



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 12, 2021

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

Conference Room 430

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Monday, July 12, 2021

5:00 p.m. – Annual Meeting

6:00 p.m. – Board Dinner

Immediately Following Dinner - Joint Meeting with the District Board, Foundation Board,
and Real Estate Foundation Board
Southwest Tech Campus
Conference Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The July 12, 2021, 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, at the Fennimore City Office, and at CESA 3 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 Members Don Tuescher and Jane Wonderling and newly elected Board Member Kent Enright 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 24, 2021

Minutes of the June 24, 2021, 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 26 contracts totaling \$79,128.40 in June 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes two employment recommendations being presented for approval. The report is included with the Board material.

Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2021-2024 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 2021-2024.

B. Ten-Year Facilities Master Plan

Dan Imhoff will present the Ten-Year Facilities Master Plan, which is included with the electronic Board material.

Recommendation – Approve the Ten-Year Facilities Master Plan.

C. Signatory Authority Policy for 2021-22

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 2021-22 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2021-22 with the authority to sign official or legally binding documents.

D. Designate College Legal Counsel for 2021-22

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, LLP,
Madison, WI

Bond Counsel – Allison Buchanan of Quarles & Brady, LLP, Milwaukee, 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; retain Jon Anderson of Husch Blackwell, LLP, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel.

E. First Reading of Governance Policy 2.6: Acting President Policy

Included with the electronic Board material is a proposed revision to Governance Policy 2.6: Acting President Policy. Jason Wood will present the policy.

Recommendation: Approve the First Reading of the revision to Governance Policy 2.6: Acting President Policy.

F. Election of Officers

Election of District Board officers for the 2021-22 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 electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. FY2021 FTE Year Over Year Comparison Report

2. FY2022 FTE Year Over Year Comparison Report

Caleb White will be available for any questions on the reports. The two reports are included in the electronic Board packet.

B. Chairperson's Report

1. ACCT Leadership Congress

2. Boards Association Committee Appointments

3. Foundation Board and Real Estate Foundation Board Representatives

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Boscobel Outreach Center Lease

2. Foundation and Real Estate Foundation Quarterly Reports

B. Time and Place

Thursday, August 26, 2021 at 7:00 p.m. at Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI in Conference Room 430

6:00 – Board Dinner

The Board will recess for dinner for social purposes only and no College business will be conducted.

**Immediately Following Dinner - Meeting with the District Board, SWTC
Foundation Board, and Real Estate Foundation Board**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Welcome

Jason Wood will provide a welcome and a vision for the future.

B. Charger Vision

Katie Glass, Executive Director of Marketing, and Derek Dachelet, Executive Dean of Agriculture, Industry & Trades will lead Board members through an interactive activity focused on industry and business trends.

ADJOURNMENT

Open Meeting

The following statement will be read: "The July 12, 2021, annual Board 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 and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

C. Oath of Office

Newly re-elected Board Members Don Tuescher and Jane Wonderling and newly elected Board Member Kent Enright will read and sign the Oath of Office.

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

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5:00 p.m. – Annual Meeting

6:00 p.m. – Board Dinner

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and Real Estate Foundation Board
Southwest Tech Campus
Conference Room 430

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 24, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Three-Year Facilities Plan
- B. Ten-Year Facilities Master Plan
- C. Signatory Authority Policy for 2021-22
- D. Designate College Legal Counsel for 2021-22
- E. First Reading of Governance Policy 2.6: Acting President Policy
- F. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. ACCT Leadership Congress
 - 2. Boards Association Committee Appointments
 - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

6:00 – Board Dinner

The Board will recess for dinner for social purposes only and no College business will be conducted.

**Immediately Following Dinner - Meeting with the District Board, SWTC
Foundation Board, and Real Estate Foundation Board**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Welcome
- B. Charger Vision

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 Board Meeting of June 24, 2021



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 24, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 6:52 p.m. on June 24, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 7:02 p.m.), Crystal Wallin

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Chris Bowers, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, and Caleb White. Public present included Kent Enright.

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 24, 2021

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The June 24, 2021, 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, and

posted on campus, at the Fennimore City Office, and at CESA 3 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
 - 1. Universal Design

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 21, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Southwest WI Workforce Development Board Lease
- G. 2021-22 WTC District Boards Association Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Organizations
- B. 2021-22 Budget
- C. RFP 2021-06: Universal Design Training
- D. Dodgeville Outreach Site Lease
- E. Degree Attainment for Doctoral Degrees (Faculty)
- F. 2021-22 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY 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 a specific personnel issue per Wisconsin 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.
- B. Approval of Closed Session Minutes of May 24, 2021

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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

Chris Bowers, Disability Services Specialist, presented what Universal Design is and how it affects an environment to ensure it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. Ms. Bowers explained that Universal Design places a focus on all students by building a community in the classroom with different styles of teaching, providing multiple physical spaces to accommodate all, and ensuring that across campus information is easy to read and there is diversity in publications. There will be several faculty and staff trained as Universal Design champions who will train others on campus through targeted professional development. Policies and standard operating procedures will be reviewed to reflect a universal design mindset.

After a review of the Consent Agenda, including the June 24, 2021, agenda; May 21, 2021, Board meeting minutes; financial reports; 80 contracts totaling \$1,369,305.21 in May 2021; an employment recommendation for Brian Molini – Biology Instructor; promotion recommendations for Christina Hill – Dining Services Lead; Demi Vetesnik – HR Specialist/WLDI Coordinator, Brianna Williamson – Recruiter/Alumni & Development Specialist, and Holly Straka – College Effectiveness/Business & Industry Services Specialist; three resignations from Eric Rohn – Bookstore Merchandising Coordinator, Bryce Kazda – Evening Custodian, and Jamish Patel – Help Desk Technology Support Specialist; a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space for \$309/month at the Richland Center Outreach Center; and the Fee Assessment invoice in the amount of \$22,415.26 for the District Boards Association membership renewal, Mr. Prange moved to approve the Consent Agenda, as presented. Mr. Tuescher seconded the motion; motion carried on a unanimous roll call vote.

Student Senate and the Executive Team has approved the formation of two new non-program student clubs. Robin Hamel, Student Life Coordinator, presented the clubs' missions and goals for the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Mr. Blume moved to approve the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Ms. Fitzsimons seconded the motion; motion unanimously 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 FY2022 budget was built on a five percent increase in revenue due to COVID-19 relief funds and an estimated enrollment of 1,250 FTE. The projected tax effect on \$100,000 of property value is estimated at \$122.47. Mr. Tuescher moved to approve the 2021-22 Budget as presented, with Ms. Jordie seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Chris Bowers presented the summary of the Request for Proposals (RFP) for Universal Design Training, which would be training on Universal Design delivered to approximately 25 Southwest Tech staff and faculty with both synchronous and asynchronous components. The public bid opening was held on May 4, 2021, and two proposals were received. The College's recommendation was for Landmark College in Putney, VT. Mr. Prange moved to award the contract for Universal Design Training to Landmark College, Putney, VT, for a total of \$102,110. Ms. Fitzsimons seconded the motion; motion carried. This project will be paid for with COVID19 federal relief funds.

Krista Weber, Chief Human Resources Officer, introduced a lease agreement for a temporary location for the Dodgeville Outreach Center as the current site became unavailable to the College. The lease is a month-to-month lease for approximately 600 square feet located at Dodgeville Family Chiropractic & Wellness Center at 1206 N. Johns Street, Dodgeville. Efforts are continuing to find a new location for the Outreach Center. Ms. Fitzsimons moved to approve the lease agreement with Dodgeville Family Chiropractic & Wellness Center to lease approximately 600 square feet of space to be used as the temporary Dodgeville Outreach Center, located at 1206 N. Johns Street, Dodgeville, WI. The month-to-month lease will commence on June 28, 2021, at a monthly rate of \$700. Ms. Jordie seconded the motion; motion unanimously carried.

Krista Weber presented a proposal to address a disparity in faculty and staff doctoral degree attainment. The faculty degree attainment tied to compensation goes through a master's degree. Staff are eligible for a 2.5 percent increase in base salary for degree completion through a doctoral degree. Ms. Weber recommended adding 2.5 percent increase in base salary for faculty as well. Mr. Tuescher moved to approve the proposal for faculty who obtain a doctoral degree to be eligible for a base salary increase of 2.5 percent as part of the reclass process. Ms. Fillback seconded the motion; motion carried.

Karen Campbell, Executive Services Director, reviewed the 2021-22 Board Monitoring Schedule with the board. The schedule provides an outline of when key items are

brought to the board for approval or monitoring as well as the 2021-22 Board meeting dates. Ms. Jordie moved to approve the 2021-22 Board Monitoring Schedule, as presented. Ms. Fillback seconded the motion; motion carried.

The Board heard a summary of the College Culture Board Monitoring Report. Ms. Weber reviewed strengths of the culture including the College Council structure, professional development opportunities for faculty and staff, and workplace culture. The current turnover rate is five percent and the employee satisfaction survey results are very high. Risks include reactive change; external factors; maintaining culture and engagement; emphasizing the values of inclusivity, integrity, and accountability in hiring and training; and pandemic after effects. Opportunities to address include developing leaders/succession planning for Leadership Council, building inclusivity into the College culture (phase two), and a focus on goal setting and accountability for results. Ms. Weber asked the Board for input on different experiences they have had with succession planning or leadership development. Discussion focused on professional psychological analysis and assessments related to professional/personal strengths and opportunities to improve.

