses			
Fund			
1 General	2,124,409.22		
2 Special Revenue			
3 Capital Projects	207,764.85		
4 Debt Service	-		
5 Enterprise	54,187.85		
6 Internal Service	318,288.27		
7 Financial Aid/Activities	38,157.05		
Total Expenses		2,742,807.24	
Net cash change - month			(619,025.92)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	15,022,283.18		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,231,408.16		
Ending Cash/Investment Balance		16,256,631.34	

3. Budget Control

YTD Summary for Funds 1-7							
For 12 Months ended June 2020							
	2019-20	2019-20	2019-20	2018-19	2017-18	2016-17	2015-16
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,506,000.00	21,783,417.24	92.67	90.71	97.85	88.86	91.91
General Fund Expenditures	24,165,000.00	22,167,584.79	91.73	92.71	92.91	88.52	94.86
Capital Projects Fund Revenue	4,020,000.00	4,027,538.90	100.19	99.82	104.67	101.10	99.89
Capital Projects Fund Expenditures	5,100,000.00	2,935,391.42	57.56	61.91	55.12	47.79	56.80
Debt Service Fund Revenue	5,425,000.00	3,620,872.62	66.74	68.94	70.62	70.38	69.14
Debt Service Fund Expenditures	5,724,600.00	4,795,237.50	83.77	101.35	99.51	99.04	99.89
Enterprise Fund Revenue	1,768,000.00	1,399,974.61	79.18	77.10	71.36	75.40	101.39
Enterprise Fund Expenditure	1,636,000.00	1,430,464.06	87.44	77.23	74.24	72.80	90.82
Internal Service Fund Revenue	4,427,000.00	3,674,389.30	83.00	87.27	93.21	90.89	100.14
Internal Service Fund Expenditures	4,427,000.00	3,885,349.77	87.76	91.59	94.87	92.40	98.53
Trust & Agency Fund Revenue	8,020,000.00	6,259,591.21	78.05	76.72	81.44	86.36	81.60
Trust & Agency Fund Expenditures	8,075,000.00	6,279,118.47	77.76	76.00	81.17	87.19	82.32
Grand Total Revenue	47,166,000.00	40,765,783.88	86.43	85.68	90.51	86.52	89.05
Grand Total Expenditures	49,127,600.00	41,493,146.01	84.46	87.85	88.40	86.75	91.35

D. Contract Revenue

There were six contracts totaling \$141,495.81 in June 2020 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS

6/1/2020 - 6/30/2020

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
Platteville School District	03-2020-0033-I-11	Baking 2	Amy Charles	3	\$ 7,408.83	No		X	
Platteville School District	03-2020-0033-I-11	Child Development	Amy Charles	9	\$ 7,408.83	No		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Keyboarding		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Windows 7		8	\$ 1,209.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Microsoft Power Point		2	\$ 302.38	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Beginning Microsoft Word		6	\$ 907.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Beginning Microsoft Excel		2	\$ 302.38	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Beginning Microsoft Access		1	\$ 151.19	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Intermediate Microsoft Word		1	\$ 151.19	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Intermediate Microsoft Access		1	\$ 151.19	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Introduction to Microsoft Publisher		2	\$ 302.38	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Elementary Algebra		1	\$ 444.57	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Applied Math		4	\$ 1,191.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Workplace Communication		8	\$ 2,383.04	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Bricklaying/Masonry I		4	\$ 3,003.80	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Bricklaying/Masonry II		4	\$ 3,003.80	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Construction Safety and Health		4	\$ 604.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Sum 1920): Related Welding Mod A		1	\$ 202.69	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Applied Mathematics		8	\$ 2,383.04	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Elementary Algebra		1	\$ 444.57	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Workplace Communication		16	\$ 4,766.08	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Beginning Microsoft Word		8	\$ 1,209.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Beginning Microsoft Excel		10	\$ 1,511.90	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Beginning Microsoft Access		10	\$ 1,511.90	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Intermediate Microsoft Word		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Intermediate Microsoft Excel		11	\$ 1,663.09	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Intermediate Microsoft Access		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Microsoft Power Point		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Introduction to Microsoft Publisher		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Beginning Keyboarding Software		6	\$ 907.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Windows 7		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Bricklaying/Masonry I		9	\$ 6,758.55	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Bricklaying/Masonry II		9	\$ 6,758.55	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Bricklaying/Masonry III		3	\$ 2,252.85	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Bricklaying/Masonry IV		3	\$ 2,252.85	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Sketching and Print Reading		3	\$ 901.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Estimating		3	\$ 901.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Construction Safety and Health		9	\$ 1,360.71	Yes		X	
WI Dept of Corrections Southwest Wisconsin Technical College	03-2020-0045-I-32	PDC (Fall 1920): Related Welding Mod A		3	\$ 608.07	Yes		X	

