



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Annual Meeting**

**July 10, 2023**

Held at

**Southwest Tech**  
1800 Bronson Boulevard  
Fennimore, WI 53809

Conference Room 430

## Contents

<b>Annotated Agenda.....</b>	<b>3</b>
<b>Open Meeting .....</b>	<b>8</b>
A. Roll Call.....	8
B. Reports/Forums/Public Input .....	8
C. Student Senate Update .....	8
D. Oath of Office – Recently Appointed Board Members .....	8
<b>Consent Agenda .....</b>	<b>9</b>
A. Approval of Agenda .....	9
B. Minutes of the June 21, 2023, Board Meeting .....	11
C. Financial Reports .....	16
1. Purchases Greater than \$2,500 .....	16
2. Treasurer’s Cash Balance .....	17
3. Budget Control.....	18
D. Contract Revenue .....	19
E. Personnel Items .....	27
<b>Other Items Requiring Board Action .....</b>	<b>27</b>
A. Election of 2023-24 Officers .....	27
B. Signatory Authority Policy for 2023-24 .....	28
C. Designation of College Legal Counsel for 2023-24 .....	32
D. Three-Year Facilities Plan .....	46
E. Ten-Year Facilities Plan.....	50
F. Building 1700 Roof Contract Approval .....	53
G. Professional & Temporary Staffing Approval .....	54
H. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs .....	55
I. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs .....	62
J. Livestock & Dairy Judging Team Approval.....	70
<b>Board Monitoring of College Effectiveness.....</b>	<b>71</b>
A. Staffing Update .....	71
B. Charger Tech 360 Research.....	72
C. College Health Indicators – Review/Discuss Proposed Updates .....	87
<b>Information and Correspondence.....</b>	<b>103</b>
A. Enrollment Reports .....	103
1. 2022-23 FTE Comparison Year-Over-Year Report .....	103
2. 2023-24 FTE Comparison Year-Over-Year Report .....	106
B. Chairperson’s Report.....	109
1. ACCT Leadership Congress – October 9-12, 2023 .....	109

2. Boards Association Committee Appointments .....	109
3. Foundation Board and Real Estate Foundation Board Representatives .....	114
C. College President's Report .....	114
1. Follow-Up from 6/21/2023 Board Meeting Questions .....	114
2. College Happenings .....	114
D. Other Informational Items .....	114
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>114</b>
A. Agenda .....	114
B. Time & Place .....	114
<b>Adjourn to Closed Session .....</b>	<b>114</b>
A. Consideration of adjourning to closed session for the purpose of .....	114
1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}. (This item may involve the Board leaving the campus property to conduct a site visit.) .....	114
2. Discussing the President's Evaluation and Contract per Wisconsin Statutes 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.} .....	114
B. Approval of Closed Session Minutes from May 18, 2023 and June 21, 2023 .....	115
<b>Reconvene to Open Session .....</b>	<b>115</b>
A. Action, if necessary, on Closed Session Items .....	115
<b>Adjournment .....</b>	<b>115</b>
<b>Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2022-2025) .....</b>	<b>116</b>

## **Annotated Agenda**



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

Monday, July 10, 2023

6:30 p.m. – Dinner

7:00 p.m. - Regular District Board Meeting

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

### **AMENDED ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The July 10, 2023, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, and 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. Student Senate Update**

#### **D. Oath of Office – Recently Appointed Board Members**

Newly re-elected Board member David Blume and newly elected Board member Steve Williamson 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 June 21, 2023, Board Meeting**

Minutes of the June 21, 2023, Board meeting are included with the electronic Board packet.

##### **C. Financial Reports**

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

###### **2. Treasurer's Cash Balance**

###### **3. Budget Control**

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

**D. Contract Revenue**

There were 249 contracts totaling \$1,440,259.48 in June 2023 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

The Personnel Report includes two resignations. The report is included with the Board material.

**Recommendation:** *Approve the July 10, 2023, Consent Agenda as presented.*

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Election of 2023-24 Officers**

Election of District Board officers for the 2023-24 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.*

**B. Signatory Authority Policy for 2023-24**

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 2023-24 is available with all other electronic Board material.

**Recommendation** – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2023-24 with authority to sign official or legally binding documents.*

**C. Designation of College Legal Counsel for 2023-24**

Letters of engagement have been received from the following legal counsels and are included in the Board packet of materials:

*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*

**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.*

**D. Three-Year Facilities Plan**

The electronic Board information includes the Three-Year Facilities Plan 2023-2026. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Dan Imhoff, Executive Director of Facilities, Safety, and Security, will present the report.

**Recommendation** – *Approve the Three-Year Facilities Plan 2023-2026.*

**E. Ten-Year Facilities Plan**

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

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

**F. Building 1700 Roof Contract Approval**

Bids were sought to reroof the Agriculture/Automotive Building (Building 1700). A required pre-bid meeting was held on June 1, 2023, and the public opening of bids was held on June 15, 2023. Three vendors responded to the bid request from a list of sixteen solicited vendors. Dan Imhoff will present a summary of the bids received, which is included in the electronic Board material.

**Recommendation:** *Award a contract for the base bid and alternate (new mineral surfaced system) for the Building 1700 Roof Project for \$1,470,212 to Jackson & Associates LLC of White Bear Lake, MN.*

**G. Professional & Temporary Staffing Services Approval**

Proposals were requested from qualified vendors who can provide direct-hire professionals and staffing. Proposals were received from eight vendors, of which five provided all the required documentation. An evaluation team reviewed and rated the proposals.

**Recommendation:** *Award the RFP for professional & temporary staffing to the following vendors as the top five scoring firms (under the proposed standard hourly rates and fee schedules for each firm for a five-year term) and allow the College to maintain the ability to select the best fit for a given job opening from the bench of top-five scoring firms. The firms are TSCTI of Madison, WI; Infojini of Columbia, MD; Kelly Services of Troy, MI; Compunnel, Inc. of Plainsboro, NJ; and Express Employment Professionals of Platteville, WI.*

**H. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs**

(This item was on the June 21, 2023, Board meeting agenda without any action taken.) The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Northeast Iowa Community College (NICC) has been amended with a current list of included programs. President Jason Wood will present the agreement with the amended list to the Board.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Northeast Iowa Community College as presented.*

**I. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs**

(This item was on the June 21, 2023, Board meeting agenda without any action taken.) The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Highland Community College (HCC) has been amended with a current list of included programs. Dr. Wood will present the agreement with the amended list to the Board.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Highland Community College as presented.*

**J. Livestock & Dairy Judging Team Approval**

Holly Clendenen, Chief Student Services Officer, will present information on the Livestock & Dairy Judging Team. Formal Board approval is requested before this team is recognized as an official team within the College.

**Recommendation:** *Approve the Livestock & Dairy Judging Team as a recognized and approved team with Southwest Tech.*

**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.

**B. Charger Tech 360 Research**

Tyler Platz, Data Analyst, will present an evaluation of the Charger Tech 360 Program and will be available for questions on the data presented.

**C. College Health Indicators – Review/Discuss Proposed Updates**

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, Tyler Platz, and Dr. Wood will lead an interactive discussion about updating the College Health Indicators. Included in the packet is a PowerPoint presentation for review.

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

- 1. 2022-23 FTE Comparison Year-Over-Year Report**
- 2. 2023-24 FTE Comparison Year-Over-Year 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 – October 9-12, 2023**
- 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. Follow-Up from 6/21/2023 Board Meeting Questions**
  - i. Compensation Policy**
  - ii. Enrollments and FTEs by Delivery Method**
- 2. College Happenings**

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

## **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)**

### **A. Agenda**

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

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

Thursday, August 24, 2023, at 7:00 p.m., Southwest Tech Conference Room 430, 1800 Bronson Blvd, Fennimore, WI 53809

## **ADJOURN TO CLOSED SESSION**

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

- 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e)**  
{Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.  
(This item may involve the Board leaving the campus property to conduct a site visit.)



- 2. Discussing the President's Evaluation and Contract per Wisconsin Statutes 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from May 18, 2023, and June 21, 2023**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

**Open Meeting**

The following statement will be read: "The July 10, 2023, 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 and posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings). Notice is also posted on Campus, CESA3, and 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. Student Senate Update***

***D. Oath of Office – Recently Appointed Board Members***

## **Consent Agenda**

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



## **BOARD MEETING NOTICE/AGENDA**

Monday, July 10, 2023

6:30 p.m. – Dinner

7:00 p.m. - Regular District Board Meeting

Southwest Tech

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

### **AMENDED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The July 10, 2023, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, and 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. Student Senate Update
- D. Oath of Office – Recently Appointed Board Member

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the June 21, 2023, Regular Board Meeting
- 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. Election of 2023-24 Officers
- B. Signatory Authority Policy for 2023-24
- C. Designation of College Legal Counsel for 2023-24
- D. Three-Year Facilities Plan
- E. Ten-Year Facilities Plan
- F. Building 1700 Roof Contract Approval
- G. Professional & Temporary Staffing Services Approval
- H. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs

- I. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs
- J. Livestock & Dairy Judging Team Approval

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

- A. Staffing Update
- B. Charger Tech 360 Research
- C. College Health Indicators – Review/Discuss Proposed Updates

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Comparison YOY Report
  - 2. 2023-24 FTE Comparison YOY Report
- B. Chairperson's Report
  - 1. ACCT Leadership Congress – October 9-12, 2023
  - 2. District Boards Association Committee Appointments
  - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
  - 1. Follow-Up from 6/21/2023 Board Meeting Questions
    - i. Compensation Policy
    - ii. Enrollments and FTEs by Delivery Method
  - 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 24, 2023, at 7:00 p.m., Southwest Tech Conference Room  
430, 1800 Bronson Blvd, Fennimore, WI 53809

#### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}. (This item may involve the Board leaving the campus property to conduct a site visit.)
  - 2. Discussing the President's Evaluation and Contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from May 18, 2023, and June 21, 2023

#### **RECONVENE TO OPEN SESSION**

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

#### **ADJOURNMENT**

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL 608-822-2632 OR E-MAIL [DISABILITYSERVICES@SWTC.EDU](mailto:DISABILITYSERVICES@SWTC.EDU).}

## ***B. Minutes of the June 21, 2023, Board Meeting***

### **MINUTES OF THE BOARD REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JUNE 21, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 6:52 p.m. on June 21, 2023, 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: Charles Bolstad, Kent Enright, Tracy Fillback, Chris Prange, Don Tuescher (arrived at 7:01 p.m.), and Jane Wonderling. The following member was absent: Jeanne Jordie.

Others present for all, or a portion, of the meeting included: SWTC President Jason Wood and SWTC Staff Dennis Cooley, Derek Dachelet, Katie Glass, Mandy Henkel, Kelly Kelly, Cynde Larsen, Kim Maier, Nicole Nelson, Caleb White, Kris Wubben.

In the absence of Chairperson Tuescher, Vice-Chair Prange called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

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

Wednesday, June 21, 2023

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**

The following statement will be read: "The June 21, 2023, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, and 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. Student Senate Update

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the May 18, 2023, Regular Board Meeting
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items
- F. United Migrant Opportunity Services (UMOS) Lease
- G. District Boards Association 2023-24 Fee Assessment

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Appoint Board Secretary until July 2023 Board Officer Election is Held
- B. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs
- C. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs
- D. 2023-24 Employee Compensation Approval
- E. 2023-24 Budget Approval

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

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

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Comparison YOY Report
  - 2. 2023-24 FTE Comparison YOY Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Wisconsin Technical College System President's Association 2023-24 Work Plan
  - 2. College Happenings
- D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Oath of Office
  - 2. Election of Officers
  - 3. Three-year Facilities Plan
  - 4. Ten-Year Facilities Plan
  - 5. Designate Legal Counsel
  - 6. 2022-23 Signatory Authority Policy
  - 7. Building 1700 Roof Contract Approval
  - 8. Professional & Temporary Staffing Services Approval
  - 9. College Health Indicators – Review Proposed Updates
- B. Time and Place

Monday, July 10, at 7:00 p.m., Southwest Tech Conference Room 430, 1800 Bronson Blvd, Fennimore, WI 53809

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a 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 legal issues 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.}

3. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
4. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from May 18, 2023

#### **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](mailto:disabilityservices@swtc.edu).}

After a review of the Consent Agenda, including the June 21, 2023, agenda; May 18, 2023, Board meeting minutes; financial reports; 40 contracts totaling \$279,984.42 in May 2023; an employment recommendation for Alexa Chiefari, Communication Resource Instructor; the resignations of James Godfrey, EPD Lab/Housing Assistant, and Darwyn Wolfe, IT System Analyst; a 12-month lease for UMOS, Inc., to lease 145 square feet of space at the Richland Center Outreach site; and the 2023-24 District Boards Association fee assessment, Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

Vice Chairperson Prange informed the Board that Board member and secretary, Crystal Wallin, moved out of the district earlier this month. He explained that Wisconsin State Statute 38.08 (1)(a) states that a Board member must vacate their membership upon moving out of the district. Vice Chairperson Prange appointed Mr. Enright to temporarily fill the secretary officer position until the July 2023 officer election. Mr. Bolstad moved, seconded by Ms. Fillback, to approve Mr. Prange's appointment of Mr. Enright to temporarily fill the Board's secretary position until the July 2023 officer election. Motion carried.