Ms. Weber provided an update on College staffing noting the Biology instructor position and the part-time Medical Lab Technology instructor positions have been filled. There are currently two custodian positions in various stages of the hiring process.

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a similar decrease as last month of one percent. The 21-22 FTE report showed an increase from last month; however, FTEs are still down one percent from a year ago. Continued efforts are being made to recruit students.

Chairperson Bolstad reviewed the District Boards Association committees and asked Board members to think about which one they wanted to be on when it is decided at the July meeting. Mr. Bolstad reminded the Board members that the ACCT Leadership Congress will be held in person October 13 – 16 in San Diego, CA. Let Karen Campbell know if you are interested. If there is interest of more than one or two, it will be decided as to who will attend.

Dr. Wood updated on the Facilities Sustainability Plan noting that one-time reserve funds could be invested in alternative energy sources to garner financial relief in ongoing operational budgets. This Sustainability Plan would work hand-in-hand with the 10-year Facilities Master Plan and the College's long-term Financing Plan. The Board asked for a long-term plan to be brought back to them with different contingencies.

President Wood shared there was not a need to go into closed session. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Mr. Blume seconding the motion. The motion carried and the meeting adjourned at 8:36 p.m.

Chris J. Prange, Secretary

C. Financial Reports**1. Purchases Greater than \$2,500**

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 06/01/2021 - 06/30/2021				
Invoices				
Vendor	Invoice #	Description	Amount	
SEVERIN INTERMEDIATE HOLDINGS	INV254854	Schoology LMS Subscription	\$34,800.16	
WOODWARD PRINTING SERVICES	7019011	SWTC - 2020 Annual Report	\$24,909.17	
REDSHELF	INV22948	SWTC Jan 2021 POS Billing	\$24,353.17	
CAMPUSLOGIC INC	INV4322	Campus Logic Student forms	\$20,948.00	
PAUL CONWAY SHIELDS	0387644	Firefighter Proective clothing	\$18,521.58	
TRANE U.S. INC.	311753399	Maintenance Inspection	\$17,040.32	
WESTERN TECHNICAL COLLEGE	IN10645	Plumbing apprenticehip inst	\$11,048.50	
REDSHELF	INV19520	SWTC Jul 2020	\$10,815.50	
COLUMBUS US	RI15412	Dynamics GP Enhancement	\$9,771.20	
EMSI	23725	Annual Emsi subscription	\$8,400.00	
OTIS ELEVATOR COMPANY	CED15672001	Elevator Service	\$6,324.98	
PEARSON EDUCATION INC.	14309088	MathXL Standalone Access Card	\$5,953.65	
PAUL CONWAY SHIELDS	INV0387644	Structural Firefighter Clothing	\$4,381.50	
LAMAR COMPANIES	112500825	Billboards	\$3,954.00	
REDSHELF	INV-16730	POS Sales minus Commission	\$3,861.24	
VIKING ELECTRIC SUPPLY, INC.	S004543839.002	Lighting	\$3,300.00	
OTIS ELEVATOR COMPANY	CED15716001	Car operating panel board	\$2,868.76	
PAUL CONWAY SHIELDS	0472167	Structural Firefighter Clothin	\$2,838.00	
LACOOONA CONSULTING LLC	143	Everything DiSC	\$2,520.00	
WPS HEALTH INSURANCE	060321024995	060321024995 M Schmitz	\$2,505.64	
Total Invoices				\$219,115.37
Purchase Orders				
Vendor	PO #	Description	Amount	
MSC INDUSTRIAL SUPPLY CO.	7035	CNC:Program Equipment	\$37,691.29	
J&T CONCRETE CONSTRUCTION LLC	7032	Facilities: New Sidewalk	\$19,449.75	
CREATIVE SOLUTIONS	7037	Facilities: Carpet Tile	\$12,900.90	
CLEVERBRIDGE INC	7039	ITS: LANSweeper IT Asset Manager	\$4,608.00	
VANGUARD COMPUTERS INC	7036	ITS: Targus Laptop Backpack - Charger Tech 360	\$4,500.00	
IXL LEARNING	7038	Communications Adult: IXL Site License	\$2,463.00	
Total Purchase Orders				\$81,612.94

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits June 202	CMTRX00003030	WDL000008148	\$300,489.23	
WI EE Trust Funds #248791	CMTRX00003042	WDL000008196	\$157,616.64	
941 ER Fed Tax #769039	CMTRX00003038	WDL000008184	\$123,443.36	
941 ER Fed Tax #979291	CMTRX00003031	WDL000008152	\$118,155.26	
WI DOR PR Tax #827-037-856	CMTRX00003038	WDL000008183	\$24,620.36	
WI DOR EE PR Tax #699-508-89	CMTRX00003031	WDL000008151	\$23,007.42	
Symetra Life Ins #1522594	CMTRX00003038	WDL000008182	\$10,099.89	
Great-West Trust #912867119	CMTRX00003032	WDL000008157	\$8,092.49	
Great-West Trust Co #9156516	CMTRX00003039	WDL000008190	\$8,067.49	
Delta Dental #473745	CMTRX00003042	WDL000008195	\$6,572.00	
Delta Dental #467017	CMTRX00003026	WDL000008136	\$5,503.73	
Hasler Advance Postage	CMTRX00003038	WDL000008181	\$5,000.00	
Delta Dental #472564	CMTRX00003037	WDL000008167	\$4,944.35	
Delta Dental #465840	CMTRX00003020	WDL000008130	\$4,660.06	
Delta Dental #468193	CMTRX00003035	WDL000008164	\$4,020.00	
Merchant Services May 2021	CMTRX00003020	WDL000008129	\$2,745.21	
Newport Trust Co #6370486	CMTRX00003032	WDL000008156	\$2,708.00	
Total Bank Withdrawals				\$809,745.49
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 6/25/2021	UPRCC00001278	WDL000008169	\$294,291.49	
Direct Deposit 6/11/2021	UPRCC00001270	WDL000008140	\$293,596.45	
Direct Deposit 6/25/2021	UPRCC00001282	WDL000008173	\$20,735.24	
Direct Deposit 6/25/2021	UPRCC00001279	WDL000008170	\$17,114.11	
Direct Deposit 6/25/2021	UPRCC00001286	WDL000008177	\$16,609.69	
Direct Deposit 6/11/2021	UPRCC00001273	WDL000008143	\$16,418.57	
Direct Deposit 6/11/2021	UPRCC00001274	WDL000008144	\$16,024.04	
Direct Deposit 6/11/2021	UPRCC00001272	WDL000008142	\$12,398.38	
Direct Deposit 6/25/2021	UPRCC00001285	WDL000008176	\$10,741.75	
Direct Deposit 6/11/2021	UPRCC00001271	WDL000008141	\$9,364.85	
Direct Deposit 6/11/2021	UPRCC00001275	WDL000008145	\$9,362.48	
Direct Deposit 6/25/2021	UPRCC00001283	WDL000008174	\$9,099.12	
Direct Deposit 6/25/2021	UPRCC00001281	WDL000008172	\$8,938.36	
Direct Deposit 6/16/2021	UPRCC00001277	WDL000008158	\$6,868.26	
Direct Deposit 6/11/2021	UPRCC00001276	WDL000008146	\$4,572.42	
Total Payroll				\$746,135.21
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 05.25.2021	CMTRX00003026	WDL000008137	\$38,126.07	
US Bank ending 6.08.2021	CMTRX00003037	WDL000008168	\$26,879.16	
Total Purchase Cards				\$65,005.23
Total Purchases >= \$2,500				\$1,921,614.24

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2021			
Receipts			
Fund			
1 General	922,125.96		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	36,238.66		
6 Internal Service	327,623.63		
7 Financial Aid/Activities	26,524.34		
Total Receipts		1,312,512.59	
Expenses			
Fund			
1 General	1,798,568.99		
2 Special Revenue			
3 Capital Projects	827,547.70		
4 Debt Service			
5 Enterprise	110,123.08		
6 Internal Service	341,640.68		
7 Financial Aid/Activities	29,178.86		
Total Expenses		3,107,059.31	
Net cash change - month			(1,794,546.72)
EOM Cash Balances			
-Midwest One Operating 0356	13,641,776.00		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,633.81		
Ending Cash/Investment Balance		14,877,349.81	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2021							
	2020-21	2020-21	2020-21	2019-20	2018-19	2017-18	2016-17
	<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	23,130,100.00	21,946,230.14	94.88	92.67	90.71	97.85	88.56
General Fund Expenditures	23,782,100.00	22,828,129.64	95.99	91.73	92.71	92.91	88.52
Capital Projects Fund Revenue	4,020,000.00	4,063,842.00	101.09	100.19	99.82	104.67	101.10
Capital Projects Fund Expenditures	5,862,000.00	4,033,745.81	68.81	57.56	61.91	55.12	47.79
Debt Service Fund Revenue	5,650,000.00	3,894,125.68	68.92	66.74	68.94	70.62	70.38
Debt Service Fund Expenditures	6,767,500.00	5,947,786.11	87.89	83.77	101.35	99.51	99.04
Enterprise Fund Revenue	1,336,000.00	1,222,371.65	91.49	79.18	77.10	71.36	75.40
Enterprise Fund Expenditure	1,706,000.00	1,464,006.12	85.82	87.44	77.23	74.24	72.80
Internal Service Fund Revenue	4,427,000.00	3,928,920.42	88.75	83.00	87.27	93.21	90.89
Internal Service Fund Expenditures	4,427,000.00	4,142,663.81	93.58	87.76	91.59	94.87	92.40
Trust & Agency Fund Revenue	8,000,000.00	5,285,524.07	66.07	78.05	76.72	81.44	86.36
Trust & Agency Fund Expenditures	8,000,000.00	5,744,327.35	71.80	77.76	76.00	81.17	87.19
Grand Total Revenue	46,563,100.00	40,341,013.96	86.64	86.43	85.68	90.51	86.52
Grand Total Expenditures	50,544,600.00	44,160,658.84	87.37	84.46	87.85	88.40	86.75

D. Contract Revenue

There were 26 contracts totaling \$79,128.40 in June 2021 being presented for Board approval. The Contract Revenue Report is included below.

