



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 11, 2022

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 11, 2022

5:45 p.m. – Tour
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
Conference Room 430

ANOTATED AGENDA

OPEN MEETING

The following statement will be read: "The July 11, 2022, 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, 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 Charles Bolstad, Tracy Fillback, and Jeanne Jordie 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 23, 2022

Minutes of the June 23, 2022, 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. Personnel Items

The Personnel Report includes one employment recommendation, one promotion/transfer, and one resignation. 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 2022-2025 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. Josh Bedward, Facilities Manager/Master Electrician, will present the report.

Recommendation – *Approve the Three-Year Facilities Plan 2022-2025.*

B. Ten-Year Facilities Master Plan

Josh Bedward and Caleb White will present the Ten-Year Facilities Master Plan, which is included with the electronic Board material. Also included in the electronic Board material is a financing plan for the ten-year Facilities Master plan. Caleb White will discuss the options at the meeting.

Recommendation – *Approve the Ten-Year Facilities Master Plan.*

C. Signatory Authority Policy for 2022-23

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 2022-23 is available with all other electronic Board material.

Recommendation – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2022-23 with the authority to sign official or legally binding documents.*

D. Designate College Legal Counsel for 2022-23

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.*

A. Election of Officers

Election of District Board officers for the 2022-23 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

FY2021 FTE Year Over Year Comparison Report

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

Included in the Board material is information on the District Boards Association Committees. Committee representatives will need to be determined at the Board meeting.

3. Foundation Board and Real Estate Foundation Board Representatives

The Board will designate a representative for the Southwest Tech Foundation Board and Real Estate Foundation Board.

C. College President's Report

- 1. Review Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President**
- 2. College Happenings**

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Foundation Quarterly Report
2. Real Estate Foundation Quarterly Report

B. Time and Place

Thursday, August 25, 2022, at 7:00 p.m. at Southwest Tech, Conference Room 430

ADJOURN TO CLOSED SESSION

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

- 1. Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 2. Discussing a legal issue** per Wis. Stats. 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

B. Approval of Closed Session Minutes of May 19, 2022

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The July 11, 2022, regular 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 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 Charles Bolstad, Tracy Fillback, and Jeanne Jordie will read and sign the Oath of Office.

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

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Southwest Tech Campus
Conference Room 430

AGENDA

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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 23, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Three-Year Facilities Plan

- B. Ten-Year Facilities Master Plan
- C. Signatory Authority Policy for 2022-23
- D. Designate College Legal Counsel for 2022-23
- E. 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
 - 1. Review Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President
 - 2. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 2. Discussing a legal issue per Wis. Stats. 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
- B. Approval of Closed Session Minutes of May 19, 2022

RECONVENE TO OPEN SESSION

- B. 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.}

B. Minutes of the Regular Board Meeting of June 23, 2022

Minutes of the June 23, 2022, Board meeting are below.



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 23, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 6:47 p.m. on June 23, 2022, 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, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange (via videoconference), Donald Tuescher (via videoconference), Jane Wonderling

Absent: Crystal Wallin

Others present for all or a portion of the meeting included College Staff:
Karen Campbell, Katie Garrity, Katie Glass, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, and Caleb White.

Chairperson Tuescher 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 23, 2022

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

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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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 19, 2022
- 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. 2022-23 Budget
- B. Concept Review: Advanced Technical Certificate – Cancer Information Management
- C. 2022-23 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student Activities Center Update
- B. College Culture Monitoring Report
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2021-22 FTE Comparison YOY Report
 - 2. 2022-23 FTE Comparison YOY Report
- B. Chairperson's Report
- C. Acting President's Report
 - 1. Selling of Property: Brownwood Road (C. White)
 - 2. Project RISE Update (C. White)
 - 3. Aspen Celebration (K. Weber)
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

After a review of the Consent Agenda, including the June 23, 2022, agenda; May 19, 2022, Board meeting minutes; financial reports; 86 contracts totaling \$1,521,747.86 in May 2022; employment recommendations for Shannon Cathman – Medical Lab Tech Program Instructor (Part-time), Leonor Chivas – Institutional Research Analyst, and Stephen Goss – Electromechanical Technician Instructor; a promotion/transfer for Lori Needham – Executive Assistant; resignations from Craig Peterson – Building Trades-Carpentry Instructor and Giulio Reyes – Multicultural Success Coach; and the Wisconsin Technical College District Boards Association membership renewal in the amount of \$23,332, Mr. Prange moved to approve the Consent Agenda, as presented, with Mr. Blume seconding the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented the 2022-23 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2023 budget was built on a five percent increase in revenue, an estimated enrollment of 1,250 FTE, and estimated expenditures of \$25,265,400. The projected tax effect on \$100,000 of property value is estimated at \$115.07. Mr. Bolstad moved to approve the 2022-23 Budget as presented, with Ms. Jordie seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Kim Maier, Executive Director of Innovative and Alternative Learning, presented on the Concept Review for the Cancer Information Management Advanced Technical Certificate, 10-530-X, and the Board resolution approving the program be sent to the Wisconsin Technical College System Board. Dr. Maier explained that Southwest Tech has the only Cancer Information Management program in the State aligned with the National Cancer Registry. The proposed advanced technical certificate will allow individuals with an associate degree or those who have completed 60 hours of college-level courses (including 6 credits in Human Anatomy & Physiology) to take the program. The advanced technical certificate will be 27 credits and when students are done with the program they can take the national certification exam with the National Cancer Registrars Association (NCRA). Mr. Enright moved to approve the Concept Review for the Cancer Information Management Advanced Technical Certificate, 10-530-X. Ms. Wonderling seconded the motion; motion carried on a unanimous voice vote.

The 2022-23 Board Monitoring Schedule had been updated based on feedback from the Board at the May 2022 Board meeting. Mr. Enright moved to approve the 2022-23 Board Monitoring Schedule as presented. Ms. Fillback seconded the motion, and the motion unanimously carried.

Two options for a Student Activities Center were presented to the Board for feedback. Caleb White shared that the budget is \$1.5 million. The first option was a 34,000 sq. ft. air-supported facility and would need a phase two for additional space to include

concessions and classroom space. The second option was for a fabric membrane held up by A steel structure with a lobby space and restrooms included. A business plan is being developed on different activities that could be held along with financial projections. Questions from the board included operational costs and life expectancy. The Board requested more information on adding second phases.

Krista Weber, Chief Human Resources Officer, presented a summary of the College Culture Board Monitoring Report. She highlighted the strengths/sustainability as the council structure, professional development for employees, new technology, and workplace culture. Some risks noted include external factors, maintaining the culture and engagement of employees, monitoring turnover, employee satisfaction survey, being more inclusive in hiring and training, workgroups, and monitoring health care costs. Projects the College Council will be working on in the coming year include enhancing employee engagement through Diversity, Equity, & Inclusion, developing leaders and succession planning, campus-wide Universal Design, and enhancing benefits for employee recruitment and retention.

Ms. Weber then provided an update on college staffing noting the Institutional Research Analyst, Medical Lab Tech Instructor (50%), and the Electromechanical Technician Instructor positions had been filled. The two administrative assistant positions have offers out, and a Building Trades-Carpentry Instructor position has been posted.

The 2021-22 and 2022-23 Comparison Year-Over-Year FTE Reports were reviewed. The 2021-22 report showed a breakeven as compared to a year ago. The 2022-23 report reflected a four percent increase compared to the same time last year.

Under the President's Report, Caleb White presented a proposal from the City of Fennimore to purchase the part of Brownwood Road the college owns. The WTCS is willing to work with us on selling the property for a \$1. The proposal will be brought back to the Board for approval at a future meeting.

Mr. White updated the Board on Project RISE, the college's ERP (Anthology) project. Anthology was on campus the last week and worked with our staff on implementation of the product. Anthology staff and the college's staff were able to accomplish a lot; however, the go live date for the student module was set for July and will need to be pushed back. Dr. Wood and Anthology are negotiating a new date and where we go from here. There have been some product defaults which has led to a low-quality rate. The Board asked questions related to the product, costs, options, Campus Works collaboration, and what the Board can do. More information will be available at the July Board meeting.