<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>
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Basic Electrical		8	\$ 3,856.56	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Basic Plumbing		8	\$ 3,856.56	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Fundamentals of Building Trades Safety		8	\$ 5,142.08	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Basic Carpentry		8	\$ 3,856.56	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Fall 1920): Blueprint Reading for Construction		8	\$ 2,571.04	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Basic Hair Design		2	\$ 1,606.90	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon/Spa Science		2	\$ 595.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Chemical Restructuring		2	\$ 642.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Haircoloring & Techniques		2	\$ 964.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Nail Technology		2	\$ 964.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Basic Facials		2	\$ 642.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon/Spa Management		2	\$ 595.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services I		2	\$ 964.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services II		2	\$ 1,285.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services III		2	\$ 1,285.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services IV		2	\$ 1,285.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services V		2	\$ 1,606.90	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Salon Services VI		2	\$ 1,606.90	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Fall 1920): Professional Development Seminar		2	\$ 302.38	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Fundamentals of Building Trades Safety		1	\$ 642.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Basic Carpentry		1	\$ 482.07	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Basic Electrical		1	\$ 482.07	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Blueprint Reading for Construction		1	\$ 321.38	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Basic Plumbing		1	\$ 482.07	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Workplace Communication		6	\$ 1,787.28	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Applied Math		5	\$ 1,489.40	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Microsoft Powerpoint		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Beginning Microsoft Word		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Beginning Microsoft Excel		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Beginning Microsoft Access		4	\$ 604.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Intermediate Microsoft Word		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Intermediate Microsoft Excel		4	\$ 604.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Intermediate Microsoft Access		6	\$ 907.14	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Introduction to Microsoft Publisher		5	\$ 755.95	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Beginning Keyboarding Software		4	\$ 604.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	PDC (Spr 1920): Windows 7		3	\$ 453.57	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon/Spa Science		1	\$ 297.88	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Chemical Restructuring		2	\$ 642.76	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Nail Technology		1	\$ 482.07	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Basic Facials		4	\$ 1,285.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon/Spa Management		1	\$ 297.88	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon Services I		4	\$ 1,928.28	Yes		X	

Southwest Wisconsin Technical College

<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>
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon Services II		4	\$ 2,571.04	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon Services III		2	\$ 1,285.52	Yes		X	
WI Dept of Corrections	03-2020-0045-I-32	Boscobel (Spr 1920): Salon Services IV		2	\$ 1,285.52	Yes		X	
Lone Rock EMS	03-2020-0117-T-42	Participant Agreement - EMT Refresher	Kris Wubben		\$ 564.40	No		X	
Boscobel School District	03-2020-0120-I-11	Heartsaver First Aid/CPR/AED	Kris Wubben	13	\$ 692.63	Yes		X	
Rockwell Automation	03-2020-0135-I-41	Heartsaver CPR/AED with First Aid	Kris Wubben	37	\$ 3,600.00	No		X	
Platteville School District	03-2020-0145-T-11	Cooking Principles Presentation	Amy Charles		\$ 7,408.83	No		X	
TOTAL of all Contracts				424	\$ 141,495.81				
Exchange of Services				375	\$ 115,104.92				
For Pay Service				49	\$ 26,390.89				

E. Personnel Items

The Personnel Report includes one promotion being presented for approval. The Personnel Report is included below.

PERSONNEL REPORT July 13, 2020

Employment: NEW HIRES

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PROMOTIONS / TRANSFERS

Connie Haberkorn – Promotion	HR, Benefits & Compensation Manager (7/1/2020)
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RETIREMENTS / RESIGNATIONS

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Recommendation: *Approve the Consent Agenda.*

Other Items Requiring Board Action

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2020-2023 is included with all electronic Board information. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2020-2023.



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

**To: Dan Scanlon
From: Dr. Jason S. Wood
July 13, 2020**

Section 1 – Executive Summary

In the 2019/2020 fiscal year Southwest Tech completed the Public Safety range modifications, Richland Center and Platteville Outreach buildouts, Building 100/Room 127 classroom remodels, Bookstore renovation and exterior signage project.

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

2020-2021 - \$1,920,000

2021-2022 - \$2,790,000

2022-2023 - \$1,800,000

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

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

Section 2 – Existing Facilities

Owned Facilities

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

Leased Facilities

Location/Address	Lease Area	Lease Expiration
373 W. Sixth Street Richland Center, WI 53581	3,586 square feet	May 31, 2024
Spring Gate Mall 316 West Spring Street Dodgeville, WI 53533	2,000 square feet	June 30, 2021
Platteville Public Schools 155 West Lewis Street Platteville, WI 53818	1,080 square feet	December 31, 2020
Workforce Connections 1305 S. Marquette Prairie du Chien, WI 53821	1,200 square feet	June 30, 2021
General Capital Platteville, WI 53818	2,500 square feet	June 30, 2034

Section 3 – Three-Year Project Summary

2020-2021 Total - \$1,920,000

Remodeling- \$1,920,000

1. Remodel old Bookstore to conference room	\$60,000
2. Upgrade 517 exhaust system and door	\$75,000
3. Bldg 600 HVAC unit replacement	\$200,000
4. Upgrade Bldg 500 Electrical system	\$45,000
5. Buildings 413 Auditorium Remodel	\$1,500,000
6. Replace UPS system batteries	\$40,000

2021-2022 Total - \$2,490,000

Remodeling- \$990,000

1. Building 400 RTU replacement	\$125,000
2. Upgrade Bldg 300 Electrical system	\$20,000
3. Lenz Center RTU replacement	\$300,000
4. Upgrade Campus wide lock system	\$100,000
5. Moon Property improvements	\$100,000
6. Building 300 Clearstory Window update	\$100,000
7. Buildings 500,600,1500 lighting upgrade	\$45,000
8. Interior signage project	\$200,000

Capital Improvements - \$1,500,000

1. Student Activities and Event Center	\$1,360,000
2. Remove building 700	\$140,000

2022-2023**Total - \$1,825,000****Remodeling- \$1,600,000**

1. Buildings 100/200 classroom remodels	\$100,000
2. Campus signage upgrade	\$200,000
3. Room 519 upgrade	\$100,000
4. Lenz Center/Cafeteria Remodel	\$500,000
5. Cafeteria RTU replacement	\$300,000
6. Lenz Center Roof replacement	\$150,000
7. Building 500 Air handling units	\$250,000

Capital Improvements - \$225,000

1. Daycare alternative energy project	\$150,000
2. Remove building 800	\$75,000

B. Signatory Authority Policy – 2020-21

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2020-21 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2020-21 with the authority to sign official or legally binding documents.