2021-2022 CONTRACTS
6/1/2021 to 6/30/2021

<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 (Instructional Fees Waived)</u>	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Dodgeville Area Ambulance	03-2021-0062-I-42	EMS Continuing Education	Ken Bartz	36	\$ 4,707.01	No		X	
Grant County Sheriff's Dept.	03-2021-0073-I-21	Adult Basic Education	Julie Pluemer		\$ 6,220.20	No		X	
Iowa County Sheriff's Dept.	03-2021-0074-I-21	Adult Basic Education	Julie Pluemer		\$ 1,810.70	No		X	
Richland County Sheriff's Dept.	03-2021-0075-I-21	Adult Basic Education	Julie Pluemer		\$ 1,315.80	No		X	
Grant County Sheriff's Dept.	03-2021-0077-I-21	Vehicle Contacts and Firearms Update	Kris Wubben	13	\$ 543.01	Yes		X	
WI FFA Foundation	03-2021-0105-T-42	Consult on Strengths Finder and Intro to Development/Fund Dennis Cooley			\$ 2,500.00	No		X	
Cassville Fire Department	03-2021-0107-I-42	Emergency Services Instructor	Karl Sandry	9	\$ 4,416.32	No		X	
Cassville Fire Department	03-2021-0109-I-42	Rope Rescue	Karl Sandry	18	\$ 4,669.17	No		X	
Cassville Fire Department	03-2021-0110-I-42	Confined Space	Karl Sandry	15	\$ 4,669.17	No		X	
Cassville Fire Department	03-2021-0114-I-42	Fire Officer II	Karl Sandry	6	\$ 5,073.80	No		X	
Bloomfield Healthcare	03-2021-0116-I-41	Leadership Academy	Dennis Cooley	15	\$ 9,910.00	No		X	
Blue River Fire Department	03-2021-0126-1-42	BLS for Healthcare Provider-CPR Recert	Ken Bartz	10	\$ 174.50	Yes		X	
Link Family Dental	03-2021-0135-I-41	BLS for Healthcare Provider-CPR Recert	Ken Bartz	5	\$ 360.00	No		X	
Lafayette County Sheriff's Dept.	03-2021-0136-I-21	Pursuit Refresher	Kris Wubben	29	\$ 1,614.90	No		X	
Grant County Sheriffs Dept	03-2021-0141-I-21	Firearms Update for Agencies	Kris Wubben	19	\$ 310.44	Yes		X	
Grant County Sheriffs Dept	03-2021-0141-I-21	WI Firearms Qualification	Kris Wubben	26	\$ 422.60	Yes		X	
Barneveld-Brigham Fire Dept	03-2021-0142-I-42	Fire In-Service Training	Karl Sandry	246	\$ 5,904.00	Yes		X	
Cazenovia Fire Department	03-2021-0143-I-42	Fire In-Service Training	Karl Sandry	48	\$ 1,152.00	Yes		X	
Cobb Fire Department	03-2021-0144-I-42	Fire In-Service Training	Karl Sandry	20	\$ 480.00	Yes		X	
Darlington School District	03-2022-0011-I-11	Drivers Education Theory Courses	Annette Biggins	2	\$ 240.00	No		X	
Southwest Wisconsin Technical College									

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>
Highland School District	03-2022-0017-I-11	Drivers Education Theory Courses
Pecatonica School District	03-2022-0025-I-11	Drivers Education Theory Courses
Platteville School District	03-2022-0027-I-11	Drivers Education Theory Courses
Riverdale School District	03-2022-0030-I-11	Drivers Education Theory Courses
UW Platteville	03-2022-0037-I-18	Serv Safe-Food Service Worker Update
WAT Grant - 3M	03-2021-0098-I-47	Leadership Academy 2.0
WAT Grant - Grant Regional	03-2021-0100-I-47	Leadership Academy - Person
WAT Grant - Grant Regional	03-2021-0100-I-47	Leadership Academy - Leader

<u>Contract</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Annette Biggins	16	\$ 1,920.00	No		X	
Annette Biggins	8	\$ 960.00	No		X	
Annette Biggins	77	\$ 9,240.00	No		X	
Annette Biggins	26	\$ 3,120.00	No		X	
Amy Charles	13	\$ 2,500.00	No		X	
Amy Charles	8	\$ 1,626.78	No		X	
Amy Charles	30	\$ 1,634.00	No		X	
Amy Charles	30	\$ 1,634.00	No		X	
TOTAL of all Contracts	725	\$ 79,128.40				
Exchange of Services	382	\$ 8,986.55				
For Pay Service	343	\$ 70,141.85				

E. Personnel Report

Two employment recommendations are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT
July 12, 2021**

Employment: NEW HIRES

Name:	JoAnn Wiederholt
Title:	Medical Lab Tech Instructor
Number of Applicants & Interviewees:	3 applicants; 3 interviewed
Start Date:	07/01/2021
Salary/Wages:	\$58,000 (annual)
Classification:	Part-Time (50%)
Education and/or Experience:	Bachelors in Medical Technology from UW-Platteville with 27 years medical lab experience

Name:	Chuck Merten
Title:	Evening Custodian
Number of Applicants & Interviewees:	10 applicants; 2 interviewed (3 selected; 1 no show)
Start Date:	07/12/2021
Salary/Wages:	\$16.00/hour
Classification:	Full-time
Education and/or Experience:	Ten years of machine operating/maintenance experience

PROMOTIONS / TRANSFERS

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RETIREMENTS / RESIGNATIONS

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Recommendation: *Approve the Consent Agenda as presented.*

Other Items Requiring Board Action

A. Three-Year Facilities Plan

The Three-Year Facilities Plan 2021-2024 is included below. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Facilities Director, will present the report.

Recommendation – Approve the Three-Year Facilities Plan 2021-2024.



THREE-YEAR FACILITIES PLAN

To: Dan Scanlon

From: Dr. Jason S. Wood

July 12, 2021

Section 1 – Executive Summary

In the 2020/2021 fiscal year Southwest Tech completed the 430 conference room remodel, auditorium project, and UPS system updates.

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

2021-2022 - \$2,500,000

2022-2023 - \$3,750,000

2023-2024 - \$3,975,000

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

Southwest Tech's process for planning facilities projects 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. 6 th St., Richland Center, WI 53581	3,586 square feet	May 31, 2024
City of Darlington	840 square feet	June 30, 2022
City of Boscobel	1100 square feet	June 30, 2022
Dodgeville	725 square feet	August 1, 2021
Workforce Connections 1305 S. Marquette Prairie du Chien, WI 53821	1,200 square feet	June 30, 2022
General Capital Platteville, WI 53818	2,500 square feet	June 30, 2034

Section 3 – Three-Year Project Summary

2021-2022 Total - \$2,500,000

Remodeling- \$1,000,000

1. Farmette Property improvements	\$100,000
2. Building 100, 200, and 300 Clerestory Window update	\$270,000
3. Buildings 500,600 lighting upgrade	\$30,000
4. Building 600 HVAC unit replacement	\$200,000
5. Building 100/200 Elevator update	\$100,000
6. Bridge Crane for 1716	\$150,000
7. Sustainability Project	\$150,000

Capital Improvements - \$1,500,000

1. Student Activities and Event Center	\$1,500,000
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2022-2023 Total - \$3,750,000

Remodeling- \$3,725,000

1. Lenz Center/Cafeteria Remodel	\$1,500,000
2. Interior signage project	\$750,000
3. Lenz Center RTU replacement	\$300,000
4. Upgrade Campus wide lock system	\$650,000
5. Sustainability Project	\$200,000
6. Lenz Center Roof replacement	\$100,000
7. Building 600 Sprinkler installation/Fire alarm update	\$225,000

Capital Improvements - \$25,000

1. Remove building 800	\$25,000
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2023-2024 Total - \$3,975,000

Remodeling- \$2,475,000

1. Upgrade clock system	\$ 25,000
2. Replace building 1600 flooring	\$ 125,000
3. Replace building 300 and Knox RTUs	\$ 380,000
4. Parking lot lighting upgrades and sealing	\$ 100,000
5. Install building 1700 charging stations	\$ 20,000
6. Building 500 restroom upgrades	\$ 75,000
7. Charley's carpet and upgrade	\$ 50,000
8. Alternative Energy Project	\$ 200,000
9. Building 100/200 remodel/sprinkler install	\$1,500,000

Capital Improvements - \$1,500,000

1. Building 600 addition	\$1,500,000
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B. Ten-Year Facilities Master Plan

Dan Imhoff will present the Ten-Year Facilities Master Plan, which is included below.