Krista Weber asked for input on how the College should celebrate being a top 10 finalist for the Aspen Prize for Community College Excellence. Recognition gifts were discussed. Under College Happenings, Ms. Weber shared that Governor Evers was on campus earlier to announce that Southwest Tech was awarded \$3.3 million in grant funds for an Advance Southwest Wisconsin project to launch jobsite trainings,

educational pathways, and advanced support. Kudos were given to Dennis Cooley, Charger Leadership Director, for being awarded an Honorary FFA Degree for his work with the Wisconsin FFA Foundation; WLDI graduates Kim Maier, Christena Bowers, and Karen Campbell; Connie Haberkorn for being elected as secretary of the Wisconsin Deferred Compensation Board, and Kim Schmelz and her team for achieving 92 percent staff giving in 2021-22.

Under Other Information Items, Jane Wonderling noted that at Fennimore High School's recent graduation, those high school students who were enrolled in a Southwest Tech pathway received a cord and that 85 percent of the high school graduates had taken credits at the technical college level. Kent Enright shared he presented the Southwest Tech scholarships at the Mineral Point High School scholarship ceremony.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 8:07 p.m.

Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 6/01/2022 - 6/30/2022**

Expenditures			
	Invoice #	Description	Amount
Vanguard	55717	CHARGER TECH 360 LAPTOPS	326,604.00
DMI	1989	7/1/22-6/30/23 INS	219,552.00
IRS	SWTC-140004181	Staff PP 2022-12 06092022 11304	116,759.27
SWTC REF	2122 SPR Hous	SPRING 2122 HOUSING	41,851.25
NADA	211211	TRAINERS	40,000.00
Campus Works	9976	AMENDMENT #2	29,167.00
Schumacher	90555609	ELEVATOR UPGRADE	29,127.00
Fennimore Utilities	4/25/22-5/26/22	UTILITIES	27,857.09
CDW	X589471	APC SMART UPS SRT	27,422.40
Ellucian	INV5512	STUDENT FORMS 7/1-6/30/23	20,948.00
WI DOR- PR	SWTC-140004185	Staff PP 2022-12 06092022 11304	20,010.53
Healthequity	Health Equity	Health Equity	19,621.43
Great West	457 Contributions	457 Contributions	8,812.68
All Tire	55529	Midrise lift	6,036.00
Library	2022060050	7/1/22-6/30/23 LICENSE	5,327.00
GMED ONE	7266	MAYO STAND	5,222.41
Landmark	5/19/22 LDN645	TUITION	4,485.00
HSR	21051-7	300/400 CONF CTR/DINING	4,441.12
Hall Auto	3426	2005 Chevy Impala	3,964.08
Symetra	Symetra Supp Life	Symetra Supp Life	3,943.13
Hallada M	227498	WO# 822	3,915.89
Buckingham Mfg	834538	KITS	3,897.84
WE	4180742831	MONTHLY BILL	3,890.63
Constellation	3494536	MONTHLY BILL	3,865.39
J&S Mobile	1184	PAINTING	3,748.50
Fennimore Times	337613	CNA SUMMER COURSES	3,483.28
Lamar	113632990	BILLBOARDS	3,380.00
Lamar	113725105	BILLBOARD ADS	3,380.00
Elsevier	WEB00194196-2A4	GEN CUSTOM PKG	3,358.00
Vanguard	55617	HP Z2 SFF; SERVICE	3,067.78
Gerber	8376 INSTALL	SHADE INSTALLATION	3,000.00
Waste Mgmt	1470758-2813-6	WASTE DISPOSAL	2,934.02
SWTC Foundation	SWTC-140004183	Staff PP 2022-12 06092022 11304	2,800.76
Van Meter	S012072729.001	HARDWARE	2,693.45
PCARD - Fastenal	WIPIA116961	Grinding wheels, hose, conduit, thread lockers	2,595.71
US Omni	Vanguard	Vanguard	2,538.00
3289769	2016608	Student Refund	2,500.00

Total Invoices

\$1,016,200.64

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
Delta Dental WI ASO Pymt	6/8/2022	GNJL003547	6,405.11
Delta Dental WI ASO Pymt	6/22/2022	GNJL003700	5,033.80
HASLER ADVANCE ADVANCE XXXXXX7827	6/8/2022	GNJL003546	5,000.00
Delta Dental WI ASO Pymt	6/1/2022	GNJL003472	4,607.95
WAGEWORKS FSA RECEIVABLE INV3841018	6/7/2022	GNJL003521	3,993.55
Delta Dental WI ASO Pym	6/15/2022	GNJL003691	3,886.65
MERCHANT SERVICE MERCH FEE MAY 2022	6/2/2022	GNJL003598	2,952.71
SOUTHWEST WI TEC Block Iron XXXXX1233	6/9/2022	GNJL003559	2,508.00
Total Bank Withdrawals			\$34,387.77
Payroll			
Payroll Period	Payroll Date		Amount
06/10/2022 Payroll	6/10/2022		360,601.68
06/24/2022 Payroll	6/24/2022		529,535.54
06/24/2022 Payroll - Additional	6/24/2022		865.81
Total Payroll			\$891,003.03
Total Purchases >= \$2,500			\$1,941,591.44

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 6/30/2022			
Receipts			
Fund			
	556,196.00		
2 Special Revenue	-		
3 Capital Projects	5,444.00		
4 Debt Service	-		
5 Enterprise	31,024.00		
6 Internal Service	164,382.00		
7 Financial Aid/Activities	1,737.00		
Total Receipts		758,783.00	
Expenses			
Fund			
1 General	1,151,965.00		
2 Special Revenue	-		
3 Capital Projects	303,697.00		
4 Debt Service	-		
5 Enterprise	44,067.00		
6 Internal Service	31,821.00		
7 Financial Aid/Activities	6,754.00		
Total Expenses		1,538,304.00	
Net cash change - month			(779,521.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	17,423,211.56		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,234,294.01		
Ending Cash/Investment Balance		18,660,445.57	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2022							
	2021-22	2021-22	2021-22	2020-21	2019-20	2018-19	2017-18
	<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	25,822,200.00	21,792,099.85	84.39	94.88	92.67	90.71	97.85
General Fund Expenditures	26,558,800.00	22,309,488.28	84.00	95.99	91.73	92.71	92.91
Capital Projects Fund Revenue	4,335,000.00	4,296,218.36	99.11	101.09	100.19	99.82	104.67
Capital Projects Fund Expenditures	4,352,500.00	2,464,575.64	56.62	68.81	57.56	61.91	55.12
Debt Service Fund Revenue	6,090,500.00	4,510,028.86	74.05	68.92	66.74	68.94	70.62
Debt Service Fund Expenditures	7,080,000.00	6,194,275.00	87.49	87.89	83.77	101.35	99.51
Enterprise Fund Revenue	1,621,500.00	1,930,879.62	119.08	91.49	79.18	77.10	71.36
Enterprise Fund Expenditure	1,541,300.00	2,227,572.22	144.53	85.82	87.44	77.23	74.24
Internal Service Fund Revenue	4,425,000.00	3,796,671.14	85.80	88.75	83.00	87.27	93.21
Internal Service Fund Expenditures	4,435,000.00	3,224,837.81	72.71	93.58	87.76	91.59	94.87
Trust & Agency Fund Revenue	9,800,000.00	7,300,671.86	74.50	66.07	78.05	76.72	81.44
Trust & Agency Fund Expenditures	9,800,000.00	7,391,417.46	75.42	71.80	77.76	76.00	81.17
Grand Total Revenue	52,094,200.00	43,626,569.69	83.75	86.64	86.43	85.68	90.51
Grand Total Expenditures	53,767,600.00	43,812,166.41	81.48	87.37	84.46	87.85	88.40

D. Personnel Report

One employment recommendation, one promotion/transfer, and one resignation are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT
July 11, 2022**

Employment: NEW HIRES

Name:	Nanette Hubbard
Title:	Administrative Assistant
Number of Applicants & Interviewees:	25 applicants/5 interviews
Start Date:	6/27/2022
Salary/Wages:	\$19.23/hour
Classification:	Full-Time
Education and/or Experience:	Associate of Arts degree with 10 years of administrative assistant experience including 9 months at Southwest Tech in Human Resources.