There was no Board action taken on the agenda items requesting approval of the amendments to the Reciprocity Agreements that Southwest Wisconsin Technical College has with Northeast Iowa Community College and Highland Community College. Dr. Wood explained that a few questions arose after the Board agenda and packet were posted, which have not been answered yet. The items will be presented to the Board for approval at a future meeting.

The Board reviewed the 2023-24 employee compensation proposal. Mr. Enright moved to approve the 2023-24 employee compensation as follows: 1) June 2023: Pay all regular FT employees a \$1,000 stipend and regular PT employees a \$500 stipend; 2) July 2023: Increase regular employee base pay by 4.0%; 3) The possibility of a December 2023 stipend will be evaluated based on enrollment, expenditure trends, and

funding priorities and will require future Board approval. Mr. Prange seconded Mr. Enright's move. Upon roll call vote, the following members voted affirmatively: Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. Mr. Bolstad voted against the motion. Motion adopted.

Caleb White, Vice President for Administrative Services, presented the 2023-24 Budget. The budget had been outlined at the public hearing preceding the Board meeting. The FY2024 budget was built on a slight decrease (.6% estimated) in revenue levels compared to 2022-23, an estimated enrollment of 1,300 FTE, and estimated expenditures of \$25,409,000. The projected tax effect on \$100,000 of property value is estimated at \$103.00. Mr. Prange moved, seconded by Mr. Enright, to approve the 2023-24 Budget as presented. Upon roll call vote, all members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. Motion adopted.

Krista Weber, Chief Human Resources Officer, provided a College staffing update noting positions in the various phases of the hiring process. The Sustainable Energy Management Instructor/Energy Coordinator and the IT System Analyst positions are posted. The Process Improvement Analyst/Trainer position is on hold, and the Communication Instructor position has been reposted. Disability Services Specialist interviews are scheduled.

Ms. Weber presented a summary of the College Culture Board Monitoring Report. She noted that the results from the recent employee survey indicated a slight increase in overall satisfaction from the previous survey. Based on survey results, workgroups will identify some themes to work on. Some highlights from the last year include the addition of Human Resource hosted employee benefit informational meetings; Optum RX being selected as the new drug vendor; the hiring of a new Chief Academic Officer; the implementation of the Academic Lead model; and the organization of the first Black History month social. 2023-2024 projects include a deeper evaluation of positions when they come open; a focus on recruitment from diverse populations; improving timing and documentation for addressing employee performance and accountability; prioritizing and aligning duties with college goals; and a commitment to giving and receiving honest feedback.

Mr. White presented the 2022-23 and 2023-24 Comparison Year-Over-Year FTE Reports. The 2022-23 report shows a 3.57% increase compared to a year ago. The 2023-24 report reflects a 2.20% decrease compared to last year. Mr. Tuescher had nothing to report under the Chairperson's report.

The President's Report and College Happenings presented by Dr. Wood included an overview of the annual WTCS President's Planning meeting held earlier in June.

There was nothing reported under the agenda item "Other Information Items."

Mr. Prange moved, seconded by Ms. Fillback, to adjourn to closed session to discuss personnel issues and the President's contract per Wis. Stats. 19.85(1)(c); legal issues per Wis. Stats. 19.85(1)(g); and property acquisition per Wis. Statutes 19.85(1)(e). Upon roll call vote, all members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Fillback, Mr. Prange, Mr. Tuescher, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 7:39 p.m.

The Board reconvened to open session at 9:20 p.m. without any action taken. With no further business brought to the Board, Mr. Prange moved to adjourn the meeting, seconded by Mr. Bolstad. The motion carried, and the meeting adjourned at 9:20 p.m.

---

Kent Enright, Secretary



## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE PURCHASES GREATER THAN \$2,500 FOR THE PERIOD 6/01/2023 - 6/30/2023				
Vendor	Expenditure Invoice #	Description	Amount	
WRS	MAY WRS	MAY WRS	179,028.26	
IRS	6.9.23 PR	IRS 6.9.23	117,969.35	
Fowler	21051-9	300/400 REMODEL	60,781.52	
Fowler	21051-10	300/400 REMODEL	29,490.76	
WI DOR- PR	6.9.23 PR	WI DOR 6.9.23	19,638.07	
Healthequity	6.9.23 PR	6.9.23 PR	18,211.07	
Great West	6.9.23 PR	WI DEFERRED COMP	9,170.65	
M.C. Dean	23C275M01001	AGREEMENT	5,900.00	
WageWorks	INV5263419	HRA 2021	5,636.87	
Delta	684125	DENTAL CLAIMS	5,441.04	
CDW	MD2303586	PENETRATION TESTING	4,600.00	
Arthur J Gallagher R	4719355	STUDENT ACCIDENT	4,518.00	
Elsevier	WEB00205877-2	NEXT GEN CUSTOM PKG RN	4,191.75	
US Omni	6.9.23 PR	VANGUARD	4,137.22	
Delta	685352	DENTAL CLAIMS	3,960.30	
IXL	M107081	IXL SITE LICENSE	2,863.00	
PCARD - ART	4228297	FRAMES	2,751.47	
SWTC Foundation	6.9.23 PR	PR DEDUCTIONS	2,504.76	
Total Invoices				\$480,794.09
Vendor	Bank Withdrawals Transaction Date	Audit Trail	Amount	
U.S. BANK AUTOPAY ending 06.06.2023	6/21/2023	GNJL007153	30,051.86	
Total Bank Withdrawals				\$30,051.86
Payroll Period	Payroll Payroll Date	Amount		
06/09/2023 Payroll	6/9/2023	363,889.93		
05/26/2023 Payroll	5/26/2023	575,067.54		
Total Payroll				\$938,957.47
Total Purchases >= \$2,500				\$1,449,803.42

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 6/30/2023			
<b>Receipts</b>			
Fund			
1 General	887,959.00		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	36,335.00		
6 Internal Service	157,438.00		
7 Financial Aid/Activities	77,243.00		
<b>Total Receipts</b>		<b>1,158,975.00</b>	
<b>Expenses</b>			
Fund			
1 General	759,831.00		
2 Special Revenue	-		
3 Capital Projects	62,205.00		
4 Debt Service	-		
5 Enterprise	48,010.00		
6 Internal Service	17,907.00		
7 Financial Aid/Activities	12,054.00		
<b>Total Expenses</b>		<b>900,007.00</b>	
<b>Net cash change - month</b>			<b>258,968.00</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	41,422.63		
-Midwest One Investment 1324	4,398,480.36		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	11,363,079.10		
<b>Ending Cash/Investment Balance</b>		<b>15,805,922.09</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2023							
	<b>2022-23</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	24,757,300.00	22,602,814.81	91.30	84.39	94.88	92.67	90.71
General Fund Expenditures	25,265,400.00	23,178,924.52	91.74	84.00	95.99	91.73	92.71
Capital Projects Fund Revenue	4,275,000.00	4,453,974.83	104.19	99.11	101.09	100.19	99.82
Capital Projects Fund Expenditures	5,134,000.00	2,451,456.93	47.75	56.62	68.81	57.56	61.91
Debt Service Fund Revenue	6,538,500.00	4,605,334.63	70.43	74.05	68.92	66.74	68.94
Debt Service Fund Expenditures	7,401,644.00	7,422,280.55	100.28	87.49	87.89	83.77	101.35
Enterprise Fund Revenue	1,547,000.00	1,222,795.11	79.04	119.08	91.49	79.18	77.10
Enterprise Fund Expenditure	1,815,700.00	1,394,322.48	76.79	144.53	85.82	87.44	77.23
Internal Service Fund Revenue	4,455,000.00	3,750,496.30	84.19	85.80	88.75	83.00	87.27
Internal Service Fund Expenditures	4,455,000.00	4,099,928.06	92.03	72.71	93.58	87.76	91.59
Trust & Agency Fund Revenue	8,302,800.00	6,494,689.04	78.22	74.50	66.07	78.05	76.72
Trust & Agency Fund Expenditures	7,702,800.00	5,975,699.97	77.58	75.42	71.80	77.76	76.00
<b>Grand Total Revenue</b>	<b>49,875,600.00</b>	<b>43,130,104.72</b>	<b>86.48</b>	<b>83.75</b>	<b>86.64</b>	<b>86.43</b>	<b>85.68</b>
<b>Grand Total Expenditures</b>	<b>51,774,544.00</b>	<b>44,522,612.51</b>	<b>85.99</b>	<b>81.48</b>	<b>87.37</b>	<b>84.46</b>	<b>87.85</b>

### ***D. Contract Revenue***

There were 249 contracts totaling \$1,440,259.48 in June 2023 being presented for Board approval. The Contract Revenue Report is below.

**2023-2024 CONTRACTS**  
6/1/2023 to 6/30/2023

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Barneveld School District	03-2023-0001-I-11	Drivers Ed - Classroom	Logan Prochaska	25	\$ 3,000.00	No		X	
Barneveld School District	03-2023-0002-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	59	\$ 21,090.00	No		X	
Benton School District	03-2023-0003-I-11	Drivers Ed - Classroom	Logan Prochaska	17	\$ 2,040.00	No		X	
Benton School District	03-2023-0004-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	21	\$ 7,490.00	No		X	
Boscobel School District	03-2023-0005-I-11	Drivers Ed - Classroom	Logan Prochaska	27	\$ 3,240.00	No		X	
Boscobel School District	03-2023-0006-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	50	\$ 17,730.00	No		X	
Cassville School District	03-2023-0007-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	18	\$ 6,400.00	No		X	
Cuba City School District	03-2023-0008-I-11	Drivers Ed - Classroom	Logan Prochaska	19	\$ 2,280.00	No		X	
Cuba City School District	03-2023-0009-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	67	\$ 24,030.00	No		X	
Dodgeville School District	03-2023-0010-I-11	Drivers Ed - Classroom	Logan Prochaska	24	\$ 2,880.00	No		X	
Dodgeville School District	03-2023-0011-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	83	\$ 29,580.00	No		X	
Fennimore School District	03-2023-0012-I-11	Drivers Ed - Classroom	Logan Prochaska	29	\$ 3,480.00	No		X	
Fennimore School District	03-2023-0013-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	74	\$ 26,440.00	No		X	
Highland School District	03-2023-0014-I-11	Drivers Ed - Classroom	Logan Prochaska	33	\$ 3,960.00	No		X	
Highland School District	03-2023-0015-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	38	\$ 13,490.00	No		X	
Iowa Grant School District	03-2023-0016-I-11	Drivers Ed - Classroom	Logan Prochaska	56	\$ 6,720.00	No		X	
Iowa Grant School District	03-2023-0017-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	71	\$ 25,490.00	No		X	
Lancaster School District	03-2023-0018-I-11	Drivers Ed - Classroom	Logan Prochaska	52	\$ 6,240.00	No		X	
Lancaster School District	03-2023-0019-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	81	\$ 28,930.00	No		X	
Mineral Point School District	03-2023-0020-I-11	Drivers Ed - Classroom	Logan Prochaska	40	\$ 4,800.00	No		X	
Mineral Point School District	03-2023-0021-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	64	\$ 22,880.00	No		X	
Platteville School District	03-2023-0024-I-11	Drivers Ed - Classroom	Logan Prochaska	105	\$ 12,600.00	No		X	
Platteville School District	03-2023-0025-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	105	\$ 37,450.00	No		X	
Potosi School District	03-2023-0026-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	31	\$ 11,070.00	No		X	
Riverdale School District	03-2023-0027-I-11	Drivers Ed - Classroom	Logan Prochaska	21	\$ 2,520.00	No		X	
Riverdale School District	03-2023-0028-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	45	\$ 16,010.00	No		X	