Recommendation – Approve the Ten-Year Facilities Master Plan.



June 28, 2021

2021 Facilities Master Plan





Introduction

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

Executive Summary

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

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

Commonalities

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

Strengths:

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

Opportunities for Improvement:

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

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

- On-campus identity and exposure towards community
- Internal campus pedestrian circulation and landscaping
- Realignment of facilities to replace end of useful life structures

Required Maintenance Items

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

New Construction

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

Remodeling

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

Funding

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

Key

RTU = Roof Top Unit - handles both heating and cooling

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

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

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

Campus-wide Projects

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

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Sustainability Study and Plan*	\$ 150,000	2021 - 22
Upgrade campus-wide lock system	\$ 650,000	2022 - 23
Upgrade existing clock system	\$ 25,000	2023 - 24
Parking lot upgrades	\$ 100,000	2023 - 24
Outreach site development (site TBD)	\$ 200,000	2024 - 25
Outreach site development (site TBD)	\$ 300,000	2025 - 26
Replace batteries in large UPS systems	\$ 65,000	2026 - 27
Parking lot upgrades	\$ 100,000	2027 - 28
Building Climate Automation Upgrade	\$ 215,000	2027 - 28
Outreach site development (site TBD)	\$ 300,000	2029 - 30

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Construct Student Activities Center	\$ 1,500,000	2021 - 22
EPD/Fire Building	\$ 1,500,000	2026 - 27

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Interior Campus signage upgrade	\$ 750,000	2022 - 23
Referendum Project	\$ 10,000,000	2028 - 29

*Note: \$200,000 sustainability projects are budgeted for 2022-23, 23-24, 25-26, and 27-28. Larger \$1,500,000 projects are budgeted for 2024-25 and 27-28.

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

General Education Building - 100



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

Facility Condition

Roofing:

- Rubber membrane (2012)

Exterior:

- Exterior walls and stupor structures are in good condition.

Electrical Service:

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

Heating, Cooling:

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

Sprinkler System:

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200 Elevator upgrade	\$ 100,000	2021-22
Replace existing RTU	\$ 225,000	2024-25
Building 150 RTU	\$ 175,000	2027-28

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None		

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
100/200/300 Clearstory window replacement	\$ 270,000	2021-22
100/200 Building renovations	\$ 1,500,000	2023-24

Koenecke Building - 200



Constructed = 1970
Sq. Ft = 29,913

Facility Condition

Roofing

- Rubber membrane (2013)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical Service

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

Heating, Cooling

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

Sprinkler System

- No

Planned Projects

Required Maintenance Items

Building 200 RTU #3	\$ 200,000	2024 - 25
200/300 Elevator upgrade	\$ 100,000	2026 - 27
Electrical service upgrade	\$ 100,000	2026 - 27

New Construction
None

Remodeling
100/200 Building renovations \$ 1,500,000 2023 - 24

Kramer Building – 300



Constructed = 1973
Sq. Ft = 40,982

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and stupor structures are in good condition.

Electrical service

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

Heating, Cooling

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

Sprinkler System

- Partial

The Lenz Center



Constructed = 1999
Sq. Ft = 3,856

Facility Condition

Roofing

- Rubber membrane (1999)

Exterior

- Exterior walls and stupor structures are in good condition.

Heating, Cooling

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

Sprinkler System

- No

Planned Projects for Building 300 and the Lenz Center

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lenz Center RTU replacement	\$ 300,000	2022 - 23
Lenz Center Roof replacement	\$ 100,000	2022 - 23
300 and Knox RTU	\$ 380,000	2024 - 25
Building 300 Electrical upgrade	\$ 100,000	2026 - 27
Building 300 roof replacement	\$ 400,000	2029 - 30

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None	\$	

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
300/400 remodel phase #3	\$ 1,500,000	2022 - 23
Knox Learning Center Renovation	\$ 250,000	2030 - 31

College Connection - 400



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

Facility Condition

Roofing

- Rubber membrane and steel (2016/2002)

Exterior

- Exterior walls and support structures are in good condition.

Electrical service

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

Heating, Cooling

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

Sprinkler System

- Partial

Planned Projects

Required Maintenance Items

Project

Charley's upgrade
RTU unit replacement
College connection roof replacement

Cost Estimate

Year

\$	50,000	2023 - 24
\$	150,000	2024 - 25
\$	225,000	2028 - 29

New Construction

None

Remodeling

Project

300/400 Remodel (culinary, Café, Lenz)

Cost Estimate

Year

\$	1,500,000	2022 - 23
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Industry Center - 500



Constructed = 1970
Sq. Ft = 30,508

Facility Condition

Roofing

- Rubber membrane (2008)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

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

Sprinkler System

- No
-

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
500/600 lighting upgrade to LEDs	\$ 30,000	2021 - 22
Replace air handler units 4 and 5	\$ 250,000	2024 - 25
Roof replacement	\$ 200,000	2023 - 24
Building 500 electrical update	\$ 200,000	2024 - 25
Building 500 sprinkler installation	\$ 300,000	2025 - 26

New Construction

None

Remodeling

Restroom remodel	\$	75,000	2023 - 24
Building 500 remodel	\$	750,000	2027 - 28

Manufacturing Center - 600



Constructed = 1972
Sq. Ft = 23,465

Facility Condition

Roofing

- Rubber membrane (2011)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

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

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
500/600 Lighting upgrade to LEDs	\$ 30,000	2021 - 22
AHU replacement	\$ 200,000	2021 - 22
Building 600 Sprinkler installation	\$ 225,000	2022 - 23

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Addition	\$ 1,500,00	2023 - 24

Remodeling

Building 700



Constructed = 1974

Sq. Ft = 8,722

Facility Condition

Roofing

- Rubber membrane (1974)
- Original

Exterior

- Exterior walls and support structures are in good condition.

Plumbing

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

Electrical

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

Heating, Cooling

- RTU Mammoth (1974)

Sprinkler System

- No

Planned Projects

Building Demolition

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building create parking space	\$ 60,000	2021-22

Dry Storage Building - 800



Constructed = 1976

Sq. Ft = 7,597

Facility Condition

Roofing

- Steel (1976)

Exterior

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

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

Heating, Cooling

- None

Sprinkler System

- No

Planned projects

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Remove building	\$ 30,000	2022-23

Industry/Facilities Storage Building - 900



Constructed = 1994

Sq. Ft = 4,183

Facility Condition

Roofing

- Steel
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

- Various residential furnaces and air conditioners.

Sprinkler System

- No

Planned Projects

Required Maintenance Items

New Construction

None

Remodeling

None

Facilities Storage Building - 1000



Constructed = 2019

Sq. Ft = 7290

Facility Condition

Roofing

- Steel

Exterior

- Excellent

- Electrical
- 400 Amp, 120/208 Volt, 3 Phase
- Heating, Cooling
- None
- Sprinkler System
- No

Planned Projects

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None		

Electro Mechanical Building - 1100



Constructed = 1994
Sq. Ft = 4,320

Facility Condition

- Roofing
- Steel (1994)
- Exterior
- Exterior walls and support structures are in good condition.
- Electrical

- 200 Amp, 120/208 Volt, 3 Phase (1994)
- Heating, Cooling
- Various residential furnaces and air conditioners.
- Sprinkler System
- No

Planned Projects

Required Maintenance Items
None

New Construction
None

Remodeling
Non

Maintenance Building - 1200



Constructed = 2010
Sq. Ft = 13750

Facility Condition

Roofing

- Steel (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

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

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

Project

None

Cost Estimate

Year

Remodeling

None

Manufacturing Center Storage - 1300



Constructed = 1999

Sq. Ft = 2,000

Facility Condition

Roofing

- Asphalt shingles (2019)
- Exterior
- Exterior walls and support structures are in good condition.
- Electrical
- 100 Amp, 120/240 Volt, 1 Phase (1999)
- Heating, Cooling
- None
- Sprinkler System
- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None		

New Construction

None

Remodeling

None

Child Care Center - 1500



Constructed = 2009
Sq. Ft = 11,090

Facility Condition

Roofing

- Rubber membrane (2009)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

- Boiler RBI (2018)
- Sprinkler System
- Yes

Planned projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None		
New Construction		
None		
Remodeling		
Building renovation	\$ 200,000	2025 - 26

Health Science Center - 1600



Constructed = 2010
Sq. Ft = 61,840

Facility Condition

Roofing

- Rubber membrane (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

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

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Replace flooring	\$ 125,000	2023 - 24
Lighting upgrade	\$ 125,000	2024 - 25
Chiller/HVAC upgrades	\$ 600,000	2026 - 27

New Construction

None

Remodeling

None

Ag and Auto Center - 1700



Constructed = 2010
Sq. Ft = 71,871

Facility Condition

Roofing

- Rubber membrane – (2010)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

- Boiler #1 Aerco Benchmark 1.5 (2010)
- Boiler #2 Aerco Benchmark 1.5 (2010)
- MAU #1 (2010)