PROMOTIONS / TRANSFERS

Tina Leis – Financial Aid Assistant/Accounting Bursar	Administrative Assistant
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RETIREMENTS / RESIGNATIONS

Abbey Vosberg (Resignation 5/31/22)	Child Care Aide
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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 2022-2025 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. Josh Bedward, Facilities Manager/Master Electrician, will present the report.

Recommendation: *Approve the 2022-23 Budget, as presented.*



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

**To: Dan Scanlon
From: Jason S. Wood, Ph.D.
July 11, 2022**

Section 1 – Executive Summary

In the 2021/2022 fiscal year Southwest Tech completed the building 500 lighting upgrade, and several improvements to the Farmette including the upgrades to the barn and house to improve student lab experiences. The entry ways to 500 and 600 were replaced. The make-up air and air handling units were also replaced on building 600 this year.

We are in the process of remodeling the Lenz Center and implementing universal design in Lenz Center and Cafeteria/Conference areas in building 300. We are also in the process of upgrading Building 100's elevator.

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

2022-2023 - \$2,380,000

2023-2024 - \$2,275,000

2024-2025 - \$2,545,000

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

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

Section 2 – Existing Facilities

Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$69,169,791
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
Dodgeville Family Chiropractic 1206 N Johns St. Dodgeville, WI 53533	600 square feet	Month-to-month
627 Main St. Darlington, WI	840 square feet	June 30, 2023
General Capital Platteville, WI 53818	2,500 square feet	June 30, 2034

Section 3 – Three-Year Project Summary

2022-2023 Total - \$2,380,000

Remodeling- \$850,000

- | | |
|---|-----------|
| 1. Campus lock system upgrade | \$650,000 |
| 2. Sustainability/Renewable Energy Project #1 | \$200,000 |

Capital Improvements - \$1,530,000

- | | |
|--|-------------|
| 1. Student Activities and Event Center | \$1,500,000 |
| 2. Building 800 Project | \$30,000 |

2023-2024 Total - \$2,250,000

Remodeling- \$2,250,000

- | | |
|--|-------------|
| 1. Buildings 500 Restroom remodel | \$75,000 |
| 2. Large Sustainability/Alternative Energy Project | \$1,500,000 |
| 3. Interior signage and universal design project | \$500,000 |
| 4. Upgrade Campus wide clock system | \$25,000 |
| 5. Charley's Student Center universal design upgrade | \$50,000 |
| 6. Parking lot lighting upgrades and sealing | \$ 100,000 |

2024-2025 Total - \$2,525,000

Remodeling- \$1,025,000

- | | |
|---|------------|
| 1. Replace building 1600 flooring | \$ 125,000 |
| 2. Sustainability/Renewable Energy Project #3 | \$ 200,000 |
| 3. Building 100 remodel | \$ 500,000 |
| 4. Building 500 roof replacement | \$ 200,000 |

Capital Improvements - \$1,500,000

- | | |
|--------------------------|-------------|
| 1. Building 600 addition | \$1,500,000 |
|--------------------------|-------------|

B. Ten-Year Facilities Master Plan

Josh Bedward and Caleb White will present the Ten-Year Facilities Master Plan, which is included below. Also included below is a financing plan for the ten-year Facilities Master plan. Caleb White will discuss the options at the meeting.

Recommendation – *Approve the Ten-Year Facilities Master Plan.*

Capital Spending	2021-22		2022-23		2023-24		2024-25		2025-26
Instruction (program equipment)									
	561,000		600,000		600,000		600,000		600,000
Instruct. Resources (library/media equipment)									
	422,000		75,000		75,000		75,000		75,000
General Institutional (IT equipment)									
	1,100,000		800,000		800,000		850,000		850,000
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)									
	402,000		200,000		200,000		200,000		200,000
Required Maintenance Items									
500/600 lighting upgrade	30,000	Upgrade lock system	650,000	Upgrade existing clock system	25,000	Building 500 roof Replacement	200,000	Burn Building - repair padgenite	30,000
100/200 elevator upgrade	100,000			Interior signage project	500,000	Building 1600 flooring	125,000	Building 1700 Roof and HVAC replacement	1,500,000
600 HVAC units	200,000			Building 600 sprinkler instalation and Fire alarm update	125,000			Building 500 sprinkler	300,000
				Parking lot upgrades	100,000				
New Construction									
		Student Activities Center	1,500,000			Building 600 addition	1,500,000		
Remodeling									
300/400 remodel phase #3 (Lenz/Café/Culinary)	1,500,000	Alternative Energy Project	200,000	Large alternative energy project	1,500,000	100 classroom, restroom, office space	500,000	Outreach upgrade (Dodgeville, PDC, Darlington?)	300,000
Remodel equipment	300,000	Building 800 demo	30,000	Building 500 Restroom upgrades	75,000	Alternative Energy Project	200,000	Alternative Energy Project Remodel 2200 Storage/scenarios/showers	200,000
				Charley's upgrade	50,000				150,000
	4,615,000		4,055,000		4,050,000		4,250,000		4,205,000

Capital Spending									
<u>2026-27</u>		<u>2027-28</u>		<u>2028-29</u>		<u>2029-30</u>		<u>2030-31</u>	
Instruction (program equipment)									
600,000		600,000		600,000		700,000		700,000	
Instruct. Resources (library/media equipment)									
75,000		75,000		75,000		75,000		100,000	
General Institutional (IT equipment)									
900,000		900,000		900,000		900,000		1,000,000	
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)									
200,000		200,000		200,000		250,000		300,000	
Required Maintenance Items									
200/300 elevator upgrade	100,000	Parking lot upgrades	100,000	College connection roof replacement	225,000	Building 1600 updates	750,000	Parking Lot replacements	200,000
Replace batteries in UPS system	65,000					Building 300 roof replacement	400,000		
Building 300 Electrical upgrade	100,000					Farmette improvements	70,000		
Building 200 electrical service upgrade	100,000								
Caulk building 1700	100,000								
New Construction									
EPD/Fire Building	1,500,000							Ag Center at PSC	1,500,000
Remodeling									
Alternative Energy Project	200,000	Building 200 remodel	750,000	referendum Project?	10,000,000	Outreach upgrade (Dodgeville, PDC, Darlington?)	300,000	Knox Learning Center renovation	250,000
Outreach upgrade (Dodgeville, PDC, Darlington?)	200,000	Alternative Energy Project	1,500,000	Childcare renovation	500,000	Building 2000 upgrades	250,000	1700 charging stations	20,000
						Building 500 Renovation	500,000		
<u>4,140,000</u>		<u>4,125,000</u>		<u>12,500,000</u>		<u>4,195,000</u>		<u>4,070,000</u>	