GENERAL INSTITUTIONAL

2020-2021 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In 2020-21 the following people are authorized to sign the indicated documents:

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

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

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

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

Revision Date: 7/14/14, 8/28/14, 7/11/16, 7/10/17, 7/9/18, 7/8/19

C. Designate College Legal Counsel

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

General Legal Services - Eileen Brownlee, Boardman & Clark, LLP,
Fennimore, WI
*Labor & Employment, Immigration, Litigation, College Administration,
Education Law, and Contract Law* – Jon Anderson of Husch Blackwell,
Madison, WI

The letters are available below.

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

June 11, 2020

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

Re: Engagement of Legal Service

Dear Dr. Wood:

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

Scope of Engagement and Expectations

You have asked us to represent you in the following connection: general legal services for 2020-2021.

No Conflicts

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

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

Fees, Costs, Billing and Payment

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

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matters generally will range from \$185.00 to \$225.00, although specialty representation such as intellectual property matters are billed at higher rates. We are happy to provide you with those rates upon request. The general rates include the rates of attorneys, paralegals, legal assistants and clerks whom I may assign to work on College matters. My hourly rate is \$195.00. Our firm reviews hourly

rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year. I anticipate my rate to increase to \$205.00 as of January 1, 2021.

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

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

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

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

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

Firm's LLP Status

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

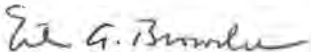
JUNE 11, 2020
PAGE 3

Conclusion

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

Sincerely,

BOARDMAN & CLARK LLP


Eileen A. Brownlee

HUSCH BLACKWELL

Jon E. Anderson
Partner

33 E. Main Street
Suite 300
Madison, WI 53703
Direct: 608.234.6016
Fax: 608.258.7138
jon.anderson@huschblackwell.com

July 1, 2020

VIA E-MAIL

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

Re: Agreement for Legal Services

Dear Dr. Wood:

Thank you for selecting Husch Blackwell LLP to provide legal services. This letter is to confirm our discussion about the engagement and to set forth the terms under which we will provide the requested services.

Client and Scope of Representation. Our client for this engagement will be Southwest Wisconsin Technical College. It is understood that, in the absence of written agreement to the contrary, our work in connection with this engagement shall not be considered to create an attorney-client relationship between us and any other persons or entities related to Southwest Wisconsin Technical College, including parents, subsidiaries, shareholders, partners, members, or other affiliates, and thus our sole client for this engagement shall be Southwest Wisconsin Technical College. We will not consider entities affiliated with Southwest Wisconsin Technical College as our clients for the purpose of checking future conflicts of interest.

We are being retained to represent you in general labor and employment matters, general corporate matters and education law matters all for the 2020-2021 school term. In the event that we are asked to provide additional services, we will confirm such engagement in writing. Absent specific modification, any additional services will be governed by the terms and conditions of this agreement.

Conflicts. As we have discussed, Husch Blackwell LLP has a number of offices and represents many clients on a regional or national basis. Some of the clients we represent may be your competitors, vendors or customers. It is possible that some of our present or future clients will ask us to represent them in disputes or other matters where their interests are adverse to Southwest Wisconsin Technical College's during the time we are providing legal services to you.

It is also possible that we will represent, or be asked to represent (in other matters), parties whose interests are adverse to yours in this or a future matter in which we represent you. Both of these situations would create a conflict of interest under our ethical rules which would prohibit us from undertaking the simultaneous representations without the waiver and consent of both clients. Therefore, as a condition to our undertaking this engagement, you agree that our firm may represent existing or new clients whose interests are adverse to yours in all types of matters, including litigation, that are not substantially related to the matters in which we represent you. You further agree that we may undertake to represent parties to whom you are adverse in matters in which we represent you, provided again that we do so only in matters that are not substantially related to our work for you. You could, of course, choose not to waive these conflicts of interest, in which case we could decline to undertake this representation of Southwest Wisconsin Technical College. Because the validity and enforceability of these conflict waivers are essential conditions to the firm's willingness to accept this engagement, and the firm would not accept the engagement but for these waivers, you agree that, if the validity or enforceability of these waivers is ever challenged or revoked, we may withdraw from representing you and continue to represent our other clients, even in matters directly adverse to Southwest Wisconsin Technical College, including litigation.

Fees and Expenses. Our fees are based on the amount of time we devote to a project. Any estimates of fees that we may give from time to time are based on our judgment of the circumstances at a given time, and actual fees may be more or less than the estimated amount. Any estimate of fees or costs we provide thus may not be considered as a minimum, maximum, or fixed fee quotation.

I will be the responsible attorney for this engagement but other attorneys and legal assistants may assist with the engagement. We ask that you agree that we may use such personnel as is appropriate in our professional judgment. Our hourly rates for attorneys range from \$365 to \$850 for partners of the firm and \$250 to \$510 for associates. The firm also employs paralegals and their rates range from \$140 to \$350. Other professionals employed in certain specialty areas have rates that range from \$180 to \$630. Our hourly rates are reviewed and adjusted periodically. Adjusted rates will be applicable to any work done after the effective date of the adjustment.