- MAU #2 (2010)
- MAU #3 (2010)
- MAU #4 (2010)
- MAU #5 (2010)
- MAU #6 (2010)
- MAU #7 (2010)
- RTU #1 (2010)
- RTU #2 (2010)
- ERV #1 (2010)
- ERV #2 (2010)
- ERV #3 (2010)
- ERV #4 (2010)
- ERV #5 (2010)
- ERV #6 (2010)

Sprinkler System

- Yes

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lighting upgrade	\$ 100,000	2024 - 25
HVAC upgrade	\$ 1,000,000	2025 - 26
Roof Replacement	\$ 1,200,000	2025 - 26
Caulking Seams	\$ 100,000	2026 - 27

New Construction

Remodeling

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Bridge Crane for 1776	\$ 150,000	2021 - 22
Electric vehicle charging stations	\$ 20,000	2023 - 24

Ag and Auto Center Storage - 1800



Constructed = 2010/ 2019 addition
Sq. Ft = 6200

Facility Condition

Roofing

- Steel (2010/2019)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction

Project

Cost Estimate

Year

Remodeling

None

Burn Building - 1900



Constructed = 2011
Sq. Ft =

Facility Condition

Roofing

- Original

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Replace paginate in burn rooms	\$ 30,000	2025 - 26

New Construction

None

Remodeling

None

Electrical Power Distribution Building - 2200



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

Facility Condition

Roofing

- Steel (2010)
- Installed 2012

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

-

Sprinkler System

- No

Planned Projects

Required Maintenance Items

None

New Construction
Project

Cost Estimate

Year

Remodeling
Project

Cost Estimate

Year

Storage/Scenarios/Showers

\$ 150,000

2026 - 27

Public Safety Building - 2000



Constructed = 2012

Sq. Ft = 9,140

Facility Condition

Roofing

- Steel (2012)

Exterior

- Exterior walls and support structures are in good condition.

Electrical

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

Heating, Cooling

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

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Lighting upgrade 2000/2200	\$ 45,000	2025 - 26
HVAC upgrade	\$ 200,000	2029 - 30

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
None		

Remodeling

Renovation	\$ 250,000	2029 - 30
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James Building



Constructed = Unknown

Sq. Ft = 1,900

Facility Condition

Roofing

- Asphalt shingles (Unknown)

Exterior

- Building is in poor condition.

Electrical

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

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

- **Building Demolition**

Project

Cost Estimate Year

Building was demolished in 2020 and the lot space is currently being leased to Jim's Building Center.

Farmette



Constructed = Unknown

Sq. Ft = Varied depending on structure

Facility Condition

Roofing

- House Asphalt shingles (Unknown)
- Barn Steal

- Outbuildings steel

Exterior

- Buildings are in varied conditions.

Electrical

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

Heating, Cooling

- None

Sprinkler System

- No

Planned Projects

Required Maintenance Items

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Replace house roof	\$ 15,000	2021 - 22
Demo granary and small shed	\$ 15,000	2021 - 22
Barn cleaning/renovation	\$ 25,000	2021 - 22
Remove harvester	\$ 10,000	2021 - 22
Farmette Improvements	\$ 70,000	2024 - 25

New Construction

<u>Project</u>	<u>Cost Estimate</u>	<u>Year</u>
Ag Center	\$ 1,500,000	2030 - 31

Remodeling

None

C. Signatory Authority Policy for 2021-22

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 2021-22 is available below.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2021-22 with the authority to sign official or legally binding documents.

GENERAL INSTITUTIONAL

2021-2022 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 2021-22 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 • Vice President for Administrative Services – 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, 7/13/20

D. Designate College Legal Counsel for 2021-22

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, LLP, Madison, WI

Bond Counsel – Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI

The letters are available below.

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

June 15, 2021

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 2021-2022.

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 \$190.00 to \$250.00, 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 \$200.00. Our firm reviews hourly

JUNE 15, 2021
PAGE 2

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 \$210.00 as of January 1, 2022.

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 Julie McDermott, our Executive Director, at (608) 257-9521.

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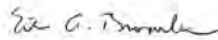
JUNE 15, 2021
PAGE 3

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

June 29, 2021

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 engagement and to set forth the terms under which we will provide 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 2021-2022 school term. This year we will also be working with you to provide Equity, Diversity and Inclusion training and other similar training as requested. 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 \$370 to \$875 for partners of the firm and \$260 to \$525 for associates. The firm also employs paralegals and their rates range from \$150 to \$360. 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 you, the board chair and others authorized by you for this engagement. 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 for selecting us for this engagement. We look forward to working with you and your team in addressing the needs of the college.

Very truly yours,

HUSCH BLACKWELL LLP



By
Jon E. Anderson
Partner

JAH
11/18/2010 10:01:01

Husch Blackwell LLP

AGREED:

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

Husch Blackwell LLP

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.



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June 29, 2021

VIA EMAIL

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

Scope of Engagement Re: Proposed Issuance of \$4,000,000 Southwest Wisconsin Technical College District (the "District") 2021-2022 General Obligation Promissory Notes (the "Securities")

Dear Jason:

We are pleased to be working with you again as the District's bond counsel. Thank you for your confidence in us.

The purpose of this letter is to set forth the role we propose to serve and responsibilities we propose to assume as bond counsel in connection with the issuance of the above-referenced Securities. If you have any questions about this letter or the services we will provide, or if you would like to discuss modifications, please contact me.

Role of Bond Counsel

Our bond counsel engagement is a limited, special counsel engagement. Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of municipal obligations. If you desire additional information about the role of bond counsel, we would be happy to provide you with a copy of a brochure prepared by the National Association of Bond Lawyers.

As bond counsel we will: examine applicable law; prepare authorizing and closing documents; consult with the parties to the transaction, including the District's financial advisor or underwriter or placement agent, prior to the issuance of the Securities; review certified proceedings; and undertake such additional duties as we deem necessary to render the bond counsel opinion described below. As bond counsel, we do not advocate the interests of the District or any other party to the transaction. We assume that the parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction.

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Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- 1) the Securities are valid and binding general obligations of the District;
- 2) all taxable property in the territory of the District is subject to ad valorem taxation without limitation as to rate or amount to pay the Securities; and
- 3) the interest paid on the Securities will be excludable from gross income for federal income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Securities are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date.

Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless separately engaged) to provide any post-closing compliance services including any assistance with the District's continuing disclosure commitment, ongoing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Securities will continue to be excluded from gross income for federal income tax purposes, or participating in an Internal Revenue Service, Securities Exchange Commission or other regulatory body survey or investigation regarding or audit of the Securities.

In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

The services we will provide under this engagement are strictly limited to legal services. We are neither qualified nor engaged to provide financial advice and we will make no representation about the desirability of the proposed plan of finance, the feasibility of the projects financed or refinanced by the Securities, or any related matters.

Diversity of Practice: Consent to Unrelated Engagements

Because of the diversity of practice of our firm, members of our firm other than those who serve you may be asked to represent other clients who have dealings with the District regarding such matters as zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements sometimes dictate that we obtain the District's consent to such situations even though our service to you is limited to the specialized area of bond counsel. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the

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type of unrelated representation described above. We would like to have an understanding with you that the District consents to our firm undertaking representations of this type. Your approval of this letter will serve to confirm that the District has no objection to our representation of other clients who have dealings with the District, unrelated to the borrowing and finance area or any other area in which we have agreed to serve it. If you have any questions or would like to discuss this consent further, please call us.

We also want to advise you that from time to time we represent financial advisors, placement agents and underwriters of municipal obligations. In transactions that are not related to the issuance of the Securities and our role as bond counsel, we have served and presently serve as counsel to Baird. We expect to be asked to represent advisors, agents and underwriters, including Baird, in future transactions that are similarly unrelated to the issuance of the Securities and our engagement as bond counsel and disclosure counsel. We do not believe that our representation of such clients on unrelated matters will in any way limit our representation of the District. By engaging our services under the terms of this letter, the District consents to our firm undertaking representations of such clients on unrelated matters as described above now and in the future.

A form of our opinion and a form of a Continuing Disclosure Certificate (which we may prepare) may be included in the Official Statement or other disclosure document for the Securities. However, as bond counsel, we will not assume or undertake responsibility for the preparation of an Official Statement or other disclosure document with respect to the Securities, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document. If an Official Statement or other disclosure document is prepared and adopted or approved by the District, we will either prepare or review any description therein of: (i) Wisconsin and federal law pertinent to the validity of the Securities and the tax treatment of interest paid thereon and (ii) our opinion.

Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$11,000. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

If, for any reason, the financing is not consummated or is completed without the rendition of our opinion as bond counsel, we will expect to be compensated at our normal hourly rates for time actually spent, plus out-of-pocket expenses. Our fee is usually paid either at the Closing out of proceeds of the Securities or pursuant to a statement rendered shortly thereafter. We customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

Terms of Engagement

Either the District or Quarles & Brady may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. If the District terminates our services, the District is responsible for promptly paying us for all fees, charges, and expenses incurred before the date we receive termination. We reserve the right to withdraw from representing the District if, among other things, the District fails to honor the terms of this engagement letter – including the District's failing to pay our bills, the District's failing to cooperate or follow our advice on a material matter, or our becoming aware of any fact or circumstance that would, in our view, render our continuing representation unlawful or unethical.