<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
River Ridge School District	03-2023-0029-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	48	\$ 17,140.00	No		X	
Southwestern School District	03-2023-0031-I-11	Drivers Ed - Behind The Wheel	Logan Prochaska	52	\$ 18,550.00	No		X	
Argyle School District	03-2023-0049-I-16	Personal Finance	Mary Johannesen	11	\$ 1,749.66	Yes		X	
Barneveld School District	03-2023-0050-I-16	Accounting I, Part 1	Mary Johannesen	7	\$ 2,195.34	Yes		X	
Barneveld School District	03-2023-0050-I-16	Accounting I, Part 2	Mary Johannesen	8	\$ 2,508.96	Yes		X	
Barneveld School District	03-2023-0050-I-16	Personal Finance	Mary Johannesen	24	\$ 3,817.44	Yes		X	
Black Hawk School District	03-2023-0051-I-16	Oral/Interpersonal Communication	Mary Johannesen	15	\$ 7,022.70	Yes		X	
Boscobel School District	03-2023-0052-I-16	Accounting I	Mary Johannesen	16	\$ 9,963.84	Yes		X	
Boscobel School District	03-2023-0052-I-16	Computer Applications	Mary Johannesen	14	\$ 2,226.84	Yes		X	
Boscobel School District	03-2023-0052-I-16	Marketing Principles	Mary Johannesen	24	\$ 11,236.32	Yes		X	
Boscobel School District	03-2023-0052-I-16	Oral/Interpersonal Communication	Mary Johannesen	20	\$ 9,363.60	Yes		X	
Boscobel School District	03-2023-0052-I-16	Speech	Mary Johannesen	16	\$ 7,490.88	Yes		X	
Boscobel School District	03-2023-0052-I-16	Written Communication	Mary Johannesen	15	\$ 7,022.70	Yes		X	
Boscobel School District	03-2023-0052-I-16	English Composition I	Mary Johannesen	42	\$ 19,663.56	Yes		X	
Cassville School District	03-2023-0053-I-16	Accounting I	Mary Johannesen	3	\$ 1,868.22	Yes		X	
Cuba City School District	03-2023-0054-I-16	Foundations of Early Childhood Education	Mary Johannesen	3	\$ 1,404.54	Yes		X	
Darlington School District	03-2023-0055-I-16	Speech	Mary Johannesen	64	\$ 29,963.52	Yes		X	
Darlington School District	03-2023-0055-I-16	Design Fundamentals	Mary Johannesen	21	\$ 9,957.78	Yes		X	
Darlington School District	03-2023-0055-I-16	Color Theory	Mary Johannesen	11	\$ 5,215.98	Yes		X	
Dodgeville School District	03-2023-0056-I-16	Introduction to Psychology	Mary Johannesen	44	\$ 20,599.92	Yes		X	
Dodgeville School District	03-2023-0056-I-16	Written Communication	Mary Johannesen	31	\$ 14,513.58	Yes		X	
Fennimore School District	03-2023-0057-I-16	Accounting I	Mary Johannesen	11	\$ 6,850.14	Yes		X	
Fennimore School District	03-2023-0057-I-16	Animal Science	Mary Johannesen	23	\$ 10,906.14	Yes		X	
Fennimore School District	03-2023-0057-I-16	Oral/Interpersonal Communication	Mary Johannesen	17	\$ 7,959.06	Yes		X	
Fennimore School District	03-2023-0057-I-16	Consumer Equipment Maintenance and Repair	Mary Johannesen	14	\$ 7,226.52	Yes		X	
Fennimore School District	03-2023-0057-I-16	Automotive Maintenance	Mary Johannesen	10	\$ 5,266.80	Yes		X	
Fennimore School District	03-2023-0057-I-16	Introduction to Business	Mary Johannesen	21	\$ 9,831.78	Yes		X	
Fennimore School District	03-2023-0057-I-16	Personal Finance	Mary Johannesen	52	\$ 8,271.12	Yes		X	
Fennimore School District	03-2023-0057-I-16	Beginning Microsoft Excel	Mary Johannesen	37	\$ 5,885.22	Yes		X	
Fennimore School District	03-2023-0057-I-16	Beginning Microsoft Access	Mary Johannesen	37	\$ 5,885.22	Yes		X	
Fennimore School District	03-2023-0057-I-16	Agribusiness Management	Mary Johannesen	11	\$ 5,215.98	Yes		X	
Fennimore School District	03-2023-0057-I-16	SMAW-Equipment	Mary Johannesen	13	\$ 2,737.38	Yes		X	
Fennimore School District	03-2023-0057-I-16	SMAW	Mary Johannesen	13	\$ 5,474.56	Yes		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>
Fennimore School District	03-2023-0057-I-16	GMAW-Carbon Steel (S Process)	Mary Johannesen	14	\$ 2,947.84	Yes		X
Fennimore School District	03-2023-0057-I-16	GTAW-Carbon Steel	Mary Johannesen	5	\$ 1,052.80	Yes		X
Fennimore School District	03-2023-0057-I-16	Beginning Microsoft Word	Mary Johannesen	37	\$ 5,885.22	Yes		X
Fennimore School District	03-2023-0057-I-16	Microsoft Power Point	Mary Johannesen	37	\$ 5,885.22	Yes		X
Fennimore School District	03-2023-0057-I-16	Intermediate Word	Mary Johannesen	29	\$ 4,612.74	Yes		X
Fennimore School District	03-2023-0057-I-16	Intermediate Excel	Mary Johannesen	27	\$ 4,294.62	Yes		X
Fennimore School District	03-2023-0057-I-16	Quickbooks	Mary Johannesen	12	\$ 1,908.72	Yes		X
Iowa Grant School District	03-2023-0059-I-16	Accounting I	Mary Johannesen	17	\$ 10,586.58	Yes		X
Iowa Grant School District	03-2023-0059-I-16	Animal Science	Mary Johannesen	8	\$ 3,793.44	Yes		X
Iowa Grant School District	03-2023-0059-I-16	Personal Finance	Mary Johannesen	39	\$ 6,203.34	Yes		X
Kickapoo School District	03-2023-0061-I-16	College Mathematics	Mary Johannesen	24	\$ 11,236.32	Yes		X
Kickapoo School District	03-2023-0061-I-16	Fundamentals of Chemistry	Mary Johannesen	11	\$ 3,449.82	Yes		X
Lancaster School District	03-2023-0062-I-16	Accounting I	Mary Johannesen	17	\$ 10,586.58	Yes		X
Lancaster School District	03-2023-0062-I-16	Marketing Principles	Mary Johannesen	11	\$ 5,149.98	Yes		X
Lancaster School District	03-2023-0062-I-16	Introduction to Psychology	Mary Johannesen	43	\$ 20,131.74	Yes		X
Lancaster School District	03-2023-0062-I-16	Speech	Mary Johannesen	37	\$ 17,322.66	Yes		X
Lancaster School District	03-2023-0062-I-16	Written Communication	Mary Johannesen	31	\$ 14,513.58	Yes		X
Lancaster School District	03-2023-0062-I-16	Introduction to Business	Mary Johannesen	25	\$ 11,704.50	Yes		X
Lancaster School District	03-2023-0062-I-16	Beginning Microsoft Excel	Mary Johannesen	58	\$ 9,225.48	Yes		X
Lancaster School District	03-2023-0062-I-16	Beginning Microsoft Word	Mary Johannesen	58	\$ 9,225.48	Yes		X
Lancaster School District	03-2023-0062-I-16	Microsoft Power Point	Mary Johannesen	58	\$ 9,225.48	Yes		X
North Crawford School District	03-2023-0063-I-16	Accounting I	Mary Johannesen	4	\$ 2,490.96	Yes		X
North Crawford School District	03-2023-0063-I-16	Computer Applications	Mary Johannesen	1	\$ 159.06	Yes		X
North Crawford School District	03-2023-0063-I-16	Written Communication	Mary Johannesen	23	\$ 10,768.14	Yes		X
North Crawford School District	03-2023-0063-I-16	Personal Finance	Mary Johannesen	32	\$ 5,089.92	Yes		X
Pardeeville School District	03-2023-0064-I-16	Golf Course Design & Renovation	Mary Johannesen	7	\$ 2,261.84	Yes		X
Pardeeville School District	03-2023-0064-I-16	Plant Science	Mary Johannesen	4	\$ 1,896.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Animal Science	Mary Johannesen	16	\$ 7,586.88	Yes		X
Pecatonica School District	03-2023-0065-I-16	Plant Science	Mary Johannesen	4	\$ 1,896.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Consumer Equipment Maintenance and Repair	Mary Johannesen	6	\$ 3,097.08	Yes		X
Pecatonica School District	03-2023-0065-I-16	Personal Finance	Mary Johannesen	26	\$ 4,135.56	Yes		X
Pecatonica School District	03-2023-0065-I-16	Beginning Microsoft Excel	Mary Johannesen	12	\$ 1,908.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Beginning Microsoft Word	Mary Johannesen	12	\$ 1,908.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Intermediate Word	Mary Johannesen	12	\$ 1,908.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Intermediate Excel	Mary Johannesen	12	\$ 1,908.72	Yes		X
Pecatonica School District	03-2023-0065-I-16	Welding for Maintenance	Mary Johannesen	10	\$ 3,511.20	Yes		X
Pecatonica School District	03-2023-0065-I-16	Accounting I Part 1	Mary Johannesen	6	\$ 1,881.72	Yes		X