In litigation and matters requiring document productions, including third party and government subpoenas, investigations, and regulatory matters, electronically stored information is almost always implicated. For these matters, the firm uses the services of its Litigation Technology Department to meet the demands of electronic discovery and document management using the latest technological tools. The services provided by the firm's Litigation Technology Department require significant expertise. Services may include coordination and consultation on discovery materials, development and hosting of document review databases. Pricing for this work is set forth in the attached schedule. Additionally, it is the firm's policy to bill for providing responses to audit letter requests. Should this type of work materialize, we charge a flat rate of \$250 to \$2,000 based on the complexity of the request and the time and resources expended by the members of the audit letter team. The flat fee covers all of the work of our centralized audit letter team to prepare the audit letter response. The flat fee does not include the

time the attorneys handling your matter(s) spend preparing descriptions of actual or potential loss contingencies, which may be billed separately.

We will bill on a monthly basis for our professional fees and for reimbursement of expenses incurred in connection with this engagement. A schedule of our charges for various services and incidental items is attached. We will generally not pay the fees and expenses of other service providers, such as consultants, local counsel, deposition reporters, experts, and the like, but will forward those bills directly to you for payment.

Payment shall be due upon receipt of our invoice. If we do not receive comment about the invoice within twenty days of the date of the invoice, we will assume you have reviewed the invoice and find it acceptable. Invoices not paid within thirty days of the invoice date will be subject to a late charge of 1% per month on the unpaid balance, commencing from the date of the invoice and continuing until paid. If an invoice remains unpaid more than ninety days after the invoice date, we may, consistent with our ethical obligations and judicial requirements, cease performing services for you until arrangements satisfactory to us have been made for payment of arrearages and future fees. You agree that, in such an event, we have the right to withdraw as your attorneys from any matter or proceeding in which we may be engaged.

Communications. We understand that we are to report to and take direction from Dr. Jason Wood for this engagement. If you should prefer that we report to some other person, please let us know. We understand that you have approved the use of internet e-mail for communications concerning this matter. Our state ethics rules suggest that we remind you that the internet does not provide a totally secure method of communication, and e-mail may be copied and held by any computer through which it passes. Persons not participating in the communication may intercept e-mails, and e-mails stored on computers may be accessed by unauthorized parties. If you would prefer that we not communicate with you via e-mail, please advise me immediately.

Marketing Materials. Periodically, our firm prepares marketing materials in which we include the names and corporate logos of selected clients and sometimes a brief description of a significant project on which we worked. You agree that we may do so with regard to you and any matters we handle for you at this time or in the future. If we include our representation of you in these materials, we will not include information about any specific transaction that is not otherwise publicly available without your prior approval.

Document Retention. Some materials related to our representation of you (e.g. administrative records, time and expense reports, personnel materials, and credit and accounting records) belong to us and will be handled in accordance with our document retention policy. Other materials (i.e. documents provided to us by you and the final version of documents that you retain us to create) are considered client files and belong to you. We will retain your client file for ten years or such longer period as required by statute or our firm's document retention policy. At your request, we will return your file to you or any other person designated by you. If, at your request, we retain your client files beyond their normal period of retention, such long-term storage will be at your cost. If you have not requested that we return your file or made

arrangements for long-term storage, we may destroy or otherwise dispose of your client files after the retention period.

Limited Liability Partnership. Husch Blackwell LLP is organized as a limited liability partnership under Delaware law. This means every attorney in our firm who either directly performs or supervises legal services for you will have full professional responsibility and legal liability for those services, in addition to the firm itself. However, individual attorneys in the firm who have no direct involvement or supervisory role in your representation will not have any personal liability for the legal services performed by others in the firm.

Conclusion of Representation. Our relationship with you will be concluded when we have completed our agreed-upon services. In addition, and without limiting the preceding sentence, in the event we have performed no work for you or on your behalf for six consecutive months, you agree that our attorney-client relationship with you will be terminated.

It is understood that the terms of this letter and its enclosures constitute the terms under which we will undertake this representation. If you find the proposed engagement terms acceptable, please execute and return a copy of this letter for our file. If you do not agree to any of the terms of this letter and its enclosures, please call me as soon as possible within the next ten days to discuss. If I do not hear from you, it is understood that these are the terms of our representation.

Thank you again for selecting us for this engagement. We look forward to working with you.

Very truly yours,

HUSCH BLACKWELL LLP

A handwritten signature in blue ink, appearing to read "Jon E. Anderson", is written over a light blue circular stamp.

By: Jon E. Anderson
Partner

JAH
HB EGL v2020 03/01

Husch Blackwell LLP

AGREED:

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

By: _____
Name: Dr. Jason Wood
Title: _____
Dated: _____

SCHEDULE OF CHARGES FOR INCIDENTAL SERVICES
Effective 1/1/2020

This schedule identifies charges that will be added to our invoices for incidental services we provide and costs we incur in connection with our legal services. If we have reached a separate written agreement with you concerning any of these charges, the terms of that separate agreement will prevail over any conflicting provisions of this schedule.