Southwest Tech

Capital Project Financing Plan

CJW 6/27/22

Assumes annual 5 year promissory notes, all at 4% interest

		Option #1						Option #2						Option #3					
		<u>\$4,000,000 Annual Borrowing Forever</u>						<u>\$4,000,000 Annual Borrowing through 2029</u> <u>\$6,000,000 Annual Borrowing 2030 and beyond</u>						<u>\$4,000,000 Annual Borrowing through 2029</u> <u>Increase to \$4.2M 2030, \$4.4M 2031, \$4.5M 2032</u> <u>\$7,000,000 Annual Borrowing 2033 and beyond</u>					
Year	Net Existing	Future	Combined	%	Tax	%	Tax Levy	Future	Combined	%	Tax	%	Tax Levy	Future	Combined	%	Tax	%	Tax Levy
Due	Debt Service	Issues	Debt Serv	Change	Levy	Change	Deficit	Issues	Debt Serv	Change	Levy	Change	Deficit	Issues	Debt Serv	Change	Levy	Change	Deficit
2020																			
2021																			
2022	6,151,569		6,151,569		6,210,000	9.91%	58,431		6,151,569		6,210,000	9.91%	58,431		6,151,569		6,210,000	9.91%	58,431
2023	5,589,800	944,000	6,533,800	6.21%	6,300,000	1.45%	(233,800)	944,000	6,533,800	6.21%	6,300,000	1.45%	(233,800)	944,000	6,533,800	6.21%	6,300,000	1.45%	(233,800)
2024	4,715,950	1,856,000	6,571,950	0.58%	6,400,000	1.59%	(171,950)	1,856,000	6,571,950	0.58%	6,400,000	1.59%	(171,950)	1,856,000	6,571,950	0.58%	6,400,000	1.59%	(171,950)
2025	3,871,000	2,736,000	6,607,000	0.53%	6,500,000	1.56%	(107,000)	2,736,000	6,607,000	0.53%	6,500,000	1.56%	(107,000)	2,736,000	6,607,000	0.53%	6,500,000	1.56%	(107,000)
2026	3,116,075	3,584,000	6,700,075	1.41%	6,600,000	1.54%	(100,075)	3,584,000	6,700,075	1.41%	6,600,000	1.54%	(100,075)	3,584,000	6,700,075	1.41%	6,600,000	1.54%	(100,075)
2027	2,294,475	4,400,000	6,694,475	-0.08%	6,700,000	1.52%	5,525	4,400,000	6,694,475	-0.08%	6,700,000	1.52%	5,525	4,400,000	6,694,475	-0.08%	6,700,000	1.52%	5,525
2028	2,304,000	4,400,000	6,704,000	0.14%	6,700,000	0.00%	(4,000)	4,400,000	6,704,000	0.14%	6,700,000	0.00%	(4,000)	4,400,000	6,704,000	0.14%	6,700,000	0.00%	(4,000)
2029	1,715,350	4,400,000	6,115,350	-8.78%	6,100,000	-8.96%	(15,350)	4,400,000	6,115,350	-8.78%	6,000,000	-10.45%	(115,350)	5,086,000	6,801,350	1.45%	6,800,000	1.49%	(1,350)
2030		4,400,000	4,400,000	-28.05%	4,400,000	-27.87%	-	4,872,000	4,872,000	-20.33%	6,000,000	0.00%	1,128,000	6,928,000	6,928,000	1.86%	6,900,000	1.47%	(28,000)
2031		4,400,000	4,400,000		4,400,000		-	5,328,000	5,328,000	9.36%	6,000,000	0.00%	672,000	7,036,000	7,036,000	1.56%	7,000,000	1.45%	(36,000)
2032		4,400,000	4,400,000		4,400,000		-	5,768,000	5,768,000	8.26%	6,000,000	0.00%	232,000	7,140,000	7,140,000	1.48%	7,100,000	1.43%	(40,000)
2033		4,400,000	4,400,000		4,400,000		-	6,192,000	6,192,000	7.35%	6,000,000	0.00%	(192,000)	7,140,000	7,140,000		7,140,000	0.56%	-
2034		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000	6.59%	6,100,000	1.67%	(500,000)	7,140,000	7,140,000		7,140,000		-
2035		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,200,000	1.64%	(400,000)	7,140,000	7,140,000		7,140,000		-
2036		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,300,000	1.61%	(300,000)	7,140,000	7,140,000		7,140,000		-
2037		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,400,000	1.59%	(200,000)	7,140,000	7,140,000		7,140,000		-
2038		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,500,000	1.56%	(100,000)	7,140,000	7,140,000		7,140,000		-
2039		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,600,000	1.54%	-	7,140,000	7,140,000		7,140,000		-
2040		4,400,000	4,400,000		4,400,000		-	6,600,000	6,600,000		6,600,000		-	7,140,000	7,140,000		7,140,000		-
<u>29,758,219</u>																			
		(568,219)						(328,219)						(658,219)					
		4,000,000 capital funds available						6,000,000 capital funds available						7,000,000 capital funds available					
		400,000 annual holding costs						600,000 annual holding costs						140,000 annual holding costs					
		4,400,000 debt service						6,600,000 debt service						7,140,000 debt service					
		8,000,000 long term debt outstanding at 6/30						12,000,000 long term debt outstanding at 6/30						- long term debt outstanding at 6/30					

C. Signatory Authority Policy for 2022-23

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 2022-23 is available with all other electronic Board material.

Recommendation – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2022-23 with the authority to sign official or legally binding documents.*

GENERAL INSTITUTIONAL

2022-23 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 2022-23 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 Assistant – 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 Assistant – 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 Assistant – 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 Assistant – As Approved by the Board Treasurer
President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts • Agreements • Memoranda of Understanding

	<ul style="list-style-type: none"> • 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 • Director of Grants – Grant applications and grant-related memoranda of understanding • Executive Marketing Director – Publications • Executive Assistant- letters, publications, and other documents as approved by the President
President's designees	<ul style="list-style-type: none"> • Vice-Presidents – Non-employment contracts, agreements and memos of understanding • 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, 7/12/21

D. Designate College Legal Counsel for 2022-23

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.*

BoardmanClark

EILEEN A. BROWNLEE
ATTORNEY
EABROWN@BOARDMANCLARK.COM
PHONE: (908) 862-1751
FAX: (908) 496-8755

June 21, 2022

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 2022-2023.

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 \$200.00 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 \$210.00. Our firm reviews hourly

JUNE 21, 2022

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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 \$225.00 as of January 1, 2023.

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.

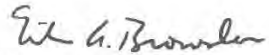
JUNE 21, 2022
PAGE 3

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 22, 2022

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 2022-2023 school term. In the event that we are asked to provide additional services, we will confirm such engagement in writing. Absent specific modification, any additional services will be governed by the terms and conditions of this agreement.

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

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

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

I will be the responsible attorney for this engagement but other attorneys and legal assistants may assist with the engagement. We ask that you agree that we may use such personnel as is appropriate in our professional judgment. Our hourly rates for attorneys range from \$390 to \$875 for partners of the firm and \$260 to \$575 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

A handwritten signature in blue ink, appearing to read "Jon E. Anderson", is written over a faint, larger blue ink signature that is partially visible in the background.

By:

Jon E. Anderson
Partner

AGREED:

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

SCHEDULE OF CHARGES FOR INCIDENTAL SERVICES
Effective 7/1/2022

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

**SCHEDULE OF CHARGES
FOR
LITIGATION TECHNOLOGY SERVICES
Effective March 1, 2022**

**(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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Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Tampa
Tucson
Washington, D.C.

June 22, 2022

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") 2022-2023 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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Dr. Jason Wood
June 22, 2022
Page 2

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

Dr. Jason Wood
June 22, 2022
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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 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 \$12,100. 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.

Dr. Jason Wood
June 22, 2022
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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.

Dr. Jason Wood
June 22, 2022
Page 5

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.

Dr. Jason Wood
June 22, 2022
Page 6

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. Election of Officers

Election of District Board officers for the 2022-23 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 2022-2023

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Institutional Research Analyst	Leonor Chivas	7/11/2022	D63-Salary Band: \$66,953 - \$97,083 Hired at \$83,000
2	Replacement	Medical Lab Tech Instructor-50%	Shannon Cathman	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$62,000
3	Replacement	Electromechanical Technician Instructor	Stephen Goss	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$69,027.13
4	Replacement	Administrative Assistant	Nanette Hubbard	6/27/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
5	New	Administrative Assistant	Tina Lies	7/1/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
6	Replacement	Carpentry Instructor	Posted	7/15/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811

Staffing Update 2022-2023


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement	Child Care Aide (Part-time)	Posted	8/1/2022	A12 - \$19.23/hour
8	New	Associate Degree Nursing Instructor	Posted	8/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811

Information and Correspondence

A. Enrollment Report

The 2021-22 FTE Comparison Enrollment Report and FY 2023 Application Report are below.