<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Platteville School District	03-2023-0066-I-16	Accounting I	Mary Johannesen	5	\$ 3,113.70	Yes		X	
Platteville School District	03-2023-0066-I-16	Computer Applications	Mary Johannesen	32	\$ 5,089.92	Yes		X	
Platteville School District	03-2023-0066-I-16	Marketing Principles	Mary Johannesen	18	\$ 8,427.24	Yes		X	
Platteville School District	03-2023-0066-I-16	Business Law I	Mary Johannesen	3	\$ 1,404.54	Yes		X	
Potosi School District	03-2023-0067-I-16	Accounting I	Mary Johannesen	4	\$ 2,490.96	Yes		X	
Potosi School District	03-2023-0067-I-16	Animal Science	Mary Johannesen	11	\$ 5,215.98	Yes		X	
Potosi School District	03-2023-0067-I-16	Plant Science	Mary Johannesen	11	\$ 5,215.98	Yes		X	
Potosi School District	03-2023-0067-I-16	Personal Finance	Mary Johannesen	15	\$ 2,385.90	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Accounting I	Mary Johannesen	8	\$ 4,981.92	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Computer Applications	Mary Johannesen	12	\$ 1,908.72	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Marketing Principles	Mary Johannesen	13	\$ 6,086.34	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Animal Science	Mary Johannesen	54	\$ 25,065.72	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Introduction to Psychology	Mary Johannesen	60	\$ 28,090.80	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Oral/Interpersonal Communication	Mary Johannesen	52	\$ 24,345.36	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Speech	Mary Johannesen	41	\$ 19,195.38	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Written Communication	Mary Johannesen	46	\$ 21,536.28	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Plant Science	Mary Johannesen	37	\$ 17,544.66	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Introduction to Business	Mary Johannesen	17	\$ 7,959.06	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	College Mathematics	Mary Johannesen	37	\$ 17,322.66	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Personal Finance	Mary Johannesen	56	\$ 8,907.36	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Beginning Microsoft Excel	Mary Johannesen	18	\$ 2,863.08	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Beginning Microsoft Access	Mary Johannesen	7	\$ 1,113.42	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	College Tech Math 1A	Mary Johannesen	55	\$ 25,749.90	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	College Tech Math 1B	Mary Johannesen	24	\$ 7,526.88	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Introductory Statistics	Mary Johannesen	18	\$ 8,427.24	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	College Physics I	Mary Johannesen	13	\$ 6,164.34	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Intro to Sociology	Mary Johannesen	30	\$ 14,045.40	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Beginning Microsoft Word	Mary Johannesen	7	\$ 1,113.42	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Intro to American Government	Mary Johannesen	35	\$ 16,386.30	Yes		X	
Prairie du Chien School District	03-2023-0068-I-16	Medical Terminology	Mary Johannesen	17	\$ 7,959.06	Yes		X	
Richland Center School District	03-2023-0069-I-16	Accounting I	Mary Johannesen	6	\$ 3,736.44	Yes		X	
Richland Center School District	03-2023-0069-I-16	Marketing Principles	Mary Johannesen	12	\$ 5,618.16	Yes		X	
Richland Center School District	03-2023-0069-I-16	Business Law I	Mary Johannesen	5	\$ 2,340.90	Yes		X	
River Ridge School District	03-2023-0070-I-16	Accounting I	Mary Johannesen	13	\$ 8,095.62	Yes		X	
River Ridge School District	03-2023-0070-I-16	Computer Applications	Mary Johannesen	17	\$ 2,704.02	Yes		X	
River Ridge School District	03-2023-0070-I-16	Animal Science	Mary Johannesen	5	\$ 2,370.90	Yes		X	
River Ridge School District	03-2023-0070-I-16	Oral/Interpersonal Communication	Mary Johannesen	31	\$ 14,513.58	Yes		X	
River Ridge School District	03-2023-0070-I-16	Written Communication	Mary Johannesen	33	\$ 15,449.94	Yes		X	
River Ridge School District	03-2023-0070-I-16	Introduction to Business	Mary Johannesen	23	\$ 10,768.14	Yes		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
River Ridge School District	03-2023-0070-I-16	Personal Finance	Mary Johannesen	33	\$ 5,248.98	Yes		X	
River Valley School District	03-2023-0071-I-16	Animal Science	Mary Johannesen	1	\$ 474.18	Yes		X	
River Valley School District	03-2023-0071-I-16	Introduction to Soils	Mary Johannesen	2	\$ 948.36	Yes		X	
River Valley School District	03-2023-0071-I-16	Speech	Mary Johannesen	19	\$ 8,895.42	Yes		X	
Riverdale School District	03-2023-0072-I-16	Accounting I	Mary Johannesen	3	\$ 1,868.22	Yes		X	
Riverdale School District	03-2023-0072-I-16	Animal Science	Mary Johannesen	3	\$ 142.54	Yes		X	
Riverdale School District	03-2023-0072-I-16	Written Communication	Mary Johannesen	13	\$ 6,086.34	Yes		X	
Riverdale School District	03-2023-0072-I-16	Plant Science	Mary Johannesen	12	\$ 5,690.16	Yes		X	
Riverdale School District	03-2023-0072-I-16	College Mathematics	Mary Johannesen	20	\$ 9,363.60	Yes		X	
Seneca School District	03-2023-0073-I-16	Accounting I	Mary Johannesen	1	\$ 622.74	Yes		X	
Southwestern School District	03-2023-0074-I-16	Accounting I	Mary Johannesen	4	\$ 2,490.96	Yes		X	
Southwestern School District	03-2023-0074-I-16	Introduction to Soils	Mary Johannesen	4	\$ 1,896.72	Yes		X	
Southwestern School District	03-2023-0074-I-16	Plant Science	Mary Johannesen	1	\$ 474.18	Yes		X	
Southwestern School District	03-2023-0074-I-16	Personal Finance	Mary Johannesen	13	\$ 2,067.78	Yes		X	
Weston School District	03-2023-0076-I-16	Accounting I Part 1	Mary Johannesen	4	\$ 1,254.48	Yes		X	
Weston School District	03-2023-0076-I-16	Marketing Principles	Mary Johannesen	3	\$ 1,404.54	Yes		X	
Weston School District	03-2023-0076-I-16	Introduction to Soils	Mary Johannesen	1	\$ 474.18	Yes		X	
Weston School District	03-2023-0076-I-16	Consumer Equipment Maintenance and Repair	Mary Johannesen	1	\$ 516.18	Yes		X	
Weston School District	03-2023-0076-I-16	Introduction to Business	Mary Johannesen	9	\$ 4,213.62	Yes		X	
Weston School District	03-2023-0076-I-16	Personal Finance	Mary Johannesen	9	\$ 1,431.54	Yes		X	
Weston School District	03-2023-0076-I-16	Related Welding	Mary Johannesen	2	\$ 842.24	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Applied Math	Kim Maier	3	\$ 940.86	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Workplace Communication	Kim Maier	6	\$ 1,881.72	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Beginning Keyboarding Software	Kim Maier	3	\$ 478.80	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Windows 7	Kim Maier	4	\$ 636.24	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Beginning Microsoft Word	Kim Maier	3	\$ 477.18	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Beginning Microsoft Excel	Kim Maier	3	\$ 477.18	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Beginning Microsoft Access	Kim Maier	2	\$ 318.12	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Intermediate Microsoft Word	Kim Maier	2	\$ 318.12	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Intermediate Microsoft Excel	Kim Maier	2	\$ 318.12	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Fundamentals of Building Trades Safety	Derek Dachelet	4	\$ 2,808.96	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Basic Carpentry	Derek Dachelet	4	\$ 2,106.72	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Blueprint Reading for Construction	Derek Dachelet	4	\$ 1,404.48	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Basic Plumbing	Derek Dachelet	2	\$ 1,053.36	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Basic Electrical	Derek Dachelet	2	\$ 1,053.36	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Bricklaying/Masonry I	Derek Dachelet	2	\$ 1,580.60	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Bricklaying/Masonry II	Derek Dachelet	2	\$ 1,580.60	Yes		X	



<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Bricklaying/Masonry III	Derek Dachelet	2	\$ 1,580.60	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Bricklaying/Masonry IV	Derek Dachelet	2	\$ 1,580.60	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Construction Safety and Health	Derek Dachelet	2	\$ 318.12	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Sketching and Print Reading	Derek Dachelet	2	\$ 632.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Estimating	Derek Dachelet	2	\$ 632.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Sum 22/23) Related Welding	Derek Dachelet	2	\$ 421.12	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Applied Mathematics	Kim Maier	5	\$ 1,568.10	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Workplace Communication	Kim Maier	7	\$ 2,195.34	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Beginning Microsoft Word	Kim Maier	2	\$ 318.12	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Beginning Microsoft Excel	Kim Maier	2	\$ 318.12	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Beginning Microsoft Access	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Intermediate Microsoft Word	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Intermediate Microsoft Excel	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Intermediate Microsoft Access	Kim Maier	4	\$ 636.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Microsoft Power Point	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Introduction to Microsoft Publisher	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Beginning Keyboarding Software	Kim Maier	3	\$ 477.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Windows 7	Kim Maier	4	\$ 636.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Fundamentals of Building Trades Safety	Derek Dachelet	5	\$ 3,511.20	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Basic Carpentry	Derek Dachelet	5	\$ 2,633.40	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Basic Electrical	Derek Dachelet	3	\$ 1,580.04	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Blueprint Reading for Construction	Derek Dachelet	5	\$ 1,755.60	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Basic Plumbing	Derek Dachelet	3	\$ 1,580.04	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Bricklaying/Masonry I	Derek Dachelet	10	\$ 7,903.00	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Bricklaying/Masonry II	Derek Dachelet	10	\$ 7,903.00	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Bricklaying/Masonry III	Derek Dachelet	6	\$ 4,741.80	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Bricklaying/Masonry IV	Derek Dachelet	6	\$ 4,741.80	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Construction Safety and Health	Derek Dachelet	10	\$ 1,590.60	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Sketching and Print Reading	Derek Dachelet	6	\$ 1,896.72	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Estimating	Derek Dachelet	6	\$ 1,896.72	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Fall 22/23) Related Welding	Derek Dachelet	6	\$ 1,263.36	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Salon Services I - Fundamentals	Cynde Larsen	4	\$ 2,064.72	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Salon Services II - Basic Concepts	Cynde Larsen	1	\$ 688.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Salon Services III - Skill Building	Cynde Larsen	3	\$ 2,064.72	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Salon Services IV - Intermediate Skill	Cynde Larsen	2	\$ 1,376.48	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Chemical Restructuring	Cynde Larsen	6	\$ 2,064.72	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Nail Technology	Cynde Larsen	1	\$ 516.18	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Basic Facials	Cynde Larsen	1	\$ 688.24	Yes		X
WI Dept of Corrections	03-2023-0082-I-32	Boscobel: (Fall 22/23) Salon/Spa Science	Cynde Larsen	3	\$ 940.86	Yes		X
WI Dept of Corrections Southwest Wisconsin Technical College	03-2023-0082-I-32	PDC: (Spr 22/23) Fundamentals of Building Trades Safety	Derek Dachelet	10	\$ 7,022.40	Yes		X

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Basic Carpentry	Derek Dachelet	10	\$ 5,266.80	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Basic Electrical	Derek Dachelet	5	\$ 2,633.40	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Blueprint Reading for Construction	Derek Dachelet	10	\$ 3,511.20	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Basic Plumbing	Derek Dachelet	5	\$ 2,633.40	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Bricklaying/Masonry I	Derek Dachelet	5	\$ 3,951.50	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Bricklaying/Masonry II	Derek Dachelet	5	\$ 3,951.50	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Bricklaying/Masonry III	Derek Dachelet	4	\$ 3,161.20	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Bricklaying/Masonry IV	Derek Dachelet	4	\$ 3,161.20	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Sketching and Print Reading	Derek Dachelet	4	\$ 1,264.48	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Estimating	Derek Dachelet	4	\$ 1,264.48	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Construction Safety and Health	Derek Dachelet	5	\$ 795.30	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Workplace Communication	Kim Maier	7	\$ 2,195.34	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Applied Math	Kim Maier	5	\$ 1,568.10	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Related Welding	Derek Dachelet	4	\$ 842.24	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Microsoft Powerpoint	Kim Maier	3	\$ 477.18	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Beginning Microsoft Word	Kim Maier	7	\$ 1,113.42	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Beginning Microsoft Excel	Kim Maier	7	\$ 1,113.42	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Beginning Microsoft Access	Kim Maier	6	\$ 954.36	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Intermediate Microsoft Word	Kim Maier	5	\$ 795.30	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Intermediate Microsoft Excel	Kim Maier	2	\$ 318.12	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Intermediate Microsoft Access	Kim Maier	1	\$ 159.06	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Introduction to Microsoft Publisher	Kim Maier	3	\$ 477.18	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Beginning Keyboarding Software	Kim Maier	6	\$ 954.36	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	PDC: (Spr 22/23) Windows 7	Kim Maier	7	\$ 1,113.42	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Basic Hair Design	Cynde Larsen	3	\$ 2,418.90	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Haircoloring and Techniques	Cynde Larsen	5	\$ 2,580.90	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon/Spa Management	Cynde Larsen	5	\$ 1,568.10	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon Services II - Basic Concepts	Cynde Larsen	3	\$ 2,064.72	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon Services III - Skill Building	Cynde Larsen	2	\$ 1,376.48	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon Services IV - Intermediate Skill	Cynde Larsen	1	\$ 688.24	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon Services V - Proficiency Building	Cynde Larsen	3	\$ 2,580.90	Yes		X	
WI Dept of Corrections	03-2023-0082-I-32	Boscobel (Spr 22/23) Salon Services VI - Advanced Techniques	Cynde Larsen	3	\$ 2,580.90	Yes		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - May	Caleb White		\$ 500.00	No		X	
Crawford County Sheriff's Dept.	03-2023-0098-I-21	Adult Basic Education	Julie Pluemer		\$ 1,519.80	No		X	
Grant County Sheriff's Dept	03-2023-0099-I-21	Adult Basic Education	Julie Pluemer		\$ 5,834.54	No		X	
Iowa County Sheriff's Dept	03-2023-0100-I-21	Adult Basic Education	Julie Pluemer		\$ 2,503.70	No		X	
Richland County Sheriff's Dept Southwest Wisconsin Technical College	03-2023-0101-I-21	Adult Basic Education	Julie Pluemer		\$ 987.62	No		X	



<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
			TOTAL of all Contracts	4,210	\$ 1,440,259.48				
			Exchange of Services	2,855	\$ 1,051,383.82				
			For Pay Service	1,355	\$ 388,875.66				

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

The Personnel Report includes two resignations. The report follows:



#### **PERSONNEL REPORT**

**June 26, 2023**

##### **EMPLOYMENT: NEW HIRE**

None	
------	--

##### **PROMOTIONS/TRANSFER**

##### **NEW POSITION**

None	
------	--

##### **RETIREMENTS / RESIGNATIONS**

Gary Christianson (Last Day 6/30/2023)	Accounting Instructor
Mike Steffel (Last Day 6/7/2023)	User Experience/Web Designer

**Recommendation:** *Approve the June 21, 2023, Consent Agenda as presented.*

### **Other Items Requiring Board Action**

#### ***A. Election of 2023-24 Officers***

Election of District Board officers for the 2023-24 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.*

***B. Signatory Authority Policy for 2023-24***

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 2023-24 follows.