Document Processing Services

Paper (Black and White)	\$0.15 per page
Paper (Color)	\$0.25 per page
	No charges for paper documents under 20 pages

Computer Legal Research Costs

Online research may be charged at up to 95% of the vendor's transactional/retail rates, when applicable	Charged at up to 95% of the vendor's transactional/retail rates
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Postage, Couriers and Delivery Services

Large mailings, certified or express delivery services are billed to client at actual costs	Billed at actual costs
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Internal Messengers Services

In-House Messengers charges are billed at \$60 per hour, in 6 minute increments	\$60 per hour, in 6 minute increments
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Video Conferencing

Husch Blackwell initiated; 2 locations	\$100 per hour/per location: prorated based on actual minutes used
Husch Blackwell initiated; each additional location	\$100 per hour/per location: prorated based on actual minutes used
Non Husch Blackwell initiated; each additional location	No Charge

Paper file storage following conclusion of engagement

Client material is boxed and stored at a secured offsite location	\$0.17 per bankers box per month
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Electronic file storage following conclusion of engagement

If after the engagement data is required to remain active and or accessible via HB data storage, a fee of \$50.00 per gigabyte per year will be billed to the client. This fee is pro-rated by size and specified time frame.	\$50 per gigabyte per year (prorated)
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Media Services-

CD/DVD creation\duplication:	\$10 CD / DVD
Flash Drive 8 Gigabyte:	\$10 per Drive
Flash Drive 32 Gigabyte:	\$15 per Drive
Flash Drive 64 Gigabyte	\$20 per Drive
Flash Drive 128 Gigabyte	\$40 per Drive
External Hard Drive 1 Terabyte	\$80 per Drive

Audit Letters

\$250 - \$2,000

Husch Blackwell LLP

**SCHEDULE OF CHARGES
FOR
LITIGATION TECHNOLOGY SERVICES
Effective March 1, 2020**

**(Rates subject to periodic adjustment.
Adjusted rates apply to services provided subsequently.)**

This schedule identifies charges that will be incurred and appear on your invoice when Litigation Technology is engaged to provide services on your matter.

Litigation Technology charges for its services via a monthly fee.

Monthly Fee

0 to 5 GB	\$450.00 per month
5.01 to 10 GB	\$900.00 per month
For each additional GB	
10.01 to 100 GB	\$40.00 per GB\Month
100.01 to 200 GB	\$25.00 per GB\Month
200.01 and up	\$10.00 per GB\Month

SERVICES INCLUDED IN MONTHLY FEE

The above listed pricing includes all of the following services when electronic data is processed for inclusion into a Relativity database (our document review and production software):

- Up to 100 compressed GB of data processing using Nuix early case assessment software
- Loading of data and updates to Relativity document review database
- Hosting of internal Relativity document review database
- Electronic document productions
- OCR processing
- Electronic bates numbering
- Format conversions
- Media services
- Hourly time by Litigation Technology professionals

HOW THE MONTHLY FEE IS CALCULATED

Monthly fee pricing is based on a flat rate of \$450.00 per month for matters under 5 GB and at the rate of \$900.00 per month for matters between 5.01 and 10 GB.

For matters over 10 GB, pricing is based on a graduated scale.

For example: A matter with 12 GB would be billed at a rate of \$900.00 for the first 10 GB of data and then \$40.00 per GB for the additional 2 GB, for a total of \$980.00 per month. The monthly fee will be billed on the last business day of each month that the database resided in the

HB relativity system at any time during the month. Fees are billed on a monthly basis and are not prorated.

SERVICES NOT INCLUDED IN MONTHLY FEE

Fees not included in the monthly fee pricing are as follows. Please note that these services are not necessarily required in every matter:

Electronic discovery data processing using Nuix early case assessment software for data sizes over 100 compressed GB or data processing for early case assessment as an ad hoc service (i.e., processing/early case assessment not intended for a Relativity database):

\$100.00 per compressed GB

Relativity outside user access: \$90.00 per user per month

Collection of source data: Hourly rates will apply.

GLOSSARY OF TERMS

Electronic discovery data processing and/or Early Case Assessment in Nuix: ECA
processing is a necessary step to cull data prior to loading into Relativity for document review. Deduplication and search terms can be applied. Documents can be tagged for import into Relativity. This includes setup, processing time and quality control.

Relativity outside user access: For any non-HB personnel needing access to a Relativity database.

Loading and update to document review database: This includes standard manipulation of load files including modifying directory paths within the load file. It includes copy time to the network, any definition of fields in the database, the actual load into the database and quality control.

Electronic Document Productions: An electronic document production is the electronic version of producing documents in paper format. This includes setup time in the database, bates numbering, computer processing time, accompanying load files and quality control.

OCR Processing: Optical character recognition is the text extraction or rendering of a document image to text format. OCR allows for scanned documents or image based electronic documents to be searched through common review databases. This includes setup, processing time and quality control.

Electronic Bates Numbering: Electronic bates labeling is the electronic marking of bates numbers, prefix, and other designations on various electronic file types. This fee includes setup, computer processing time and quality control.

Format Conversion (Example TIF to PDF): This includes setup, processing time and quality control.

Media Services:

- CD/DVD creation/duplication
- Flash Drive 8 Gigabyte
- Flash Drive 32 Gigabyte
- Flash Drive 64 Gigabyte
- Flash Drive 128 Gigabyte
- External Hard Drive 1 Terabyte

CIRCUMSTANCES REQUIRING OUTSOURCING

Occasionally, we may outsource our services based on deadlines and resources available. The actual vendor costs for outsourced services will be passed directly to you, with no cost increase or markup.

Additionally, when providing eDiscovery expertise and Litigation Technology services on your matter, the firm's eDiscovery team (Husch Blackwell eDiscovery Solutions "HBES") may engage its preferred vendor at its discretion to assist with Relativity Analytics consulting, if needed to benefit your case. The cost associated with this work will be included on your invoice from Husch Blackwell. HBES may also engage a combination of in-house, as well as outsourced document review attorneys from its preferred vendor, at its discretion on your matter, based on what best serves the needs of the case and budget. The costs associated with outsourced document review will be included on your invoice from Husch Blackwell.

D. Election of Officers

Election of District Board officers for the 2020-21 fiscal year will be conducted at this time.

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

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

Board Monitoring of College Effectiveness

A. Staffing Update

Krista Weber will provide an update on College staffing. A summary is available below.