Unless previously terminated, our representation will terminate when we send to the District (or its representative) our final bill for services rendered. If the District requests, we will promptly return the District's original papers and property to you, consistent with our need to ensure payment of any outstanding bills. We may retain copies of the documents. We will keep our own files, including attorney work product, pertaining to our representation of the District. For various reasons, including the minimization of unnecessary storage expenses, we may destroy or otherwise dispose of documents and materials a reasonable time after termination of the engagement.

District Responsibilities

We will provide legal counsel and assistance to the District in accordance with this letter and will rely upon information and guidance the District and its personnel provide to us. We will keep the District reasonably informed of progress and developments, and respond to the District's inquiries. To enable us to provide the services set forth in this letter, the District will disclose fully and accurately all facts and keep us apprised of all developments relating to this matter. The District agrees to pay our bills for services and expenses in accordance with this engagement letter. The District will also cooperate fully with us and be available to attend meetings, conferences, hearings and other proceedings on reasonable notice, and stay fully informed on all developments relating to this matter.

Limited Liability Partnership

Our firm is a limited liability partnership ("LLP"). Because we are an LLP, no partner of the firm has personal liability for any debts or liabilities of the firm except as otherwise required by law, and except that each partner can be personally liable for his or her own malpractice and for the malpractice of persons acting under his or her actual supervision and control. As an LLP we are required by our code of professional conduct to carry at least \$10,000,000 of malpractice insurance; currently, we carry coverage with limits substantially in excess of that amount. Please call me if you have any questions about our status as a limited liability partnership.

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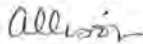
Conclusion and Request for Signed Copy

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning a copy of this letter dated and signed by an appropriate officer, retaining the original for your files. If we do not hear from you within thirty (30) days, we will assume that these terms are acceptable to you, but we would prefer to receive a signed copy of this letter from you.

We are looking forward to working with you and the District in this regard.

Very truly yours,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:TNA

cc: Mr. Caleb White (via email)
Ms. Karen Campbell (via email)
Mr. Brian G. Lanser (via email)
Ms. Taryn Alvin (via email)

Accepted and Approved:

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT

By: _____

Its: _____
Title

Date: _____

E. First Reading of Governance Policy 2.6: Acting President Policy

Included below is a proposed revision to Governance Policy 2.6: Acting President Policy. Jason Wood will present the policy.

Recommendation: Approve the First Reading of the revision to Governance Policy 2.6: Acting President Policy.

2.6: Acting and Interim President

On occasion, the President of the College will be absent from campus on account of official business, vacation, illness, or other unavoidable cause, ~~will be absent from campus.~~ It is possible a situation may arise when the president is suddenly unavailable and/or may not be able to perform their duties for an extended period of time. At some point, there will be a change in Presidents.

During such Presidential absences, it is essential that provision be made so that official business may proceed. Furthermore, the long-term vitality of the College is strengthened by providing executive leadership learning opportunities for people to learn and grow.

~~Therefore~~An Acting President serves; in the temporary and short-term absence of the President when the President is expected to return to work, the order of succession for President of the College will be as follows:

- ~~1. Vice President for Administrative Services~~
- ~~2. Executive Director for Human Resources~~
- ~~3. Chief Academic Officer~~
- ~~4. Executive Dean for Industry, Trades, and Agriculture~~
- ~~1. Executive Director for College Advancement~~
 1. Chief Financial Officer, Caleb White
 2. Chief Human Resources Officer, Krista Weber

The Chief Academic Officer serves as an Executive Advisor to the President and maintains that role with the Acting President to ensure the teaching and learning perspective is considered in decisions, as possible.

An Interim President serves as a bridge to a new President when it is likely the incumbent President will not return to work. In the event the President will be unavailable and out of the office for a period of time longer than 30 calendar days, the Interim President will be:

1. Chief Financial Officer, Caleb White

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2. Chief Human Resources Officer, Krista Weber

It is clearly understood if the Board determines to replace the current President for any reason, they will have full autonomy to appoint a new President using the process and parameters of their choosing. This policy provides a plan for their consideration in the event a presidential transition occurs and facilitates professional development and training.

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In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. An Interim President will be appointed by the Board Chair and considered by the entire Board at the next Board meeting during which time they will adjust the compensation for the Interim President according to the situation. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration through the policy approval process.

The President's Office will notify the Leadership Team when an Acting President or Interim President is named and forward that notification to the Board Chair.

The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

- A. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- B. Assess and evaluate the performance of the Acting President.
- C. Provide compensation for services rendered as Acting President.
- D. Support the pursuit of a terminal doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions when needed through an investment of time and resources.

Adopted: 7/9/18
Reviewed:
Revised: 1/24/19, 3/28/19

POSITION DESCRIPTION

JOB TITLE: Acting College President

REPORTS TO: College President

SUMMARY: Under the authority delegated by the President, the Acting College President serves in the place of the President when he/she is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community College, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.

- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.
- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

EDUCATION AND QUALIFICATIONS:

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

F. Election of Officers

Election of District Board officers for the 2021-22 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 follows.

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Medical Lab Tech Instructor-50%	JoAnn Wiederholt	7/1/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$58,000
2	New Position	Day Custodian LTE ending 12/31/2021	Interview scheduled	7/12/2021	A12 - Hourly Range: \$15.61 - \$18.73
3	Replacement	Evening Custodian	Chuck Merten	7/12/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$16.00
4	Replacement	Academic Success Coach-Part-time LTE	Posted	7/26/2021	B24 - Hourly Range: \$21.01 - \$27.31

Information and Correspondence

A. Enrollment Report

The 2020-21 and 2021-22 FTE Comparison Enrollment Reports are below.

1. **2020-21 FTE Comparison YOY Report**
2. [2021-22 FTE Comparison YOY Report](#)

2020-21 FTE Comparison YOY Report




2018-2019, 2019-2020 and 2020-2021 FTE Comparison

Program Code	Program Title	SY 18-19 06-24-19 Students	SY 19-20 06-29-20 Students	SY 20-21 06-28-21 Students	19 to '21 Student Change	20 to '21 Student Change	SY 18-19 06-24-19 FTE	SY 19-20 06-29-20 FTE	SY 20-21 06-28-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
10-101-1	Accounting	25	48	70	45	22	17.33	35.90	45.90	28.57	10.00
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	9	(11)	(5)	18.97	14.20	4.57	(14.40)	(9.63)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	19	6	3	12.63	17.57	18.37	5.73	0.80
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	20	(10)	(8)	27.27	28.13	16.57	(10.70)	(11.57)
10-102-3	Business Management	135	134	132	(3)	(2)	88.27	84.70	82.50	(5.77)	(2.20)
10-530-5	Cancer Information Management	97	94	111	14	17	50.87	50.10	55.90	5.03	5.80
10-504-X	Criminal Justice	54	46	50	(4)	4	42.23	37.23	34.40	(7.83)	(2.83)
10-316-1	Culinary Arts	11	5	6	(5)	1	7.13	2.27	5.10	(2.03)	2.83
10-317-1	Culinary Management	7	6	2	(4)	(4)	5.63	5.30	1.53	(4.10)	(3.77)
10-510-6	Direct Entry Midwife	60	77	124	64	47	23.60	31.83	48.87	25.27	17.03
10-307-1	Early Childhood Education	57	45	63	6	18	42.27	31.63	43.43	1.17	11.80
10-620-1	Electro-Mechanical Technology	36	34	32	(4)	(2)	32.83	32.37	28.27	(4.57)	(4.10)
10-325-1	Golf Course Management	24	18	10	(14)	(8)	20.47	14.63	9.77	(10.70)	(4.87)
10-201-2	Graphic And Web Design	31	26	20	(11)	(6)	25.50	18.63	15.20	(10.30)	(3.43)
10-530-1	Health Information Technology	45	53	47	2	(6)	24.87	25.37	18.73	(6.14)	(6.64)
10-520-3	Human Services Associate	38	42	32	(6)	(10)	27.70	31.63	26.07	(1.63)	(5.56)
10-825-1	Individualized Technical Studies	1	4	3	2	(1)	0.10	3.27	1.40	1.30	(1.87)
10-620-3	Instrumentation and Controls Technology	7	7	4	(3)	(3)	5.70	4.27	0.90	(4.80)	(3.37)
10-150-2	IT-Network Specialist	44	26	27	(17)	1	29.53	15.70	14.53	(15.00)	(1.17)
10-196-1	Leadership Development (formerly Supervisory Mgmt)	34	24	11	(23)	(13)	16.20	11.23	3.47	(12.73)	(7.76)
10-513-1	Medical Laboratory Technician	19	21	21	2	-	13.30	16.37	14.57	1.27	(1.80)
10-196-6	Nonprofit Leadership			1	1	1			0.40	0.40	0.40
10-543-1	Nursing-Associate Degree	202	209	226	24	17	106.90	107.23	127.80	20.90	20.57
10-524-1	Physical Therapist Assistant	44	40	31	(13)	(9)	28.67	24.07	18.87	(9.80)	(5.20)
10-182-1	Supply Chain Management	41	44	27	(14)	(17)	22.03	25.43	12.73	(9.30)	(12.70)
	Total Associate Degree	1,075	1,061	1,098	23	37	690.00	669.07	649.83	(40.17)	(19.24)
31-101-1	Accounting Assistant	8	9	13	5	4	4.10	4.63	5.57	1.47	0.93
30-531-6	Advanced EMT	8	10		(8)	(10)	2.27	1.33		(2.27)	(1.33)
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			1.13	1.13	1.13
32-070-1	Agricultural Power & Equipment Technician	33	34	35	2	1	31.07	32.10	33.10	2.03	1.00
31-405-1	Auto Collision Repair & Refinish Technician	14	11	11	(3)	-	9.97	5.87	8.07	(1.90)	2.20
32-404-2	Automotive Technician	33	27	34	1	7	26.43	24.30	22.97	(3.47)	(1.33)
31-408-1	Bricklaying & Masonry		3		-	(3)		1.33		-	(1.33)
30-443-1	Building Maintenance & Construction	7	3	1	(6)	(2)	2.87	0.70	0.07	(2.80)	(0.63)
31-475-1	Building Trades-Carpentry	8	11	9	1	(2)	6.83	9.27	8.20	1.37	(1.07)
31-307-1	Child Care Services	10	9	5	(5)	(4)	6.30	4.73	3.40	(2.90)	(1.33)
30-420-2	CNC Machine Operator/Programmer	6	8	3	(3)	(5)	4.97	7.97	2.23	(2.74)	(5.74)