1. 2021-22 FTE Comparison YOY Report

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 06/29/20 Students	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/29/20 FTE	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	48	70	59	11	(11)	35.90	45.90	38.90	3.00	(7.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	9	15	1	6	14.20	4.57	14.57	0.37	10.00
10-006-5	Agribusiness Science & Technology - Agronomy	16	19	12	(4)	(7)	17.57	18.37	9.77	(7.80)	(8.60)
10-006-6	Agribusiness Science & Technology - Animal Science	28	20	28	-	8	28.13	16.57	22.97	(5.17)	6.40
10-102-3	Business Management	134	132	115	(19)	(17)	84.70	82.50	71.73	(12.97)	(10.77)
10-530-5	Cancer Information Management	94	111	86	(8)	(25)	50.10	55.90	52.33	2.23	(3.57)
10-504-X	Criminal Justice	46	50	45	(1)	(5)	37.23	34.40	31.97	(5.27)	(2.43)
10-316-1	Culinary Arts	5	6	5	-	(1)	2.27	5.10	5.60	3.33	0.50
10-317-1	Culinary Management	6	2		(6)	(2)	5.30	1.53		(5.30)	(1.53)
10-102-1	Data Analytics			4	4	4			1.60	1.60	1.60
10-510-6	Direct Entry Midwife	77	124	136	59	12	31.83	48.87	64.73	32.90	15.87
10-307-1	Early Childhood Education	45	63	49	4	(14)	31.63	43.43	31.13	(0.50)	(12.30)
10-620-1	Electro-Mechanical Technology	34	32	26	(8)	(6)	32.37	28.27	21.93	(10.43)	(6.33)
10-325-1	Golf Course Management	18	10	13	(5)	3	14.63	9.77	12.23	(2.40)	2.47
10-201-2	Graphic And Web Design	26	20	23	(3)	3	18.63	15.20	17.97	(0.67)	2.77
10-530-1	Health Information Technology	53	47	40	(13)	(7)	25.37	18.73	18.73	(6.63)	-
10-520-3	Human Services Associate	42	32	39	(3)	7	31.63	26.07	29.17	(2.47)	3.10
10-825-1	Individualized Technical Studies	4	3		(4)	(3)	3.27	1.40		(3.27)	(1.40)
10-620-3	Instrumentation and Controls Technology	7	4	1	(6)	(3)	4.27	0.90	1.20	(3.07)	0.30
10-150-2	IT-Network Specialist	26	27	23	(3)	(4)	15.70	14.53	12.07	(3.63)	(2.47)
10-196-1	Leadership Development	24	11	13	(11)	2	11.23	3.47	6.70	(4.53)	3.23
10-513-1	Medical Laboratory Technician	21	21	20	(1)	(1)	16.37	14.57	14.93	(1.43)	0.37
10-196-6	Nonprofit Leadership		1	9	9	8		0.40	4.90	4.90	4.50
10-543-1	Nursing-Associate Degree	209	226	206	(3)	(20)	107.23	127.80	105.33	(1.90)	(22.47)
10-524-1	Physical Therapist Assistant	40	31	22	(18)	(9)	24.07	18.87	14.00	(10.07)	(4.87)
10-182-1	Supply Chain Management	44	27	34	(10)	7	25.43	12.73	15.87	(9.57)	3.13
10-499-5	Technical Studies-Journeyworker			1	1	1			0.30	0.30	0.30
	Total Associate Degree	1,061	1,098	1,024	(37)	(74)	669.07	649.83	620.63	(48.43)	(29.20)

Program Code	Program Title	SY 19-20 06/29/20 Students	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/29/20 FTE	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-101-1	Accounting Assistant	9	13	11	2	(2)	4.63	5.57	4.93	0.30	(0.63)
30-531-6	EMT-IV (Advanced EMT)	10		12	2	12	1.33		2.03	0.70	2.03
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		1.13	0.10	0.10	(1.03)
32-070-1	Agricultural Power & Equipment Technician	34	35	36	2	1	32.10	33.10	34.47	2.37	1.37
31-405-1	Auto Collision Repair & Refinish Technician	11	11	9	(2)	(2)	5.87	8.07	9.07	3.20	1.00
32-404-2	Automotive Technician	27	34	20	(7)	(14)	24.30	22.97	15.83	(8.47)	(7.13)
31-408-1	Bricklaying & Masonry	3		8	5	8	1.33		5.67	4.33	5.67
30-443-1	Building Maintenance & Construction	3	1	2	(1)	1	0.70	0.07	0.70	-	0.63
31-475-1	Building Trades-Carpentry	11	9	9	(2)	-	9.27	8.20	7.90	(1.37)	(0.30)
31-307-1	Child Care Services	9	5	5	(4)	-	4.73	3.40	3.00	(1.73)	(0.40)
30-420-2	CNC Machine Operator/Programmer	8	3	7	(1)	4	7.97	2.23	5.07	(2.90)	2.83
31-502-1	Cosmetology	29	19	26	(3)	7	19.83	13.60	19.23	(0.60)	5.63
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	5.13	(7.10)	(4.20)
31-317-1	Culinary Specialist	3			(3)	-	1.47			(1.47)	-
30-508-2	Dental Assistant	16	11	18	2	7	8.87	5.57	9.47	0.60	3.90
30-812-1	Driver and Safety Education Certification	26	27	13	(13)	(14)	5.80	5.50	2.10	(3.70)	(3.40)
31-413-2	Electrical Power Distribution	45	44	44	(1)	-	43.87	40.60	37.00	(6.87)	(3.60)
50-413-2	Electricity (Construction) Apprentice	19	20	23	4	3	2.47	3.03	3.00	0.53	(0.03)
30-531-3	Emergency Medical Technician	51	105	59	8	(46)	7.90	15.77	8.47	0.57	(7.30)
32-080-4	Farm Operations & Management - Ag Mechanics	2	10	11	9	1	1.67	8.67	10.10	8.43	1.43
31-080-6	Farm Operations & Management - Crop Operations	2	1		(2)	(1)	0.37	0.07		(0.37)	(0.07)
32-080-3	Farm Operations & Management - Dairy	17	8	7	(10)	(1)	16.10	5.97	6.10	(10.00)	0.13
31-080-3	Farm Operations & Management - Dairy Technician	4	3	3	(1)	-	1.73	0.63	2.37	0.63	1.73
31-080-2	Farm Operations & Management - Farm Ag Maintenance	11	4	2	(9)	(2)	3.40	2.13	0.20	(3.20)	(1.93)
32-080-6	Farm Operations & Management - Livestock	1	1	3	2	2	0.93	1.03	2.73	1.80	1.70
31-080-7	Farm Operations & Management - Livestock Tech	3		1	(2)	1	1.70		0.77	(0.93)	0.77
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	1.40	1.67	0.80	(0.60)	(0.87)
31-620-1	Industrial Mechanic	5	5	1	(4)	(4)	4.53	5.17	0.47	(4.07)	(4.70)
31-154-6	IT-Computer Support Technician	23	15	13	(10)	(2)	16.90	11.53	9.33	(7.57)	(2.20)
31-513-1	Laboratory Science Technician	4	5	11	7	6	2.13	2.80	5.27	3.13	2.47
50-620-1	Mechatronics Technician Apprentice	6	5		(6)	(5)	1.60	1.27		(1.60)	(1.27)
31-509-1	Medical Assistant	33	44	31	(2)	(13)	24.57	34.40	22.43	(2.13)	(11.97)
31-530-2	Medical Coding Specialist	65	102	106	41	4	30.97	42.37	60.00	29.03	17.63
30-504-4	Nail Technician	2	3	3	1	-	0.37	1.20	1.33	0.97	0.13
30-543-1	Nursing Assistant	198	227	176	(22)	(51)	26.77	27.53	20.20	(6.57)	(7.33)