Staffing Update 2020-21 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwifery Program Coordinator (Part-time)	Posted	6/3/2020	Hourly Band B24 \$20.75 - \$26.98
3	New Position	System Analyst - Advancement/Recruitment	Posted	7/2/2020	Salary Band C42 Hourly \$23.46 - \$32.84
4	New Position	System Analyst - Student Services/Financial Aid/Business Office	Posted	7/2/2020	Salary Band C42 Hourly \$23.46 - \$32.84
5	New Position	System Analyst - Finance/HR/Payroll	Posted	7/2/2020	Salary Band C42 Hourly \$23.46 - \$32.84
6	New Position	Student Services Assistant (LTE)	Posted	7/1/2020	Hourly Band A13 \$16.77- \$20.12
7	New Position	Financial Aid/Business Office Assistant (LTE)	Posted	7/1/2020	Hourly Band B22 \$18.26 - \$23.74
8	New Position	Administrative Assistant (LTE)	Posted	7/1/2020	Hourly Band B22 \$18.26 - \$23.74

Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the 2020-21 Comparison FTE Report are available below.

2019-20 Comparison FTE Report

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
10-101-1	Accounting	25	48	23	17.33	35.90	18.57
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	(6)	18.97	14.20	(4.77)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	3	12.63	17.57	4.93
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	(2)	27.27	28.13	0.87
10-102-3	Business Management	135	134	(1)	88.27	84.70	(3.57)
10-530-5	Cancer Information Management	97	94	(3)	50.87	50.10	(0.77)
10-504-X	Criminal Justice	54	46	(8)	42.23	37.23	(5.00)
10-316-1	Culinary Arts	11	5	(6)	7.13	2.27	(4.87)
10-317-1	Culinary Management	7	6	(1)	5.63	5.30	(0.33)
10-510-6	Direct Entry Midwife	60	77	17	23.60	31.83	8.23
10-307-1	Early Childhood Education	57	45	(12)	42.27	31.63	(10.63)
10-620-1	Electro-Mechanical Technology	36	34	(2)	32.83	32.37	(0.47)
10-325-1	Golf Course Management	24	18	(6)	20.47	14.63	(5.83)
10-201-2	Graphic And Web Design	31	26	(5)	25.50	18.63	(6.87)
10-530-1	Health Information Technology	45	53	8	24.87	25.37	0.50
10-520-3	Human Services Associate	38	42	4	27.70	31.63	3.93
10-825-1	Individualized Technical Studies	1	4	3	0.10	3.27	3.17
10-620-3	Instrumentation and Controls Technology	7	7	-	5.70	4.27	(1.43)
10-150-2	IT-Network Specialist	44	26	(18)	29.53	15.70	(13.83)
10-196-1	Leadership Development	34	24	(10)	16.20	11.23	(4.97)

Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	202	209	7	106.90	107.23	0.33
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	25.43	3.40
	Total Associate Degree	1,075	1,061	(14)	690.00	669.07	(20.93)
31-101-1	Accounting Assistant	8	9	1	4.10	4.63	0.53
30-531-6	Advanced EMT	8	10	2	2.27	1.33	(0.93)
32-070-1	Agricultural Power & Equipment Technician	33	34	1	31.07	32.10	1.03
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	9.97	5.87	(4.10)
32-404-2	Automotive Technician	33	27	(6)	26.43	24.30	(2.13)
31-408-1	Bricklaying & Masonry		3	3		1.33	1.33
30-443-1	Building Maintenance & Construction	7	3	(4)	2.87	0.70	(2.17)
31-475-1	Building Trades-Carpentry	8	11	3	6.83	9.27	2.43
31-307-1	Child Care Services	10	9	(1)	6.30	4.73	(1.57)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.97	3.00
31-502-1	Cosmetology	26	29	3	21.90	19.83	(2.07)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	4	8.73	12.23	3.50
31-317-1	Culinary Specialist	3	3	-	2.00	1.47	(0.53)
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	43.87	19.40
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.93	2.47	(0.47)
30-531-3	Emergency Medical Technician	37	51	14	9.07	7.90	(1.17)
32-080-4	Farm Operations & Management - Ag Mechanics	4	2	(2)	4.13	1.67	(2.47)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	14	17	3	14.53	16.10	1.57
31-080-3	Farm Operations & Management - Dairy Technician	7	4	(3)	4.93	1.73	(3.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	1	8.17	3.40	(4.77)
32-080-6	Farm Operations & Management - Livestock		1	1		0.93	0.93
31-080-7	Farm Operations & Management - Livestock Tech	2	3	1	1.70	1.70	-
30-317-1	Food Production Assistant	1		(1)	1.03		(1.03)

Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	5	8	3	0.67	1.40	0.73
31-620-1	Industrial Mechanic	2	5	3	1.83	4.53	2.70
31-154-6	IT-Computer Support Technician	12	23	11	6.93	16.90	9.97
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	64	65	1	29.00	30.97	1.97
30-504-4	Nail Technician		2	2		0.37	0.37
30-543-1	Nursing Assistant	243	198	(45)	34.90	26.77	(8.13)
50-427-5	Plumbing Apprentice	26	20	(6)	3.28	3.52	0.23
31-504-5	Security Operations	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	50	46	(4)	35.00	31.63	(3.37)
	Total Technical Diploma	782	786	4	360.12	366.52	6.40
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	485	558	73	95.93	98.57	2.63
	Total Liberal Arts and Undeclared Majors	521	591	70	109.37	111.80	2.43
	Total	2,378	2,438	60	1,159.48	1,147.38	(12.10)
	Percent of Change						-1.04%
	Vocational Adult (Aid Codes 42-47)	3,139	3,051	(88)	65.16	62.86	(2.30)
	Community Services (Aid Code 60)	28	-	(28)	0.41	-	(0.41)
	Basic Skills (Aid Codes 73,74,75,76)	320	314	(6)	47.33	41.40	(5.93)
	Basic Skills (Aid Codes 77 & 78)	886	803	(83)	61.17	45.27	(15.90)
	Grand Total	6,751	6,606	(145)	1,333.55	1,296.91	(36.64)
	Total Percent of Change						-2.75%