Program Code	Program Title	SY 18-19	SY 19-20	SY 20-21	19 to '21	20 to '21	SY 18-19	SY 19-20	SY 20-21	19 to '21	20 to '21
		06-24-19 Students	06-29-20 Students	06-28-21 Students	Student Change	Student Change	06-24-19 FTE	06-29-20 FTE	06-28-21 FTE	FTE Change	FTE Change
31-502-1	Cosmetology	26	29	19	(7)	(10)	21.90	19.83	13.60	(8.30)	(6.23)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	14	1	(3)	8.73	12.23	9.33	0.60	(2.90)
31-317-1	Culinary Specialist	3	3		(3)	(3)	2.00	1.47		(2.00)	(1.47)
30-508-2	Dental Assistant	17	16	11	(6)	(5)	8.97	8.87	5.57	(3.40)	(3.30)
30-812-1	Driver and Safety Education Certification	14	26	27	13	1	3.40	5.80	5.50	2.10	(0.30)
31-413-2	Electrical Power Distribution	24	45	44	20	(1)	24.47	43.87	40.60	16.13	(3.27)
50-413-2	Electricity (Construction) Apprentice	22	19	20	(2)	1	2.93	2.47	3.03	0.10	0.57
30-531-3	Emergency Medical Technician	37	51	105	68	54	9.07	7.90	15.77	6.70	7.87
32-080-4	Farm Operations & Management - Ag Mechanics	4	2	10	6	8	4.13	1.67	8.67	4.54	7.00
31-080-6	Farm Operations & Management - Crop Operations	3	2	1	(2)	(1)	1.07	0.37	0.07	(1.00)	(0.30)
32-080-3	Farm Operations & Management - Dairy	14	17	8	(6)	(9)	14.53	16.10	5.97	(8.57)	(10.13)
31-080-3	Farm Operations & Management - Dairy Technician	7	4	3	(4)	(1)	4.93	1.73	0.63	(4.30)	(1.10)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	4	(6)	(7)	8.17	3.40	2.13	(6.04)	(1.27)
32-080-6	Farm Operations & Management - Livestock		1	1	1	-		0.93	1.03	1.03	0.10
31-080-7	Farm Operations & Management - Livestock Tech	2	3		(2)	(3)	1.70	1.70		(1.70)	(1.70)
30-317-1	Food Production Assistant	1			(1)	-	1.03			(1.03)	-
50-413-1	Industrial Electrician Apprentice	5	8	10	5	2	0.67	1.40	1.67	1.00	0.27
31-620-1	Industrial Mechanic	2	5	5	3	-	1.83	4.53	5.17	3.34	0.64
31-154-6	IT-Computer Support Technician	12	23	15	3	(8)	6.93	16.90	11.53	4.60	(5.37)
31-513-1	Laboratory Science Technician	4	4	5	1	1	2.30	2.13	2.80	0.50	0.67
50-620-1	Mechatronics Technician Apprentice	8	6	5	(3)	(1)	1.93	1.60	1.27	(0.67)	(0.33)
31-509-1	Medical Assistant	38	33	44	6	11	28.57	24.57	34.40	5.83	9.83
31-530-2	Medical Coding Specialist	64	65	102	38	37	29.00	30.97	42.37	13.37	11.40
30-504-4	Nail Technician		2	3	3	1		0.37	1.20	1.20	0.83
30-543-1	Nursing Assistant	243	198	227	(16)	29	34.90	26.77	27.53	(7.37)	0.77
50-427-5	Plumbing Apprentice	26	20	18	(8)	(2)	3.28	3.52	2.52	(0.77)	(1.00)
31-504-5	Security Operations	1	2	1	-	(1)	1.00	1.20	0.70	(0.30)	(0.50)
31-182-1	Supply Chain Assistant	5	3	5	-	2	2.87	0.37	2.17	(0.70)	1.80
31-442-1	Welding	50	46	52	2	6	35.00	31.63	40.27	5.27	8.63
	Total Technical Diploma	782	786	871	89	85	360.11	366.52	370.22	10.10	3.70

Program Code	Program Title	SY 18-19 06-24-19 Students	SY 19-20 06-29-20 Students	SY 20-21 06-28-21 Students	19 to '21 Student Change	20 to '21 Student Change	SY 18-19 06-24-19 FTE	SY 19-20 06-29-20 FTE	SY 20-21 06-28-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
20-800-1	Liberal Arts - Associate of Arts	23	24	31	8	7	8.57	8.50	9.73	1.17	1.23
20-800-2	Liberal Arts - Associate of Science	13	9	12	(1)	3	4.87	4.73	3.27	(1.60)	(1.47)
	Undeclared Majors	485	558	520	35	(38)	95.93	98.57	93.27	(2.67)	(5.30)
	Total Liberal Arts & Undeclared Majors	521	591	563	42	(28)	109.37	111.80	106.27	(3.10)	(5.53)
	Total	2,378	2,438	2,532	154	94	1,159.48	1,147.39	1,126.32	(33.16)	(21.07)
	Percent of Change									-2.86%	-1.84%
	Vocational Adult (Aid Codes 42-47)	3,139	3,051	3,091	(48)	40	65.16	62.86	64.44	(0.72)	1.58
	Community Services (Aid Code 60)	28	-	48	20	48	0.41	-	0.16	(0.25)	0.16
	Basic Skills (Aid Codes 73,74,75,76)	320	314	234	(86)	(80)	47.33	41.40	47.67	0.33	6.27
	Basic Skills (Aid Codes 77 & 78)	886	803	417	(469)	(386)	61.17	45.27	17.60	(43.57)	(27.67)
	Grand Total	6,751	6,606	6,322	(429)	(284)	1,333.55	1,296.91	1,256.18	(77.36)	(40.73)
	Total Percent of Change									-5.80%	-3.14%
					Budgeted/Goal FTEs		1,380	1,300	1,275		
					% of Budgeted/Goal FTEs Achieved to date		96.6%	99.8%	98.5%		
					Final Actual FTEs Achieved		1,333	1,296			
					% of Final Actual FTEs Achieved to date		100.0%	100.1%			
					20/21 Projected Ending FTEs using historical trend		1,256	1,255			
					Will budget be met		NO	NO			