Program Code	Program Title	SY 19-20 06/29/20 Students	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/29/20 FTE	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
50-427-5	Plumbing Apprentice	20	18	21	1	3	3.52	2.52	4.17	0.65	1.65
31-504-5	Security Operations	2	1		(2)	(1)	1.20	0.70		(1.20)	(0.70)
31-182-1	Supply Chain Assistant	3	5	6	3	1	0.37	2.17	2.43	2.07	0.27
31-442-1	Welding	46	52	47	1	(5)	31.63	40.27	30.93	(0.70)	(9.33)
	Total Technical Diploma	786	871	758	(28)	(113)	366.52	370.22	352.80	(13.72)	(17.42)
20-800-1	Liberal Arts - Associate of Arts	24	31	51	27	20	8.50	9.73	18.67	10.17	8.93
20-800-2	Liberal Arts - Associate of Science	9	12	9	-	(3)	4.73	3.27	3.60	(1.13)	0.33
	Undeclared Majors	558	520	652	94	132	98.57	93.27	114.17	15.60	20.90
	Total Liberal Arts & Undeclared Majors	591	563	712	121	149	111.80	106.27	136.43	24.63	30.17
	Total	2,438	2,532	2,494	56	(38)	1,147.38	1,126.32	1,109.87	(37.52)	(16.45)
	Percent of Change									-3.27%	-1.46%
	Vocational Adult (Aid Codes 42-47)	3,051	3,091	3,177	126	86	62.86	64.44	64.22	1.36	(0.22)
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	-	-	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	314	234	343	29	109	41.40	47.67	67.43	26.03	19.77
	Basic Skills (Aid Codes 77 & 78)	803	417	211	(592)	(206)	45.27	17.60	11.10	(34.17)	(6.50)
	Grand Total	6,606	6,322	6,225	(381)	(97)	1,296.91	1,256.18	1,252.61	(44.29)	(3.57)
	Total Percent of Change									-3.42%	-0.28%
						Budgeted/Goal FTEs	1,300	1,275	1,250		
						% of Budgeted/Goal FTEs Achieved to date	99.8%	98.5%	100.2%		
						Final Actual FTEs Achieved	1,297	1,256			
						% of Final Actual FTEs Achieved to date	100.0%	100.0%			
						21/22 Projected Ending FTEs using historical trend	1,253	1,252			
						Will budget be met	YES	YES			
	<u>FTE YOY changes</u>	<u>'20 to '22</u>	<u>'21 to '22</u>								
	Associate degree seeking students	-7.2%	-4.5%								
	Tech Diploma seeking students	-3.7%	-4.7%								
	Associate of Arts/Science seeking students	68.3%	71.3%								
	Undeclared students	15.8%	22.4%								
	Non-degree students	-4.5%	9.9%								
	Totals	-3.42%	-0.28%								

2. 2022-23 FTE Comparison YOY Report

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 06/29/20 Students	SY 21-22 06/28/21 Students	SY 22-23 06/27/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/29/20 FTE	SY 21-22 06/28/21 FTE	SY 22-23 06/27/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	47	46	40	(7)	(6)	21.43	20.43	16.70	(4.73)	(3.73)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	7	9	14	7	5	2.97	4.80	8.17	5.20	3.37
10-006-5	Agribusiness Science & Technology - Agronomy	17	11	6	(11)	(5)	9.93	5.67	3.13	(6.80)	(2.53)
10-006-6	Agribusiness Science & Technology - Animal Science	13	27	31	18	4	6.53	12.27	16.73	10.20	4.47
10-102-3	Business Management	96	66	75	(21)	9	41.87	27.57	33.47	(8.40)	5.90
10-530-5	Cancer Information Management	78	63	52	(26)	(11)	27.77	26.20	21.47	(6.30)	(4.73)
10-504-X	Criminal Justice	39	38	32	(7)	(6)	16.57	20.17	16.93	0.37	(3.23)
10-316-1	Culinary Arts	5	5		(5)	(5)	2.07	3.43		(2.07)	(3.43)
10-317-1	Culinary Management	3			(3)	-	1.47			(1.47)	-
10-102-1	Data Analytics			2	2	2			0.83	0.83	0.83
10-510-6	Direct Entry Midwife	51	85	90	39	5	17.87	32.50	36.00	18.13	3.50
10-307-1	Early Childhood Education	42	34	37	(5)	3	17.23	15.00	16.30	(0.93)	1.30
10-620-1	Electro-Mechanical Technology	28	23	20	(8)	(3)	14.57	11.40	10.57	(4.00)	(0.83)
10-325-1	Golf Course Management	9	8	10	1	2	4.33	4.57	5.30	0.97	0.73
10-201-2	Graphic And Web Design	16	20	24	8	4	7.20	8.87	11.63	4.43	2.77
10-530-1	Health Information Technology	28	42	35	7	(7)	8.80	13.03	12.03	3.23	(1.00)
10-520-3	Human Services Associate	24	29	30	6	1	12.17	14.30	15.70	3.53	1.40
10-825-1	Individualized Technical Studies	3			(3)	-	1.13			(1.13)	-
10-620-3	Instrumentation and Controls Technology	5	1	3	(2)	2	0.70	0.10	1.27	0.57	1.17
10-150-2	IT-Network Specialist	21	23	23	2	-	9.53	10.07	10.33	0.80	0.27
10-196-1	Leadership Development (19-20 Supervisory Mgmt)	9	7	9	-	2	1.87	2.83	3.53	1.67	0.70
10-513-1	Medical Laboratory Technician	20	15	11	(9)	(4)	8.10	5.87	4.50	(3.60)	(1.37)
10-196-6	Nonprofit Leadership		1	5	5	4		0.60	2.00	2.00	1.40
10-543-1	Nursing-Associate Degree	200	185	166	(34)	(19)	63.87	56.33	51.97	(11.90)	(4.37)
10-524-1	Physical Therapist Assistant	23	12	13	(10)	1	7.93	3.73	5.70	(2.23)	1.97
10-182-1	Supply Chain Management	22	23	18	(4)	(5)	8.63	8.50	8.80	0.17	0.30
10-512-1	Surgical Technology			7	7	7			4.27	4.27	4.27
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.10	0.20	0.20	0.10
	Total Associate Degree	806	774	755	(51)	(19)	314.53	308.33	317.53	3.00	9.20
31-101-1	Accounting Assistant	6	8	7	1	(1)	2.17	2.87	2.47	0.30	(0.40)
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1		-	(1)		0.10		-	(0.10)
32-070-1	Agricultural Power & Equipment Technician	38	33	28	(10)	(5)	19.60	17.30	14.73	(4.87)	(2.57)
31-405-1	Auto Collision Repair & Refinish Technician	12	10	9	(3)	(1)	5.63	5.60	5.03	(0.60)	(0.57)
32-404-2	Automotive Technician	35	18	20	(15)	2	15.67	8.93	9.83	(5.83)	0.90
31-475-1	Building Trades-Carpentry	11	11	8	(3)	(3)	5.87	5.80	3.97	(1.90)	(1.83)