**Recommendation** – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2023-24 with the authority to sign official or legally binding documents.*

## GENERAL INSTITUTIONAL

### 2023-24 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 2023-24 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"><li>• Board resolutions</li><li>• Financial borrowing documents</li><li>• Property purchase agreements</li><li>• President's contract</li></ul> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"><li>• Vice-President for Administrative Services – annual Budget Book</li><li>• Chief Student Services Officer – Diplomas</li><li>• Executive Assistant – As approved by the Board Chairperson</li></ul>
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"><li>• Executive Assistant – As Approved by the Board Vice-Chairperson</li></ul>
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"> <li>• Board minutes</li> <li>• Board resolutions</li> <li>• Financial borrowing documents</li> <li>• Property purchase agreements</li> <li>• Annual levy statements (Governance Policy 1.9-6)</li> <li>• President's contract</li> </ul> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> <li>• Vice-President for Administrative Services – Required Public Notices</li> <li>• Executive Assistant – Required Public Notices and As Approved by the Board Secretary</li> </ul>
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"> <li>• Financial borrowing documents</li> </ul> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> <li>• Vice-President for Administrative Services – Financial Transactions</li> <li>• Executive Assistant – As Approved by the Board Treasurer</li> </ul>
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"> <li>• Employment contracts</li> <li>• Non-employment contracts</li> </ul>

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

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, 7/11/22



***C. Designation of College Legal Counsel for 2023-24***

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

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

*Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law* – Jon Anderson of Husch Blackwell, LLP, Madison, WI

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

The letters are available below.

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

June 1, 2023

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 2023-2024.

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 \$230.00. Our firm reviews hourly

rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year. I anticipate my rate to increase as of January 1, 2024.

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

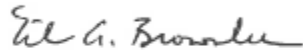
The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. 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.

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**  
Office Managing Partner

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

June 20, 2023

**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 \$325 to \$1,065. The firm also employs paralegals and their rates range from \$185 to \$425. Other professionals employed in certain specialty areas have rates that range from \$215 to \$585. 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.

# HUSCH BLACKWELL

June 20, 2023  
Page 4

**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



Jon E. Anderson

JA/co

## HUSCH BLACKWELL

June 20, 2023

Page 5

AGREED:

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

By: \_\_\_\_\_  
Dr. Jason Wood

Title: \_\_\_\_\_

Dated: \_\_\_\_\_





411 East Wisconsin Avenue  
Suite 2400  
Milwaukee, Wisconsin 53202-4428  
414.277.5000  
Fax 414.271.3552  
www.quarles.com

Attorneys at Law in  
Chicago  
Denver  
Indianapolis  
Madison  
Milwaukee  
Minneapolis  
Naples  
Phoenix  
San Diego  
Tampa  
Tucson  
Washington, D.C.

May 25, 2023

**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") 2023-2024 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.

QBWF1897111

Quarles & Brady LLP

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.

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.

QB\81189711.1

#### Diversity of Practice: Consent to Unrelated Engagements

Because of the diversity of practice of our firm, the firm may be asked to represent other clients in matters adverse to the District, for example, in zoning, licensing, land division, real estate, property tax or other matters which are unrelated to our bond counsel work. Ethical requirements require that we obtain the District's consent to such representations. We do not represent you in legal matters regularly, although we may be called upon for special representation occasionally, and our bond counsel work does not usually provide us information that will be disadvantageous to you in other representations. We do not believe that such representations of others would adversely affect our relationship with you, and we have found that local governments generally are agreeable to the type of unrelated representation described above. Your approval of this letter will serve to confirm that the District consents and agrees to our representation of other present or future clients in matters adverse to the District which are not substantially related to the borrowing and finance area or any other area in which we have agreed to serve it. We agree, however, that your prospective consent to conflicting representation contained in this paragraph shall not apply in any instance where, as a result of our representation of the District, we have obtained proprietary or other confidential information, that, if known to the other client, could be used by that client to your material disadvantage. We will not disclose to the other client(s) any confidential information received during the course of our representation of the District. 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.

#### 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 \$14,000. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is our understanding that our fee will be paid out of proceeds of the Securities at Closing.

QB811897(1.1)



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  
May 25, 2023  
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.

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:crw

cc: Caleb White (via email)  
Kelly Kelly (via email)  
Lori Needham (via email)  
Taryn Alvin (via email)

Accepted and Approved:

SOUTHWEST WISCONSIN TECHNICAL  
COLLEGE DISTRICT

By: \_\_\_\_\_

Its: \_\_\_\_\_  
Title

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

Q88118971.1

***D. Three-Year Facilities Plan***

The electronic Board information includes the Three-Year Facilities Plan 2023-2026. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. The report follows.

**Recommendation** – *Approve the Three-Year Facilities Plan 2023-2026.*



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

**To: Dan Scanlon  
From: Jason S. Wood  
July 10, 2023**

## Section 1 – Executive Summary

In the 2022/2023 fiscal year Southwest Tech completed the Lenz Center, Cafeteria Conference remodels in building 300/400. Building 100 elevator was upgraded and the building 500 lighting was converted to LED.

We are in the process of relighting the Ag/Auto Center, reroofing the Health Science and Ag/Auto roofs, and updating the existing lock system.

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

2023-2024 - \$3,060,000

2024-2025 - \$2,160,000

2025-2026 - \$2,225,000

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

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

## Section 2 – Existing Facilities

### Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$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	<u>Lease Expiration</u>
373 W. 6 <sup>th</sup> 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	June 30, 2024
627 Main St Darlington, WI	840 square feet	June 30, 2024
General Capital Platteville, WI 53818	2,500 square feet	June 30, 2034

## Section 3 – Three-Year Project Summary

### 2023-2024 Total - \$3,070,000

#### Remodeling- \$1,570,000

- |   |             |
|---|-------------|
| 1. Public Safety complex upgrades and Pavilion Wrap | \$50,000    |
| 2. Upgrade existing clock system                    | \$20,000    |
| 3. Ag/Auto Center Roof Replacement                  | \$1,500,000 |

#### Capital Improvements - \$1,500,000

- |  |             |
|--|-------------|
| 1. Solar panel and battery storage 1700 Ag/Auto Center | \$1,500,000 |
|--|-------------|

### 2024-2025 Total - \$1,760,000

#### Remodeling- \$260,000

- |  |                  |
|--|------------------|
| 1. Repair building 1600 Caulking             | \$ 40,000        |
| 2. Parking lot lighting upgrades and sealing | \$ 100,000       |
| 3. Install building 1700 charging stations   | <u>\$ 20,000</u> |
| 4. Building 100 electrical system upgrade    | \$100,000        |

#### Capital Improvements - \$1,500,000

- |   |             |
|---|-------------|
| 1. Property Acquisition (feasibility and programmatic planning <u>pending</u> ) | \$1,500,000 |
|---|-------------|



**2025-2026                      Total - \$2,225,000**

**Remodeling- \$2,225,000**

1. Building 1600 flooring replacement	\$125,000
2. Building 500 roof replacement	\$500,000
3. Building 500 Restroom Upgrade	\$100,000
4. Upgrade Building Automation system	\$750,000
5. Building 100 remodel	\$750,000

**Capital Improvements - \$0**

***E. Ten-Year Facilities Plan***

The Ten-Year Facilities Master Plan is included below with the electronic Board material.

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

Capital Spending	2022-23		2023-24		2024-25		2025-26		2026-27	
Instruction (program equipment)	907,000		1,222,000		1,000,000		600,000		600,000	
Instruct. Resources (library/media equipment)	200,000		75,000		75,000		75,000		75,000	
General Institutional (IT equipment)	1,869,000		1,004,000		850,000		850,000		900,000	
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)	495,000		381,000		200,000		200,000		200,000	
Required Maintenance Items	Upgrade lock system	650,000	Upgrade existing clock system	25,000	Caulk building 1600	40,000	Building 500 roof Replacement	525,000	Building 500 electrical service upgrade	100,000
	Building 200 Science Labs	15,000	PSC upgrades	50,000	Building 100 Electrical Service upgrade	100,000	Building 1600 flooring	125,000	Replace batteries in UPS system	65,000
	Building 1600 Roof	625,000	Building 1700 Roof Sustainability	1,500,000	Parking Lot upgrade	100,000			Building 300 Electrical upgrade	100,000
					1700 charging stations	20,000			Building 500 sprinkler	250,000
									Building 200 electrical service upgrade	100,000
New Construction										
					Land Acquisition of Land	1,500,000			Health Science Building Addition/Sustainability Project	1,500,000
Remodeling										
	Ag/Auto Lighting project	200,000	Solar panel & Storage project building 1700 (tax credit and grant included)	400,000			100 classroom, restroom, office space	750,000	Building 300 Clearstory Windows	100,000
							Building Automation System Upgrade	750,000		
							Building 500 Restroom upgrades	100,000		
		4,961,000		4,657,000		3,885,000		3,975,000		3,990,000

Capital Spending			2027-28		2028-29		2029-30		2030-31		2031-32		2032-33	
Instruction (program equipment)														
600,000			600,000		700,000		700,000		700,000		700,000		700,000	
Instruct. Resources (library/media equipment)														
75,000			75,000		75,000		100,000		100,000		100,000		100,000	
General Institutional (IT equipment)														
900,000			900,000		900,000		1,000,000		1,000,000		1,000,000		1,000,000	
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)														
200,000			200,000		250,000		300,000		300,000		300,000		300,000	
Required Maintenance Items														
	200/300 elevator upgrade	100,000	Building 300 roof replacement	650,000	Interior Campus Signage Project	500,000	Parking Lot replacements	200,000	Alternative Energy Project	1,000,000	HVAC Equipment	500,000		
	Dining Servery	250,000			HVAC Equipment	1,000,000								
	Burn Building - repair padgenite	50,000			Farmette improvements	150,000								
	Building 600 sprinkler instalation and Fire alarm update	250,000												
	Building 600 Roof replacement	575,000												
New Construction														
			Sustainability HVAC upgrades / Geothermal	1,500,000			Sustainability HVAC upgrades	1,500,000			Large Solar Array	5,000,000		
Remodeling														
	Remodel 2200 Storage/scenarios/s howers	250,000	Childcare renovation	500,000	Alternative Energy Project	200,000	Knox Learning Center renovation	250,000	Building 100 Roof replacement	400,000				
	Building 200 remodel	750,000			Building 2000 upgrades	550,000	Building 500 Renovation	600,000	Alternative Energy Project	1,500,000				
		4,000,000		4,425,000		4,325,000		4,650,000		5,000,000		7,600,000		

4.2

4.4

4.4

4.5

7

## ***F. Building 1700 Roof Contract Approval***

Bids were sought to reroof the Agriculture/Automotive Building (Building 1700). A required pre-bid meeting was held on June 1, 2023, and the public opening of bids was held on June 15, 2023. Three vendors responded to the bid request from a list of sixteen solicited vendors. The summary follows.

***Recommendation:*** Award a contract for the base bid and alternate (new mineral surfaced system) for the Building 1700 Roof Project for \$1,470,212 to Jackson & Associates LLC of White Bear Lake, MN.