2021-22 FTE Comparison YOY Report

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 06-24-19 Students	SY 20-21 06-29-20 Students	SY 21-22 06-28-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06-24-19 FTE	SY 20-21 06-29-20 FTE	SY 21-22 06-28-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	39	47	46	7	(1)	16.73	21.43	20.43	3.70	(1.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	7	9	(7)	2	8.83	2.97	4.80	(4.03)	1.83
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	11	(3)	(6)	7.37	9.93	5.67	(1.70)	(4.27)
10-006-6	Agribusiness Science & Technology - Animal Science	28	13	27	(1)	14	16.83	6.53	12.27	(4.57)	5.73
10-102-3	Business Management	90	96	66	(24)	(30)	38.70	41.87	27.57	(11.13)	(14.30)
10-530-5	Cancer Information Management	84	78	63	(21)	(15)	27.27	27.77	26.20	(1.07)	(1.57)
10-504-X	Criminal Justice	45	39	38	(7)	(1)	20.27	16.57	20.17	(0.10)	3.60
10-316-1	Culinary Arts	3	5	5	2	-	1.00	2.07	3.43	2.43	1.37
10-317-1	Culinary Management	6	3		(6)	(3)	2.87	1.47		(2.87)	(1.47)
10-510-6	Direct Entry Midwife	35	51	85	50	34	10.67	17.87	32.50	21.83	14.63
10-307-1	Early Childhood Education	37	42	34	(3)	(8)	16.60	17.23	15.00	(1.60)	(2.23)
10-620-1	Electro-Mechanical Technology	24	28	23	(1)	(5)	12.30	14.57	11.40	(0.90)	(3.17)
10-325-1	Golf Course Management	16	9	8	(8)	(1)	7.90	4.33	4.57	(3.33)	0.23
10-201-2	Graphic And Web Design	19	16	20	1	4	8.13	7.20	8.87	0.73	1.67
10-530-1	Health Information Technology	49	28	42	(7)	14	17.63	8.80	13.03	(4.60)	4.23
10-520-3	Human Services Associate	33	24	29	(4)	5	15.97	12.17	14.30	(1.67)	2.13
10-825-1	Individualized Technical Studies		3		-	(3)		1.13		-	(1.13)
10-620-3	Instrumentation and Controls Technology	7	5	1	(6)	(4)	2.20	0.70	0.10	(2.10)	(0.60)
10-150-2	IT-Network Specialist	24	21	23	(1)	2	10.30	9.53	10.07	(0.23)	0.53
10-196-1	Leadership Development	18	9	7	(11)	(2)	5.20	1.87	2.83	(2.37)	0.97
10-513-1	Medical Laboratory Technician	18	20	15	(3)	(5)	7.67	8.10	5.87	(1.80)	(2.23)
10-196-6	Nonprofit Leadership			1	1	1			0.60	0.60	0.60
10-543-1	Nursing-Associate Degree	174	200	185	11	(15)	48.77	63.87	56.33	7.57	(7.53)
10-524-1	Physical Therapist Assistant	24	23	12	(12)	(11)	8.97	7.93	3.73	(5.23)	(4.20)
10-182-1	Supply Chain Management	28	22	23	(5)	1	8.93	8.63	8.50	(0.43)	(0.13)
10-499-5	Technical Studies-Journeyworker			1	1	1			0.10	0.10	0.10
Total Associate Degree		831	806	774	(57)	(32)	321.10	314.53	308.33	(12.77)	(6.20)
31-101-1	Accounting Assistant	4	6	8	4	2	1.50	2.17	2.87	1.37	0.70
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			0.10	0.10	0.10
32-070-1	Agricultural Power & Equipment Technician	39	38	33	(6)	(5)	19.23	19.60	17.30	(1.93)	(2.30)
31-405-1	Auto Collision Repair & Refinish Technician	11	12	10	(1)	(2)	4.30	5.63	5.60	1.30	(0.03)
32-404-2	Automotive Technician	22	35	18	(4)	(17)	10.43	15.67	8.93	(1.50)	(6.73)
31-475-1	Building Trades-Carpentry	9	11	11	2	-	4.60	5.87	5.80	1.20	(0.07)

Program Code	Program Title	SY 19-20 06-24-19 Students	SY 20-21 06-29-20 Students	SY 21-22 06-28-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06-24-19 FTE	SY 20-21 06-29-20 FTE	SY 21-22 06-28-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-307-1	Child Care Services	5	8	1	(4)	(7)	2.00	3.40	0.50	(1.50)	(2.90)
30-420-2	CNC Machine Operator/Programmer	5	2	2	(3)	-	2.37	0.87	0.77	(1.60)	(0.10)
31-502-1	Cosmetology	26	21	21	(5)	-	13.00	10.27	10.13	(2.87)	(0.13)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.47	9.33	3.70	(8.77)	(5.63)
31-317-1	Culinary Specialist	1			(1)	-	0.50			(0.50)	-
30-508-2	Dental Assistant	14	11	17	3	6	7.47	5.87	9.07	1.60	3.20
30-812-1	Driver and Safety Education Certification	8	12	2	(6)	(10)	1.00	1.40	0.30	(0.70)	(1.10)
31-413-2	Electrical Power Distribution	42	44	44	2	-	20.27	21.47	21.67	1.40	0.20
30-531-3	Emergency Medical Technician	12		1	(11)	1	2.00		0.43	(1.57)	0.43
30-531-6	EMT-IV (Advanced EMT)			1		1			0.13		0.13
32-080-4	Farm Operations & Management - Ag Mechanics	1	8	10	9	2	0.20	3.80	5.10	4.90	1.30
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.10			(0.10)	-
32-080-3	Farm Operations & Management - Dairy	16	7	6	(10)	(1)	10.33	2.73	2.77	(7.57)	0.03
31-080-3	Farm Operations & Management - Dairy Technician	4	3	1	(3)	(2)	1.00	0.73	0.53	(0.47)	(0.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	2	2	(8)	-	2.23	0.50	0.20	(2.03)	(0.30)
32-080-6	Farm Operations & Management - Livestock	0	1	3	3	2	0.00	0.57	1.53	1.53	0.97
31-080-7	Farm Operations & Management - Livestock Tech	2		1	(1)	1	1.00		0.37	(0.63)	0.37
50-413-1	Industrial Electrician Apprentice	2	4	3	1	(1)	0.13	0.27	0.20	0.07	(0.07)
50-413-2	Electricity (Construction) Apprentice (2021)	0	1	2	2	1	0.00	0.07	0.13	0.13	0.07
31-620-1	Industrial Mechanic	1	3		(1)	(3)	0.57	1.20		(0.57)	(1.20)
31-154-6	IT-Computer Support Technician	6	9	4	(2)	(5)	2.73	4.40	1.37	(1.37)	(3.03)
31-513-1	Laboratory Science Technician	5	5	6	1	1	1.33	1.40	1.33	0.00	(0.07)
31-509-1	Medical Assistant	30	36	27	(3)	(9)	16.23	17.60	12.83	(3.40)	(4.77)
31-530-2	Medical Coding Specialist	34	40	80	46	40	12.50	13.37	31.40	18.90	18.03
30-504-4	Nail Technician		2	2	2	-		0.53	0.33	0.33	(0.20)
30-543-1	Nursing Assistant	59	72	89	30	17	7.33	6.90	7.17	(0.17)	0.27
50-427-5	Plumbing Apprentice			1	1	1			0.10	0.10	0.10
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	31	(5)	(8)	17.03	19.47	15.70	(1.33)	(3.77)
	Total Technical Diploma	427	446	445	18	(1)	175.16	175.07	168.36	(6.80)	(6.70)
20-800-1	Liberal Arts - Associate of Arts	14	20	32	18	12	3.00	4.43	8.17	5.17	3.73
20-800-2	Liberal Arts - Associate of Science	8	9	6	(2)	(3)	2.63	2.07	1.50	(1.13)	(0.57)
	Undeclared Majors	137	274	287	150	13	17.70	40.07	44.67	26.97	4.60
	Total Liberal Arts & Undeclared Majors	159	303	325	166	22	23.33	46.57	54.33	31.00	7.77
	Total	1,417	1,555	1,544	127	(11)	519.60	536.17	531.03	11.43	(5.14)
	Percent of Change									2.20%	-0.96%

Program Code	Program Title	SY 19-20 06-24-19 Students	SY 20-21 06-29-20 Students	SY 21-22 06-28-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06-24-19 FTE	SY 20-21 06-29-20 FTE	SY 21-22 06-28-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
	Vocational Adult (Aid Codes 42-47)	861	1,058	984	123	(74)	18.04	23.46	20.33	2.29	(3.13)
	Basic Skills (Aid Codes 73,74,75,76)	63	24	48	(15)	24	2.53	0.87	2.30	(0.23)	1.43
	Basic Skills (Aid Codes 77 & 78)	71	100	88	17	(12)	-	-	0.03	0.03	0.03
	Grand Total	2,412	2,737	2,664	252	(73)	540.17	560.49	553.69	13.52	(6.80)
	Total Percent of Change									2.50%	-1.21%
					Budgeted/Goal FTEs		1,300	1,275	1,250		
					% of Budgeted/Goal FTEs Achieved to date		41.6%	44.0%	44.3%		
					Final Actual FTEs Achieved		1,297				
					% of Final Actual FTEs Achieved to date		41.6%				
					21/22 Projected Ending FTEs using historical trend		1,329				
					Will budget be met		YES				

B. Chairperson's Report

1. ACCT Leadership Congress – October 13 – 16, 2021

2. District Boards Association Committee Assignments

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

Current Committee Assignments

2020-2021 Technical College Representatives of the Board & Committee Appointments:					
	Board of Director Member:	Awards Committee:	Bylaws, Policies, & Procedures:	External Partnerships:	Internal Best Practices:
Southwest WI	Chuck Bolstad, DBA Secretary Treasurer	Crystal Wallin	David Blume Chris Prange	Missy Fitzsimmons Don Tuescher	Jeanne Jordie Tracy Fillback



WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION

2021 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 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.



WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION

External Partnerships Committee

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

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

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

Internal Best Practices Committee

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

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

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

3. Foundation Board and Real Estate Foundation Board Representatives

C. College President's Report

1. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Oath of Office
2. Election of Officers
3. Three-year and ten-year Facilities Plans
4. Boscobel Outreach Site Lease
5. Joint Meeting of the District Board, Foundation Board, and Real Estate Foundation Board

B. Time and Place

Monday, July 12, 2021 – 5:00 p.m., Southwest Tech campus, Conference Room 430.

6:00 – Board Dinner

The Board will recess for dinner for social purposes only and no College business will be conducted.

Immediately Following Dinner - Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

Board Monitoring of College Effectiveness

A. Welcome

Jason Wood will provide a welcome and a vision for the future.

B. Charger Vision

Katie Glass, Executive Director of Marketing, and Derek Dachelet, Executive Dean of Agriculture, Industry & Trades will lead Board members through an interactive activity focused on industry and business trends.

Adjournment