Program Code	Program Title	SY 20-21 06/29/20 Students	SY 21-22 06/28/21 Students	SY 22-23 06/27/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/29/20 FTE	SY 21-22 06/28/21 FTE	SY 22-23 06/27/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-307-1	Child Care Services	8	1	4	(4)	3	3.40	0.50	1.70	(1.70)	1.20
30-420-2	CNC Machine Operator/Programmer	2	2		(2)	(2)	0.87	0.77		(0.87)	(0.77)
31-502-1	Cosmetology	21	21	37	16	16	10.27	10.13	18.00	7.73	7.87
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14		1	(13)	1	9.33		0.80	(8.53)	0.80
31-317-1	Culinary Specialist		7		-	(7)		3.70		-	(3.70)
30-508-2	Dental Assistant	11	17	17	6	-	5.87	9.07	9.07	3.20	-
30-812-1	Driver and Safety Education Certification	12	2	7	(5)	5	1.40	0.30	1.30	(0.10)	1.00
31-413-2	Electrical Power Distribution	44	44	46	2	2	21.47	21.67	22.70	1.23	1.03
50-413-2	Electricity (Construction) Apprentice	1	2	13	12	11	0.07	0.13	0.87	0.80	0.73
30-531-3	Emergency Medical Technician		1		-	(1)		0.43		-	(0.43)
32-080-4	Farm Operations & Management - Ag Mechanics	8	1	5	(3)	4	3.80	0.13	2.57	(1.23)	2.43
31-080-6	Farm Operations & Management - Crop Operations		10		-	(10)		5.10		-	(5.10)
32-080-3	Farm Operations & Management - Dairy	7	6	9	2	3	2.73	2.77	4.43	1.70	1.67
31-080-3	Farm Operations & Management - Dairy Technician	3	1		(3)	(1)	0.73	0.53		(0.73)	(0.53)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	2	4	2	2	0.50	0.20	1.23	0.73	1.03
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	0.57	1.53	2.60	2.03	1.07
31-080-7	Farm Operations & Management - Livestock Tech		1	1	1	-		0.37	0.53	0.53	0.17
50-413-1	Industrial Electrician Apprentice	4	3		(4)	(3)	0.27	0.20		(0.27)	(0.20)
31-620-1	Industrial Mechanic	3		2	(1)	2	1.20		1.13	(0.07)	1.13
31-154-6	IT-Computer Support Technician	9	4	4	(5)	-	4.40	1.37	2.03	(2.37)	0.67
31-513-1	Laboratory Science Technician	5			(5)	-	1.40			(1.40)	-
50-620-1	Mechatronics Technician Apprentice		6		-	(6)		1.33		-	(1.33)
31-509-1	Medical Assistant	36	27	25	(11)	(2)	17.60	12.83	13.83	(3.77)	1.00
31-530-2	Medical Coding Specialist	40	80	49	9	(31)	13.37	31.40	14.73	1.37	(16.67)
30-504-4	Nail Technician	2	2	1	(1)	(1)	0.53	0.33	0.17	(0.37)	(0.17)
30-543-1	Nursing Assistant	72	89	60	(12)	(29)	6.90	7.17	8.37	1.47	1.20
50-427-5	Plumbing Apprentice		1	17	17	16		0.10	1.43	1.43	1.33
31-182-1	Supply Chain Assistant			2	2	2			0.87	0.87	0.87
31-442-1	Welding	39	31	40	1	9	19.47	15.70	20.90	1.43	5.20
	Total Technical Diploma	446	445	421	(25)	(24)	175.07	168.37	165.29	(9.78)	(3.07)
20-800-1	Liberal Arts - Associate of Arts	20	32	28	8	(4)	4.43	8.17	5.27	0.83	(2.90)
20-800-2	Liberal Arts - Associate of Science	9	6	6	(3)	-	2.07	1.50	1.47	(0.60)	(0.03)
	Undeclared Majors	274	287	358	84	71	40.07	44.67	59.07	19.00	14.40
	Total Liberal Arts & Undeclared Majors	303	325	392	89	67	46.57	54.33	65.80	19.23	11.47
	Total	1,555	1,544	1,568	13	24	536.17	531.03	548.63	12.46	17.59
	Percent of Change									2.32%	3.31%

Program Code	Program Title	SY 20-21 06/29/20 Students	SY 21-22 06/28/21 Students	SY 22-23 06/27/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/29/20 FTE	SY 21-22 06/28/21 FTE	SY 22-23 06/27/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
	Vocational Adult (Aid Codes 42-47)	1,058	984	905	(153)	(79)	23.46	20.33	17.84	(5.62)	(2.49)
	Basic Skills (Aid Codes 73,74,75,76)	24	48	49	25	1	0.87	2.30	1.53	0.67	(0.77)
	Basic Skills (Aid Codes 77 & 78)	100	88	102	2	14	-	0.03	-	-	(0.03)
	Grand Total	2,737	2,664	2,624	(113)	(40)	560.50	553.70	568.00	7.50	14.30
	Total Percent of Change									1.34%	2.58%
						Budgeted/Goal FTEs	1,275	1,250	1,250		
						% of Budgeted/Goal FTEs Achieved to date	44.0%	44.3%	45.4%		
						Final Actual FTEs Achieved	1,256	1,253			
						% of Final Actual FTEs Achieved to date	44.6%	44.2%			
						21/22 Projected Ending FTEs using historical trend	1,273	1,285			
						Will budget be met	YES	YES			
	FTE YOY changes	'21 to '23	'22 to '23								
	Associate degree seeking students	1.0%	3.0%								
	Tech Diploma seeking students	-5.6%	-1.8%								
	Associate of Arts/Science seeking students	3.6%	-30.3%								
	Undeclared students	47.4%	32.2%								
	Non-degree students	-20.4%	-14.5%								
	Totals	1.34%	2.58%								

B. Chairperson's Report

1. ACCT Leadership Congress

2. Boards Association Committee Appointments

Included below is information on the District Boards Association Committees. Committee representatives will need to be determined at the Board meeting.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

June 16, 2022

To: District Board Chairs and College Presidents

From: Layla Merrifield, Executive Director

Re: Request for Board Organizational Meeting Appointments to
District Boards Association Positions:

- Board of Directors (certain districts)
- Standing Committees (all districts)

On behalf of the District Boards Association, we ask that you please include the following appointments as part of your July 11th district board organizational meeting agenda:

DBA Board of Directors

Board of Director seats are staggered 2-year terms and association officers automatically serve as their district's delegate to the board. The following (even-numbered) districts are requested to select a member to be seated on the association's Board of Directors effective July 23, 2022, for a **two-year term**:

- Fox Valley
- Madison
- Nicolet
- Waukesha County
- Western

The remaining districts **DO NOT** need to select a member for the Board of Directors at this time:

- Blackhawk

- Chippewa Valley
- Gateway (Bill Duncan, Secretary/Treasurer)
- Lakeshore
- Mid-State (Betty Bruski Mallek, President)
- Milwaukee
- Moraine Park (Vernon Jung, Past President)
- Northcentral
- Northeast WI
- Northwood
- Southwest Tech (Chuck Bolstad, Vice President)

Each district board uses its own process to select its representative to the board, except that Association officers automatically serve as their college's representative. There is no limit on the number of terms that may be served. A new member also may be appointed at mid-term, at the district board's discretion. New board of director members will be seated at the Association's summer meeting in Wausau on July 23rd.

Standing Committee Membership

All districts are requested to assign new or continuing members to the Association's standing committees, at your board's discretion. A description document for each committee is enclosed.

A response sheet is included. ***Please email this information to Diane Handrick following your organizational meeting (dhandrick@districtboards.org).***

As always, thank you for your assistance.

cc: Assistants to the College Presidents and Boards
2021-22 Association Board of Directors

DBA Committee Descriptions

Board of Directors

Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The Board meets at the four Association quarterly meetings (hybrid- virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the Executive Director.

Board of Directors Delegate Commitment: It is important that we have full representation from all colleges at the board meetings. Board of Directors Delegates are asked to attend all

Association Board Meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should identify a proxy delegate for that meeting and notify the DBA.

External Partnerships Committee

This committee meets during quarterly meetings (hybrid—virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are 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

Led by two trustee co-chairs with support from staff, this committee also generates programming input for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.

Internal Best Practices Committee

This committee meets during quarterly meetings (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee 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 for trustees;
- 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

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where 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 member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for rating and identifying:

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

This committee conducts their work over e-mail/electronically, outside of the quarterly meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award, and with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next quarterly meeting of the Association.

Awards Committee Commitment: The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.

3. Foundation Board and Real Estate Foundation Board Representatives

The Board will designate a representative for the Southwest Tech Foundation Board and Real Estate Foundation Board.

C. College President's Report

- 1. Review Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President**

Governance Policy 2.5 and 2.6 are below.