### **Bid # 2324-1 Building 1700 Roof Project**

Bid Opening June 15, 2023 @ 1:00 p.m. CST in Room 440

The college recently solicited bids to reroof the Agriculture/Automotive Building (Building 1700). The project entails removing the existing roofing system and installing a new flood & gravel surface perimeter roof system with add alternate of mineral surface solar field to be completed this summer/fall 2023.

A required pre-bid meeting was held at Southwest Tech on June 1, 2023 @ 1:00pa.m. CST in Room 430. The public opening of bids was held on June 15, 2023 @ 1:00 CST in Room 440. Three vendors responded to the bid request from a list of sixteen solicited vendors. A summary of the bid from the responsive bidders is included below.

Organization	Base Bid	Alternate - New Mineral Surfaced System	Final Total Bid	Bid Security (Y/N)
Jackson & Associates LLC White Bear Lake, MN	1,324,740	145,472	1,470,212	Y
Pioneer Roofing Johnson Creek, WI	1,653,457	275,407	1,928,864	Y
Geise Roofing Company Dubuque, IA	1,754,351	315,675	2,070,026	Y

Alternate – New Mineral Surfaced System is advantageous for the college as it would more easily and cost effectively allow for a rooftop solar array as planned in the college’s integrated energy and long-term facilities master plans.

**Recommendation:** Award a contract for base bid and alternate for the Building 1700 Roof Project in the amount of \$1,470,212 to Jackson & Associates LLC of White Bear Lake, MN.

Jackson & Associates has done numerous roof projects throughout Minnesota and Wisconsin and has been referenced checked by the college.

## ***G. Professional & Temporary Staffing Approval***

Proposals were requested from qualified vendors who can provide direct-hire professionals and staffing. Proposals were received from eight vendors, of which five provided all the required documentation. An evaluation team reviewed and rated the proposals. The summary follows.

***Recommendation:*** Award the RFP for professional & temporary staffing to the following vendors as the top five scoring firms (under the proposed standard hourly rates and fee schedules for each firm for a five-year term) and allow the College to maintain the ability to select the best fit for a given job opening from the bench of top-five scoring firms. The firms are TSCTI of Madison, WI; Infojini of Columbia, MD; Kelly Services of Troy, MI; Compunnel, Inc. of Plainsboro, NJ; and Express Employment Professionals of Platteville, WI.

### **Professional & Temporary Staffing Proposal RFP #2024-02**

The public opening of the request for proposals (RFP) for Professional & Temporary Staffing for the College was held on Monday, June 5, [2023](#) at 1:30 p.m. CST.

#### **Purpose**

Southwest Tech requested proposals from qualified vendors who can provide direct hire professionals and provide temporary staffing for workforce solutions at Southwest Wisconsin Technical College District, Fennimore WI.

#### **Scope, Summary**

The scope of this RFP is to recruit both professional and temporary staff on an as needed basis.

- a. To recruit high level salaried professional staffing needs for specialty positions with the experience required for the job.
- b. To recruit hourly industrial positions that are needed on a case-by-case basis as temporary employees.

Proposals were received from eight vendors of which five provided all the required documentation. An evaluation team consisting of Connie Haberkorn, Annetta Smith, Caleb White, Heather Fifrick, Adam Phillips, and [Bri Gavinski](#) reviewed and rated the proposals. Team scoring was based on the following criteria:

#### **Evaluation Criteria**

Submitted proposals were reviewed and evaluated in accordance with the evaluation criteria established below:

1. 40% - Cost, reasonableness of proposed fee schedule in relation to scope of services provided
2. 25% - Experience/qualifications
3. 20% - Interview/Staffing Service quality assurance/timeliness/ability to hire
4. 10% - Orientation/Training/Discipline Process
5. [5%](#) - References

The evaluation team's average composite score ranking from high to low is as follows:

Ranking	Vendor	Location	SWTC Final Score
1	<b>TSCTI</b> -Direct Hire Fee is 12%	Madison, WI	95
2	<b>Infojini</b> -Partner with diverse initiatives, have a <a href="#">90 day</a> guarantee	Columbia, MD	94
3	<b>Kelly Services</b> - Only service that hires adjunct instructors	Troy, MI	89
4	<b>Compunnel, Inc.</b> - Specialize in IT	Plainsboro, NJ	86
5	<b>Express Employment Professionals</b> - Provide local talent	Platteville, WI	81

**Recommendation:** Award the RFP for professional & temporary staffing proposal to the above-listed vendors as the top five scoring firms under the proposed standard hourly rates and fee schedules for each firm for a [five year](#) term. The college would maintain the ability to select the best fit for a given job opening from the bench of top five scoring firms.]



## ***H. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs***

(This item was on the June 21, 2023, Board meeting agenda without any action taken.) The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Northeast Iowa Community College (NICC) has been amended with a current list of included programs.

The agreement and the amended list of programs follows.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Northeast Iowa Community College as presented.*

### **A JOINT EDUCATION AMENDED AGREEMENT BETWEEN NORTHEAST IOWA COMMUNITY COLLEGE AND SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2012, by and between the Board of Trustees of Northeast Iowa Community College, hereinafter referred to as NICC, and Southwest Wisconsin Technical College District Board, hereinafter referred to as Southwest Tech. The purpose of this Agreement is to provide additional educational program opportunities to the students that live in each district. Programs included under this Agreement are listed in Appendix A. Amendments and/or revisions to List of Included Programs (Appendix A) may be made per Section 4. Amendment to Agreement.

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, NICC is empowered by virtue of Section 28E.9, 28E.10, 28E.8, and 26OC.14, Code of Iowa, to enter into a reciprocal tuition agreement.

#### **§28E.9 Status of interstate agreement.**

If an agreement entered into pursuant to this chapter is between or among one or more public agencies of this state and one or more public agencies of another state or of the United States said agreement shall have the status of an interstate compact. Such agreements shall, before entry into force, be approved by the attorney general who shall determine whether the agreement is in proper form and compatible with the laws of this state...

#### **§28E.10 Approval of statutory officer.**

If an agreement made pursuant to this chapter shall deal in whole or in part with the provision of services or facilities with regard to which an officer or agency of the state has constitutional or statutory powers of control, the agreement shall, as a condition precedent to its entry into force, be submitted to the state officer or agency having such power of control and shall be approved or disapproved as to all matters within the state officer's or agency's jurisdiction.

#### **§28E.8 Filing with secretary of state.**

1. *a.* Before entry into force, an agreement made pursuant to this chapter shall be filed, in an electronic format, with the secretary of state in a manner specified by the secretary of state.

*b.* Any amendment, modification, or notice of termination of an agreement made pursuant to this chapter shall be filed, in an electronic format, with the secretary of state within thirty days of the effective date of the amendment, modification, or termination, in a manner specified by the secretary of state...

WHEREAS, Southwest Tech is empowered by virtue of Section 512-39.42 of the State of Wisconsin Revised Statutes which has been amended to:

**39.42 Interstate agreements.** The board, with the approval of the joint committee on finance, or the governing boards of any publicly supported institution of post-high school education, with the approval of the board and the joint committee on finance, may enter



into agreements or understandings which include remission of nonresident tuition for designated categories of students at state institutions of higher education with appropriate state agencies and institutions of higher education in other states to facilitate use of public higher education institutions of this state and other states. Such agreements and understandings shall have as their purpose the mutual improvement of educational advantages for residents of this state and such other states or institutions of other states with which agreements are made.

WHEREAS, the parties hereto believe this Agreement should be one means of implementing a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Iowa and Wisconsin.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purpose of the Agreement, the district sending the students to another district will be referred to as the "sending district," and the institution receiving students from another district will be referred to as the "degree granting institution."

2. TERMS OF AGREEMENT

Any educational program offered by Northeast Iowa Community College shall be a program approved by the Iowa State Board of Education and any program offered by Southwest Wisconsin Technical College shall be a program approved by the Wisconsin Technical College System Board.

The presidents of the participating colleges or their designees will be responsible for the administration of this agreement. The parties to this agreement do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

3. DURATION AND TERMINATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force until either party issues a letter of intent to cancel the Agreement. This Agreement may be terminated at the request of either party provided such notice is given in writing eleven (11) months prior to the affected semester. In the event of termination, students who have entered a program will be allowed a

maximum of five years from the date of termination to complete the program under the terms of this Agreement.

#### 4. AMENDMENT TO AGREEMENT

Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of all parties. The procedures for approval of such amendments and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement with the exception of amendments and/or revisions to Appendix A. List of Included Programs. Appendix A may be amended and/or revised at any time by mutual consent of the presidents of NICC and Southwest Tech.

#### 5. CLASS SCHEDULES

Institutional class schedules shall be available for student planning.

#### 6. APPLICATION

Students will be accepted on a first-come, first-served basis, regardless of residency.

#### 7. REGISTRATION

Students registering at the "degree granting institution" shall be treated as members of that district for the terms of their enrollments. The "degree granting institution" shall retain the rights to deny registration if the requested courses are not considered to be appropriate to this Agreement.

This contractual rate shall be based upon the institution's in-district, in-state charge.

#### 8. ADDITIONAL EDUCATION SERVICES

The "degree granting institution" shall provide support services for students from the "sending district," similar to those provided for any other student at its campus.

#### 9. AWARDING OF DEGREES

Students who complete their program requirement may participate in commencement exercises at the "degree granting institution."

#### 10. MINIMUM OF INSTRUCTIONAL DAYS

The parties understand and agree that the minimum amount of instructional time required by the "degree granting institution" will meet the credit requirements for course completion.

#### 11. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "degree granting institution" shall be considered the home district for the student. Students from the "sending district" may be eligible at the "degree granting institution" for any of the extracurricular activities, scholarships, or other recognition of excellence in the program for which they are enrolled at the "degree granting institution."

The person responsible for financial aid at each institution shall work closely with each other to insure accuracy of records and the greatest support possible to students.

#### 12. RECORDS

The "degree granting institution" shall maintain appropriate full-time equivalency (FTE), head count, program, and course enrollment records for students from the "sending district" in accordance with standard procedures while that student is in attendance and will provide copies of said records to the "sending district" and interested state agencies upon request, so long as established procedures are followed.

#### 13. PUBLICITY

This Agreement shall be duly publicized in the participating districts' catalogs and other informative brochures consistent with institutional policy or other similar publicity.

#### 14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

A student shall be subject to all normal operating rules and conditions of the campus he/she is on at any given time.

#### 15. REIMBURSEMENT

The "degree granting institution" shall ascertain whether it is eligible to file any claims for federal reimbursement for any student enrolled in its classes.

#### 16. STATE AND OTHER FUNDING

Private or foundation grants which further the educational goals of and generally benefit all students attending the "degree granting institution," whether or not they are "sending district" students, may be applied for either separately or jointly. In no event shall the ability of either or both parties to obtain federal or state educational funds be jeopardized.

#### 17. FINANCIAL AID

The "degree granting institution" shall provide all financial aid that the student is eligible.

18. VETERAN REPORTING REQUIREMENTS

The "degree granting" district shall meet the reporting requirements of the Veterans Administration.

19. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "sending" and "degree granting" districts.

20. EFFECTIVE DATE

This Agreement shall be effective upon approval of the appropriate boards and agencies.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate as of the date and year first above written.

BOARD OF TRUSTEES OF  
NORTHEAST IOWA COMMUNITY COLLEGE

Ken G Reimer  
PRESIDENT OF THE BOARD

[Signature]  
COLLEGE PRESIDENT

Janet Bullerman  
ATTEST: SECRETARY OF THE BOARD

DATE: 6/18/2012

EFFECTIVE DATE: JULY 1, 2012

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD

James Sollerburg  
CHAIRMAN OF THE BOARD

Duane M. Ford  
COLLEGE PRESIDENT

Melissa Fitzsimons  
ATTEST: SECRETARY OF THE BOARD

DATE: 6/18/2012

Daniel Clancy  
DANIEL CLANCY, PRESIDENT  
WISCONSIN TECHNICAL COLLEGE SYSTEM

## Appendix A

---

### List of Included Programs

#### Southwest Tech Programs Available to NICC Residents

Golf Course Management  
Cancer Information Management  
Non-Profit Leadership  
Sustainable Energy Management  
Supply Chain Management

#### NICC Programs Available to Southwest Tech Residents

Diesel Mechanics  
Gas Utility Construction and Service  
Heating and Air Conditioning  
John Deere TECH  
Production and Companion Animal Veterinary Technician  
Radiologic Technology  
Industrial Electrician

APPROVED:

---

Southwest Wisconsin Technical College President

Date

---

Northeast Iowa Community College President

Date



***I. Reciprocity Agreement with Highland Community College:  
Approval of Amended List of Included Programs.***

(This item was on the June 21, 2023, Board meeting agenda without any action taken.) The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Highland Community College (HCC) has been amended with a current list of included programs. The agreement and the amended list of programs follows.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Highland Community College as presented.*

**A JOINT EDUCATION AGREEMENT  
BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

THIS AGREEMENT entered into this 15<sup>th</sup> day of January, 2013, by and between the Board of Trustees of Highland Community College, hereinafter referred to as HCC, and Southwest Wisconsin Technical College District Board, hereinafter referred to as Southwest Tech. The purpose of this Agreement is to provide additional educational program opportunities to the students that live in each district. Programs included under this Agreement are listed in Appendix A. Amendments and/or revisions to List of Included Programs (Appendix A) may be made per Section 4. Amendment to Agreement.