2020-21 Comparison FTE Report

2019-2020 and 2020-2021 FTE Comparison

Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
10-101-1	Accounting	39	47	8	16.73	21.43	4.70
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	7	(9)	8.83	2.97	(5.87)
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	3	7.37	9.93	2.57
10-006-6	Agribusiness Science & Technology - Animal Science	28	13	(15)	16.83	6.53	(10.30)
10-102-3	Business Management	90	96	6	38.70	41.87	3.17
10-530-5	Cancer Information Management	84	78	(6)	27.37	27.77	0.40
10-504-X	Criminal Justice	45	39	(6)	20.27	16.57	(3.70)
10-316-1	Culinary Arts	3	5	2	1.00	2.07	1.07
10-317-1	Culinary Management	6	3	(3)	2.87	1.47	(1.40)
10-510-6	Direct Entry Midwife	35	51	16	10.67	17.87	7.20
10-307-1	Early Childhood Education	37	42	5	16.60	17.23	0.63
10-620-1	Electro-Mechanical Technology	24	28	4	12.30	14.57	2.27
10-325-1	Golf Course Management	16	9	(7)	7.90	4.33	(3.57)
10-201-2	Graphic And Web Design	19	16	(3)	8.13	7.20	(0.93)
10-530-1	Health Information Technology	49	28	(21)	17.63	8.80	(8.83)
10-520-3	Human Services Associate	33	24	(9)	15.97	12.17	(3.80)
10-825-1	Individualized Technical Studies		3	3		1.13	1.13
10-620-3	Instrumentation and Controls Technology	7	5	(2)	2.20	0.70	(1.50)
10-150-2	IT-Network Specialist	24	21	(3)	10.30	9.53	(0.77)
10-196-1	Leadership Development	18	9	(9)	5.20	1.87	(3.33)
10-513-1	Medical Laboratory Technician	18	20	2	7.67	8.10	0.43
10-543-1	Nursing-Associate Degree	174	200	26	48.77	63.87	15.10
10-524-1	Physical Therapist Assistant	24	23	(1)	8.97	7.93	(1.03)
10-182-1	Supply Chain Management	28	22	(6)	8.93	8.63	(0.30)
	Total Associate Degree	831	806	(25)	321.20	314.53	(6.67)
31-101-1	Accounting Assistant	4	6	2	1.50	2.17	0.67
32-070-1	Agricultural Power & Equipment Technician	39	38	(1)	19.23	19.60	0.37
31-405-1	Auto Collision Repair & Refinish Technician	11	12	1	4.30	5.63	1.33
32-404-2	Automotive Technician	22	35	13	10.43	15.67	5.23
31-475-1	Building Trades-Carpentry	9	11	2	4.60	5.87	1.27
31-307-1	Child Care Services	5	8	3	2.00	3.40	1.40

Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
30-420-2	CNC Machine Operator/Programmer	5	2	(3)	2.37	0.87	(1.50)
31-502-1	Cosmetology	26	21	(5)	13.00	10.27	(2.73)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	(3)	12.47	9.33	(3.13)
31-317-1	Culinary Specialist	1		(1)	0.50		(0.50)
30-508-2	Dental Assistant	14	11	(3)	7.47	5.87	(1.60)
30-812-1	Driver and Safety Education Certification	8	12	4	1.00	1.40	0.40
31-413-2	Electrical Power Distribution	42	44	2	20.27	21.47	1.20
50-413-2	Electricity (Construction) Apprentice		1	1		0.07	0.07
30-531-3	Emergency Medical Technician	12		(12)	2.00		(2.00)
32-080-4	Farm Operations & Management - Ag Mechanics	1	8	7	0.20	3.80	3.60
31-080-6	Farm Operations & Management - Crop Operations	1		(1)	0.10		(0.10)
32-080-3	Farm Operations & Management - Dairy	16	7	(9)	10.33	2.73	(7.60)
31-080-3	Farm Operations & Management - Dairy Technician	4	3	(1)	1.00	0.73	(0.27)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	2	(8)	2.23	0.50	(1.73)
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	1	3	2	0.57	1.20	0.63
31-154-6	IT-Computer Support Technician	6	9	3	2.73	4.40	1.67
31-513-1	Laboratory Science Technician	5	5	-	1.33	1.40	0.07
31-509-1	Medical Assistant	30	36	6	16.23	17.60	1.37
31-530-2	Medical Coding Specialist	34	40	6	12.50	13.37	0.87
30-504-4	Nail Technician		2	2		0.53	0.53
30-543-1	Nursing Assistant	59	72	13	7.33	6.90	(0.43)
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	36	39	3	17.03	19.47	2.43
	Total Technical Diploma	427	446	19	175.17	175.07	(0.10)