2.5 - EMPLOYEE COMPLAINT AND APPEAL POLICY FOR DISCIPLINARY DEMOTION, SUSPENSION WITHOUT PAY, DISCIPLINARY TERMINATION AND WORKPLACE SAFETY ISSUES – Pursuant to Wis. Stats. Sec. 66.0509

Purpose

The purpose of this document is to establish an administrative complaint and appeal procedure with respect to discipline and workplace safety consistent with Sec. 66.0509 (1m) of the Wisconsin Statutes. This document applies when an employee ("complainant" as defined below) believes that he or she has been subjected to unfair or illegal discipline and/or unsafe working conditions (as defined below) provided the alleged wrongful behavior had a significant connection to employment of complainant and the activities of the College.

To the extent that the provisions of Sec. 118.22, Wis. Stats. are applicable, those statutory procedures shall be followed as required by law.

Definition

"Discipline" for the purposes of this procedure is defined as disciplinary demotion, suspension without pay, or disciplinary termination.

"Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and training.

"Complainant" is defined as any College employee, not to include student employees, on the payroll of Southwest Wisconsin Technical College who has a personal complaint as defined in this procedure.

"Complaint" is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based,

the specific policies alleged to have been violated, if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

“Days” are defined as Monday through Friday when the College is open for business. Weekends, holidays, and days when the College is closed are excluded.

Procedure

Step 1

If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant's immediate supervisor, the complainant has the right to present a formal written complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days and provide his or her written response within ten (10) days of the meeting.

Step 2

The complainant may, within seven (7) days after receipt of the written response of the immediate supervisor, request a review of the decision of his or her supervisor in writing to his or her Vice President or designee.

A. Review of Complaint.

The Vice President or designee, within ten (10) days of receipt of the request for review, shall review the complaint to determine whether the complaint is valid and notify the complainant. Validity is not a determination of whether or not the actions that gave rise to the complaint occurred, but whether or not the action underlying the complaint is within the scope of the complaint procedure. The Vice President or designee shall establish validity upon determining all of the following:

- That the complaint involves discipline or workplace safety as defined in this procedure.
- That the alleged conduct occurred on College-owned, College-leased, or College-controlled property or had a significant connection to the employment of the individual complainant and activities of the College.
- That the complainant is a College employee as defined in this procedure.
- That the complainant was the party harmed by the activity or action set forth in the complaint.

If the Vice President or designee concludes that the complaint lacks validity, he or she shall dismiss the complaint.

B. In-Person Meeting regarding merits.

If the Vice President or designee concludes the complaint is valid, he or she shall meet with the complainant within seven (7) days of receipt of the request for review to evaluate the merits. The Vice President or designee shall provide a written decision on the merits of the complaint within seven (7) days after the meeting.

The written complaint may not be amended following this decision; however, the remedy requested may be modified at any time without prejudice to the complainant's position in the appeal.

Step 3

The complainant may submit a written request for a hearing on the Vice President or designee's decision with regard to merit within seven (7) days of the written response from the Vice President or designee. The written request for hearing shall state the specific basis for disagreement and shall be submitted to the Director of Human Resources. Upon receipt of the request, the College shall retain the services of an Impartial Hearing Officer (IHO) and a hearing shall be scheduled within thirty (30) days after receipt of the request for hearing.

A record of the hearing shall be made. The complainant shall have the burden of proof that the complaint is meritorious, which must be shown by evidence that is clear, satisfactory, and convincing. In his or her written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state his or her reasons. The decision of the IHO shall be limited to the issues raised in the request for hearing. The IHO shall have no authority to add to, modify, or delete from the policies of the College. If the IHO rules in favor of the complainant, the IHO will determine the appropriate remedy. The IHO's decision will be provided in writing to the parties within thirty (30) days of the hearing.

Step 4

Either party may, within seven (7) days after receipt of the written decision of the IHO, appeal the decision of the IHO to the Southwest Wisconsin Technical College Board of Trustees by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. Upon receipt of a request for an appeal, the College will provide a record of the IHO hearing for use by the Board. Upon receiving the record, the Board shall schedule the appeal within thirty (30) days. The deliberations will be conducted according to procedures established by the Board. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.

The Board shall issue its written decision within fifteen (15) days following the conclusion of the Board's deliberations. The decision shall be by simple majority vote and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.

Timeline Requirements

If the College fails to give a written answer at Steps 1 or 2 within the designated timeframe, the complainant may immediately proceed to the next step. Failure by complainant to meet applicable deadlines may be the basis for dismissal of any complaint. If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing by the complainant and the President or designee of the College.

Representation

Either party may utilize a designated representative at their own expense.

Confidentiality

All participants in all proceedings under this procedure shall observe confidentiality to the extent reasonably possible.

Southwest Wisconsin Technical College Complaint And Appeal Procedures for the District Board

Per the Southwest Wisconsin Technical College Employee Complaint and Appeal Procedure for Discipline and Workplace Safety Issues Pursuant to Wis. Stats. Sec. 66.0509, either party may, within seven (7) days after receipt of the written decision of the Impartial Hearing Officer (IHO), appeal the decision of the IHO to the Southwest Wisconsin Technical College District Board by filing a written appeal specifically stating the basis for contesting the findings and/or decision of the IHO. The appeal shall be filed with the Executive Administrative Assistant to the President/Board. This appeal procedure relates only to a complaint submitted under the above Board Policy. Neither party in the appeal may engage in communication with any Board member(s) on any substantive issues. Board members must not discuss the complaint with any person prior to the meeting.

The Board may designate a person to handle all procedural issues and communications associated with this appeal. The procedures below may be modified at the option of the Board, so long as they are consistent with the above policy.

Procedures

1. Upon receipt of a written request for an appeal of the decision of the IHO to the Board, the College will provide a record of the IHO hearing for use by the Board. Copies of all documents and the record from the proceedings before the IHO will be made available to the Board members at least ten (10) days prior to the meeting.
2. Upon receipt of the record, the Board Chair shall schedule the appeal within thirty (30) days. Board deliberations on the appeal will be conducted in closed session. Only Board members and the Board's legal counsel shall be present.
3. The Board must consider only evidence submitted during the hearing before the IHO.
4. At its sole discretion, the Board may request clarification of the IHO record in writing from either party, prior to the scheduled deliberations.
5. The Board shall overturn the decision of the IHO if the decision was unreasonable, arbitrary, or capricious.
6. The decision shall be by simple majority vote of the Board and shall be limited to holding for or against the appealing party. The decision shall be limited to the precise issue raised in the appeal and shall be final and binding.
7. The Board shall issue a written decision within fifteen (15) days following the conclusion of the Board's deliberations.

Adopted: 2/28/13
Reviewed:
Revised:

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. 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 Presidential absences, it is essential that provisions 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.

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. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. Chief Student Services Officer, Holly Clendenen

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 Human Resources Officer, Krista Weber
2. Chief Financial Officer, Caleb White

Prior to appointing an Interim President, the Board will determine if it intends to conduct a full search or make an appointment at the conclusion of a successful term. 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.

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. If the President is unable to name an Acting President,

the Board Chair will appoint someone until the full Board can take action at the next Board meeting. 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. If there is a change in the personnel listed, there will be a review of the policy at the next board meeting.

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:

1. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
2. Assess and evaluate the performance of the Acting President.
3. Provide compensation for services rendered as Acting President.
4. Support the pursuit of a terminal degree when needed through an investment of time and resources.

Adopted: 7/9/18
Reviewed:
Revised: 1/24/19, 3/28/19, 8/26/21, 12/16/21

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 Colleges, 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.

2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Foundation Quarterly Report
2. Real Estate Foundation Quarterly Report

B. Time and Place

Thursday, August 25, 2022, at 7:00 p.m. at Southwest Tech, Conference Room 430

Adjourn to Closed Session

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

1. **Discussing personnel issues** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
2. **Discussing a legal issue** per Wis. Stats. 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

B. Approval of Closed Session Minutes of May 19, 2022

Adjourn to Closed Session

A. Action, if necessary, on Closed Session Items

Adjournment