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, HCC is empowered by virtue of Section 1501.307, Administrative Rules of the Illinois Community College Board, to enter into a cooperative agreement.

**Section 1501.307 Cooperative Agreements and Contracts**

Cooperative agreements and contracts with other Illinois educational agencies and those out of state may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources, subject to the following conditions:

a) A new unit of instruction to be offered by a community college solely through a cooperative agreement or contract with another educational agency is subject to approval by the ICCB as indicated in Section 1501.302.

e) Out-of-District Cooperative Agreements for Instruction. A community college district may enter into contractual arrangements with other public or nonpublic institutions of higher education for the delivery of units of instruction upon approval by ICCB. Criteria for approval of out-of-district agreements for instruction shall be:

- 1) accessibility of instruction to students
- 2) labor market need
- 3) comprehensiveness of available programs for students
- 4) cost-effectiveness in providing instructional programs
- 5) impact on regional and statewide programs
- 6) impact on programs at neighboring community college districts

WHEREAS, Southwest Tech is empowered by virtue of Section 512-39.42 of the State of Wisconsin Revised Statutes which has been amended to:

**39.42 Interstate agreements.** The board, with the approval of the joint committee on finance, or the governing boards of any publicly supported institution of post-high school education, with the approval of the board and the joint committee on finance, may enter into agreements or understandings which include remission of nonresident tuition for designated categories of students at state institutions of higher education with appropriate state agencies and institutions of higher education in other states to facilitate use of public higher education institutions of this state and other states. Such agreements and understandings shall have as their purpose the mutual improvement of educational advantages for residents of this state and such other states or institutions of other states with which agreements are made.

WHEREAS, the parties hereto believe this Agreement should be one means of implementing a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Illinois and Wisconsin.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purpose of the Agreement, the district sending the students to another district will be referred to as the "sending district," and the institution receiving students from another district will be referred to as the "degree granting institution."

2. TERMS OF AGREEMENT

Any educational program offered by Highland Community College shall be a program approved by the Illinois Community College Board and any program offered by Southwest Wisconsin Technical College shall be a program approved by the Wisconsin Technical College System Board.

The presidents of the participating colleges or their designees will be responsible for the administration of this agreement. The parties to this

agreement do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

### 3. DURATION AND TERMINATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force until either party issues a letter of intent to cancel the Agreement. This Agreement may be terminated at the request of either party provided such notice is given in writing eleven (11) months prior to the affected semester. In the event of termination, students who have entered a program will be allowed a maximum of five years from the date of termination to complete the program under the terms of this Agreement.

### 4. AMENDMENT TO AGREEMENT

Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of all parties. The procedures for approval of such amendments and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement with the exception of amendments and/or revisions to Appendix A. List of Included Programs. Appendix A may be amended and/or revised at any time by mutual consent of the presidents of HCC and Southwest Tech.

### 5. CLASS SCHEDULES

Institutional class schedules shall be exchanged and kept available for student planning.

### 6. APPLICATION

Students will be accepted on a first-come, first-served basis, regardless of residency with the exception of selective admission programs.

### 7. REGISTRATION

The "degree granting institution" shall send (in writing) an annual report each academic year to the "sending institution" listing the student name, student

contact information, and program including all district residents from the "sending institution" enrolled under this joint agreement.

Students registering at the "degree granting institution" shall be treated as members of that district for the terms of their enrollments. The "degree granting institution" shall retain the rights to deny registration if the requested courses are not considered to be appropriate to this Agreement.

#### 8. ADDITIONAL EDUCATION SERVICES

The "degree granting institution" shall provide support services for students from the "sending district," similar to those provided for any other student at its campus.

Courses, seminars, workshops, and in-service programs related to any educational program bound by this Agreement may be offered within the district confines of either institution by mutual agreement. Said programs may be carried on singly by the "sending" or "degree granting institution" or jointly by both institutions.

#### 9. AWARDING OF DEGREES

Students who complete their program requirement may participate in commencement exercises at the "degree granting institution."

#### 10. MINIMUM OF INSTRUCTIONAL DAYS

The parties understand and agree that the minimum amount of instructional time required by the "degree granting institution" will meet the credit requirements for course completion.

#### 11. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "degree granting institution" shall be considered the home district for the student. Students from the "sending district" may be eligible at the "degree granting institution" for any of the extracurricular activities, scholarships, or other recognition of excellence in the program for which they are enrolled at the "degree granting institution."

The person responsible for financial aid at each institution shall work closely with each other to insure accuracy of records and the greatest support possible to students.

#### 12. RECORDS

The "degree granting institution" shall maintain appropriate full-time equivalency (FTE), head count, program, and course enrollment records for students from the "sending district" in accordance with standard procedures while that student is in attendance and will provide copies of said records to the "sending district" and interested state agencies upon request, so long as established procedures are followed.

#### 13. PUBLICITY

This Agreement shall be duly publicized in the participating districts' catalogs and other informative brochures consistent with institutional policy or other similar publicity.

#### 14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

A student shall be subject to all normal operating rules and conditions of the campus he/she is on at any given time.

#### 15. CONTRACTUAL RATES CHARGED STUDENTS

This contractual rate shall be based upon the institution's in-district, in-state charge.

#### 16. REIMBURSEMENT

The "degree granting institution" shall ascertain whether it is eligible to file any claims for federal reimbursement for any student enrolled in its classes.

#### 17. STATE AND OTHER FUNDING

Private or foundation grants which further the educational goals of and generally benefit all students attending the "degree granting institution," whether or not they are "sending district" students, may be applied for either separately

or jointly. In no event shall the ability of either or both parties to obtain federal or state educational funds be jeopardized.

18. FINANCIAL AID

The "degree granting institution" shall provide all financial aid that the student is eligible.

19. VETERAN REPORTING REQUIREMENTS

The "degree granting" district shall meet the reporting requirements of the Veterans Administration.

20. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "sending" and "degree granting" districts.

21. EFFECTIVE DATE

This Agreement shall be effective upon approval of the appropriate boards and agencies and upon filing with appropriate state governing bodies or on March 1, 2013, whichever is later.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate as of the date and year first above written.

BOARD OF TRUSTEES OF  
HIGHLAND COMMUNITY COLLEGE

Douglas B. Bled  
Vice CHAIR OF THE BOARD

Joel Kanaly  
COLLEGE PRESIDENT

Terri A. Kung  
ATTEST: SECRETARY OF THE BOARD

DATE: January 15, 2013

EFFECTIVE DATE: March 1, 2013

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD

James D. Kollberg  
CHAIR OF THE BOARD

Deane M. Ford  
COLLEGE PRESIDENT

Melanie L. Lavin  
ATTEST: SECRETARY OF THE BOARD

DATE: January 9, 2013

[Signature] 1-29-13  
PRESIDENT  
WISCONSIN TECHNICAL COLLEGE SYSTEM

John Reinemann 15 Feb 13  
JOHN REINEMANN, EXECUTIVE SECRETARY  
STATE OF WISCONSIN HIGHER ED AID BOARD

## Appendix A

---

### List of Included Programs

#### Southwest Tech Programs Available to HCC Residents

Building Trades- Carpentry  
Cancer Information Management  
Data Analytics  
Dental Assistant  
Golf Course Management  
Health Information Technology  
Human Services Associate  
Nonprofit Leadership  
Supply Chain Management

#### HCC Programs Available to Southwest Tech Residents

Associate of Engineering Science  
Equine Science

Effective \_\_\_\_\_, \_\_\_\_\_, this Joint Education Agreement between Highland Community College and Southwest Wisconsin Technical College has been amended to include the above programs.

HIGHLAND COMMUNITY COLLEGE

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

\_\_\_\_\_  
College President

\_\_\_\_\_  
College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### ***J. Livestock & Dairy Judging Team Approval***

Formal Board approval is required in order for the newly created Livestock & Dairy Judging Team is recognized as a official team within the College. Holly Clendenen, Chief Student Services Officer, will present information describing the team.

**Recommendation:** *Approve the Livestock & Dairy Judging Team as a recognized and approved team within Southwest Tec*

## **Board Monitoring of College Effectiveness**

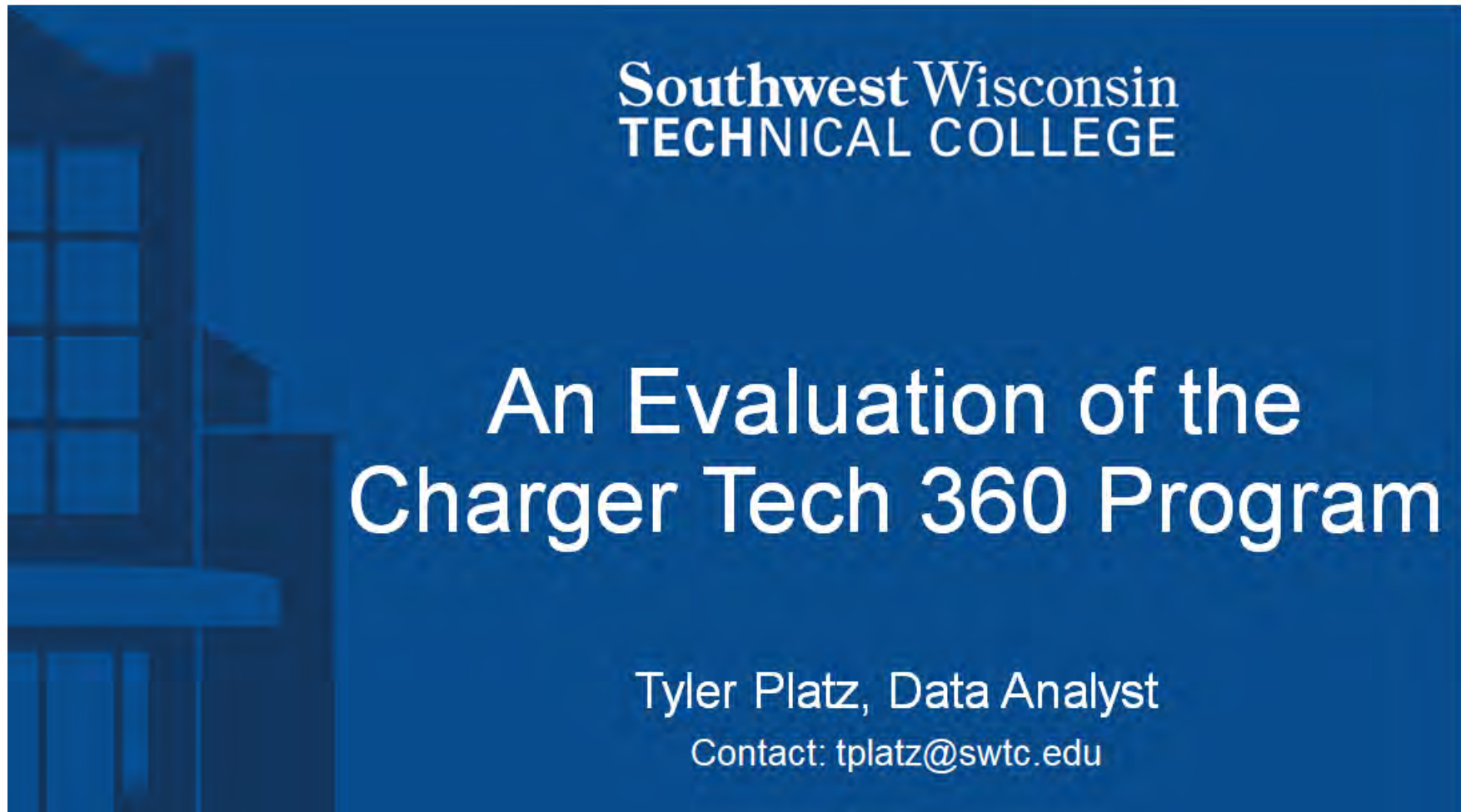
### **A. Staffing Update**

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

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
1	New	Sustainable Energy Management Instructor/Energy Coordinator	Posted	7/1/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 – \$88,385
2	Replacement	Communication Instructor	Reposted	7/1/2023	MS: \$56,533 – \$89,888
3	Replacement	Disability Services Specialist	Offer Pending	7/15/2023	C42:\$51,471.76- \$72,438.46
4	Replacement	IT Systems Analyst (Student Services,FA, Student Accounts)	Posted	7/1/2023	C42: \$24.88 - \$34.83
5	Replacement	Accounting Instructor	Posted	8/1/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 – \$89,888
6	Replacement	Multicultural Success Coach	Posted	8/1/2023	C41: \$48,908 - \$68,472
7	Replacement	Student Engagement Coordinator	Posted	8/1/2023	C41: \$48,908 - \$68,472

***B. Charger Tech 360 Research***

The following presentation will be given by Tyler Platz, Data Analyst.