Program Code	Program Title	06-24-19 Students	06-29-20 Students	Student Change	06-24-19 FTE	06-29-20 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	14	20	6	3.00	4.43	1.43
20-800-2	Liberal Arts - Associate of Science	8	9	1	2.63	2.07	(0.57)
	Undeclared Majors	<u>137</u>	<u>274</u>	<u>137</u>	<u>17.70</u>	<u>40.07</u>	<u>22.37</u>
	Total Liberal Arts & Undeclared	159	303	144	23.33	46.57	23.23
	Total	1,417	1,555	138	519.70	536.17	16.47
	Percent of Change						3.17%
	Vocational Adult (Aid Codes 42-47)	861	1,058	197	18.04	23.46	5.42
	Basic Skills (Aid Codes 73,74,75,76)	63	24	(39)	2.53	0.87	(1.67)
	Basic Skills (Aid Codes 77 & 78)	<u>71</u>	<u>100</u>	<u>29</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Grand Total	<u>2,412</u>	<u>2,737</u>	<u>325</u>	<u>540.27</u>	<u>560.50</u>	<u>20.22</u>
	Total Percent of Change						<u>3.74%</u>

B. Chairperson's Report

1. Boards Association Committee Appointments

See the committee descriptions and current committee assignments below. We will need to update the committee assignments.

Current Committee Assignments

2019-2020 Technical College Representatives of the Board & Committee Appointments:					
	Board of Director Member:	Awards Committee:	Bylaws, Policies, & Procedures:	External Partnerships:	Internal Best Practices:
Southwest	Chuck Bolstad (1st year of 2-year term)	Chris Prange	Russell Moyer Chris Prange	Eileen Nickels Don Tuescher	Chuck Bolstad Missy Fitzsimons

Committee Descriptions

Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

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

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

Bylaws, Policies and Procedures Committee

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

The committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate Bylaws, Policies or Procedures for the purpose of recommending whether the proposed language will

accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

External Partnerships Committee

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

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and faith-based organizations
- Other stakeholders and partners

Through its work, the committee would advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. This committee would also be responsible for generating programming input for Association staff to develop, for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the External Partnerships Committee.

Internal Best Practices Committee

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

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

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

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. McGregor Plaza Parking Lease
2. Foundation's FY2019-20 Fourth Quarter Report

B. Time and Place

Thursday, August 27, 2020, at 7:00 p.m. at Southwest Tech, Lenz Conference Center (??)

7:00 – Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

Board Monitoring of College Effectiveness

A. Highlights of COVID-19 Response

The COVID-19 response will be highlighted with a timeline and video of what Southwest Tech did to respond and who was served.

B. Vision for the Future

Jason Wood, College President, will highlight the College's vision for the future including fundraising priorities.

C. Laptop Program

Katie Garrity, Chief Academic Officer, and Heath Ahnen, Director of Information Technology Services, will provide an update on the laptop program including how it will work and which students qualify. Included below is a one-page overview of the laptop program.

STUDENT EXPERIENCE SWTC LAPTOP PROGRAM

What students are eligible?

Minimum of 6 Credits
Program declaration
Good Academic Standing

What device and service\support are students going to receive?

Windows HP EliteBook 745 G6 laptop-Windows10 Pro 64
SWTC Software Packages-pre-loaded

- Microsoft Office
- Online data storage and automatic backup
- Anti-virus
- Videoconference software
- TeamViewer-remote support software

Targus Grove-SWTC embroidered carrying backpack

Hardware support-accidental Damage Protection

Eligible students can buy-out after graduation-remaining warranty transferred to student

Charger Helpdesk Service and Support-Phone-In;Walk-In; Remote Online Support



HOW DOES THE LAPTOP PROGRAM WORK?

For the 2020-2021 academic year, all students will receive a rebate for the technology fee.

Next year, the 2021-2022 academic year, all eligible students will be charged a technology fee of \$400 each semester.

Two year program students will be able to keep the machine after two years.

Short term program students will lease the hardware.

www.swtc.edu/laptop



THIS IS WHERE PURPOSE UNFOLDS

D. Facilities Implications

Derek Dachelet, Executive Dean, and Dan Imhoff, Director of Facilities, Safety & Security, will present the plan for facility usage this fall during the COVID-19 pandemic. They will highlight classroom physical distancing, traffic flows, and events.

E. Navigating Financial Uncertainty

Included below is a ten-year snapshot of the comparison financials for the College and the Foundation. Caleb White will present the information.

Navigating Financial Uncertainty

SWTC - Operational Fund

<u>Revenue Sources</u>	<u>2008-2009</u>	<u>%</u>	<u>2018-2019</u>	<u>%</u>	<u>Change</u>
Local/Tax Levy	10,367,000	50%	5,416,844	23%	-27%
State	4,739,665	23%	10,014,879	42%	20%
Federal	534,061	3%	715,192	3%	0%
Tuition	3,229,297	16%	4,441,995	19%	3%
Material/Student Fees	714,485	3%	864,861	4%	0%
Institutional	1,105,309	5%	2,145,015	9%	4%
	<u>20,689,817</u>		<u>23,598,786</u>		

<u>Expenditures by Function</u>	<u>2008-2009</u>	<u>%</u>	<u>2018-2019</u>	<u>%</u>	<u>Change</u>
Instruction	14,027,683	69%	15,020,315	62%	-7%
Instructional Resources	509,822	3%	149,622	1%	-2%
Student Services	1,616,003	8%	2,162,174	9%	1%
General Institutional	2,853,198	14%	4,868,969	20%	6%
Physical Plant	1,341,595	7%	2,023,329	8%	2%
	<u>20,348,301</u>		<u>24,224,409</u>		

SWTC Foundation

	<u>2008-2009</u>	<u>2018-2019</u>	<u>Change</u>
Cash/Investments	2,018,254	4,637,687	130%
Scholarships/Program Services	106,998	601,470	462%

Adjournment