1. Methodology Overview
2. Evaluation Findings
3. Recommendations
4. Questions, Comments, & Discussion



# Methodology Overview



*The purpose of Charger Tech 360 is to support students with the technology they need to complete their degree at Southwest Tech.*

*- Southwest Tech Website,  
Charger Tech 360 Page*

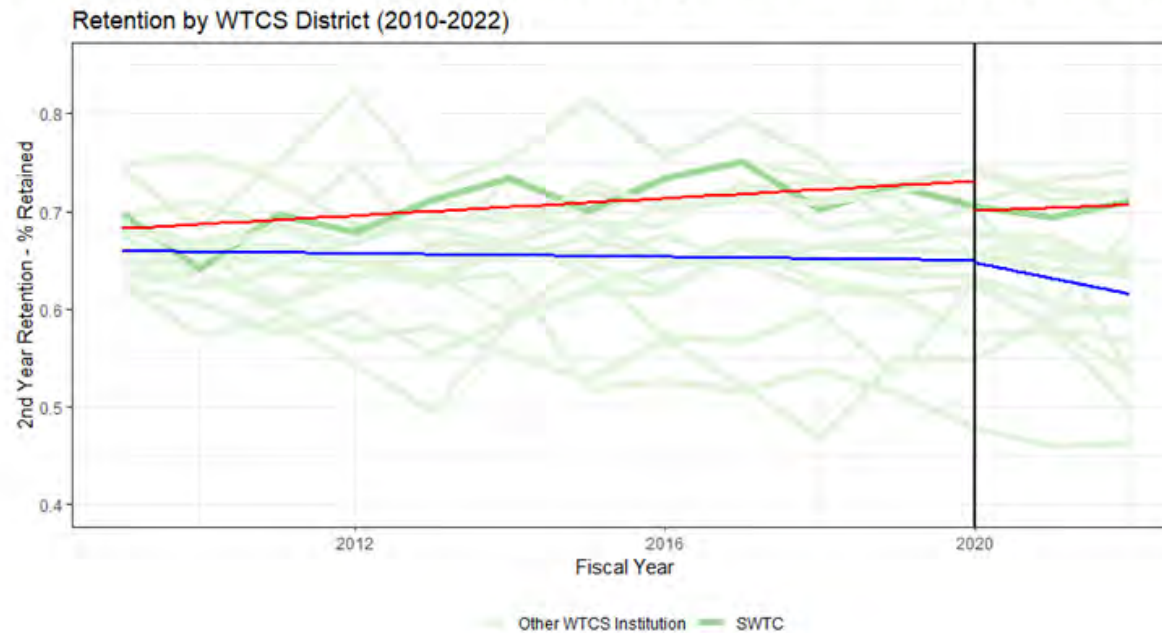


*Charger Tech 360 is more than just a laptop. It's 360 degrees of support, software, and service when you need it, providing a successful learning experience. Charger Tech 360 is designed to offer complete technical support so you don't have to worry about the "techy" stuff, and just concentrate on learning.*

*- Southwest Tech Website,  
Charger Tech 360 Page*



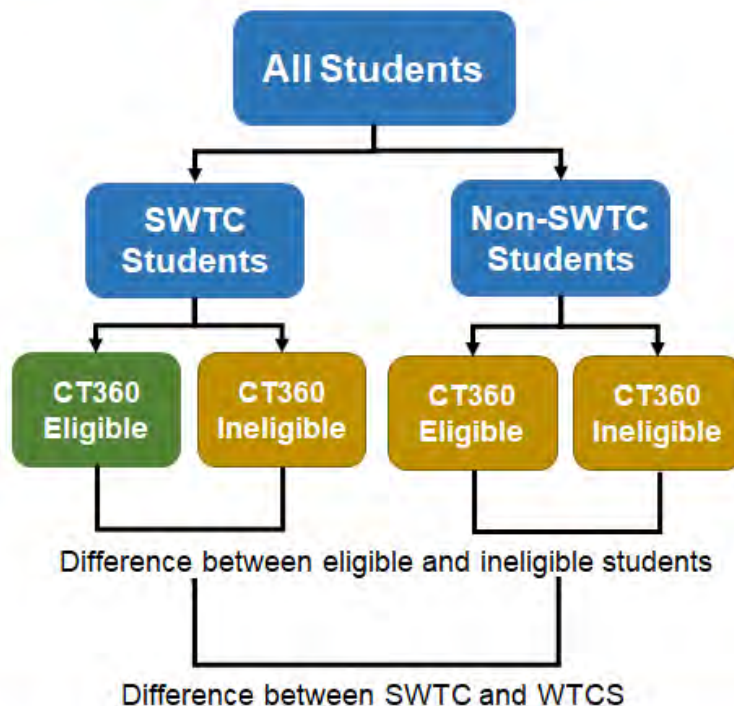
Determine if the program impacted student success.



THIS IS WHERE YOU BEGIN



# Methodology Overview



## Quasi-Experimental Design: What is it?

Leverages natural events to identify impact (*quasi*)

Compares a treatment vs. control group (*experimental*)

## What is the event?

CT360 Implementation (“campus-wide”, 1-term)

## Treatment and control groups?

Treatment: SWTC students + eligible for CT360

Control: Ineligible SWTC/WTCS students

## How does it work?

Triple Difference-in-Differences Analysis

To Summarize: Compares CT360 student outcomes to a baseline measurement



THIS IS WHERE YOU BEGIN



## Outcome Measures: GPA & Course Completion Rate (Semester)

Measures proximal impact on student outcomes

Contains COVID-19 pandemic effects

## Data Source: WTCS Data Cubes

Other WTCS data is available (in equivalent measures)

Data is consistent and reliable



THIS IS WHERE YOU BEGIN

# Evaluation Findings

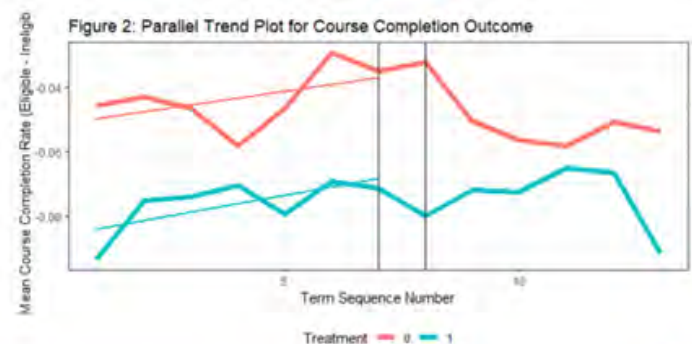
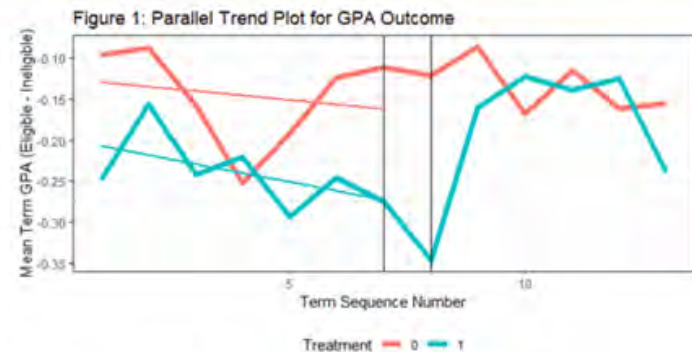


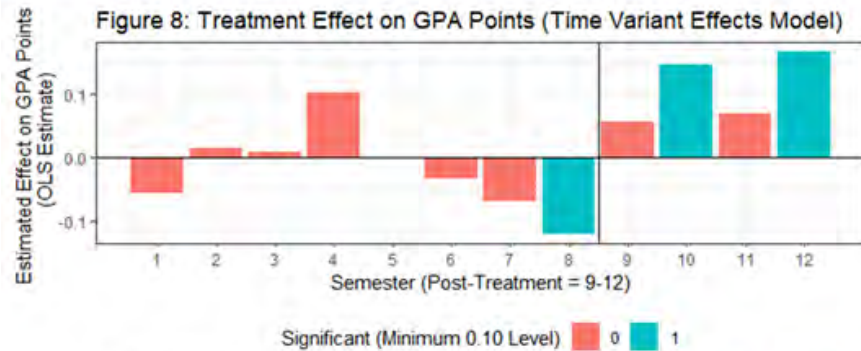
Charger Tech 360 eligible students saw a **0.12 GPA point increase** in their semester GPA on average.\*

The odds that eligible students completed 100% of their courses were **29% higher** after program implementation on average.

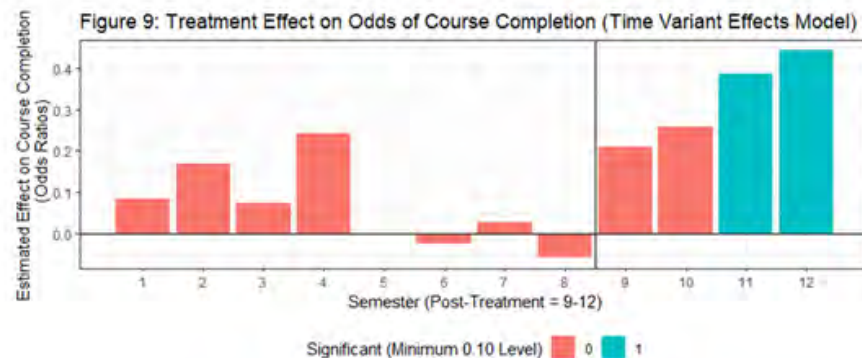
These results are for **all** eligible Charger Tech 360 students, regardless if they used a device through the program.

*\*Student characteristics and enrollment characteristics held constant.*





The program was more successful during the spring terms (Spring 2021 & Spring 2022) in boosting GPA.



The program grew more successful each semester in boosting odds of course completion.





# Subgroup Analysis

Students who are:

- From diverse backgrounds (non-white)
- Disabled
- Female

Experienced additional GPA and course completion gains as a result of program implementation

Students who are Native American experienced performance declines

Even students who are white, not disabled, and male experienced gains



\*For racial/ethnic groups, comparison group is students who are white.



THIS IS WHERE YOU BEGIN

# Recommendations





## Recommendation #1:

- Continue core program elements
  - One-to-one technology (laptops)
  - Emphasis on technical support

## Recommendation #2:

- Expand eligibility criteria to broaden access
  - Expand list of eligible programs, provide opt-in options, etc.

## Recommendation #3:

- Expand emphasis on digital literacy
  - For newly enrolled students
  - For continuing users
- Determine current level of digital literacy
  - Offer flexible options for different incoming digital literacy levels



*Questions & Comments*

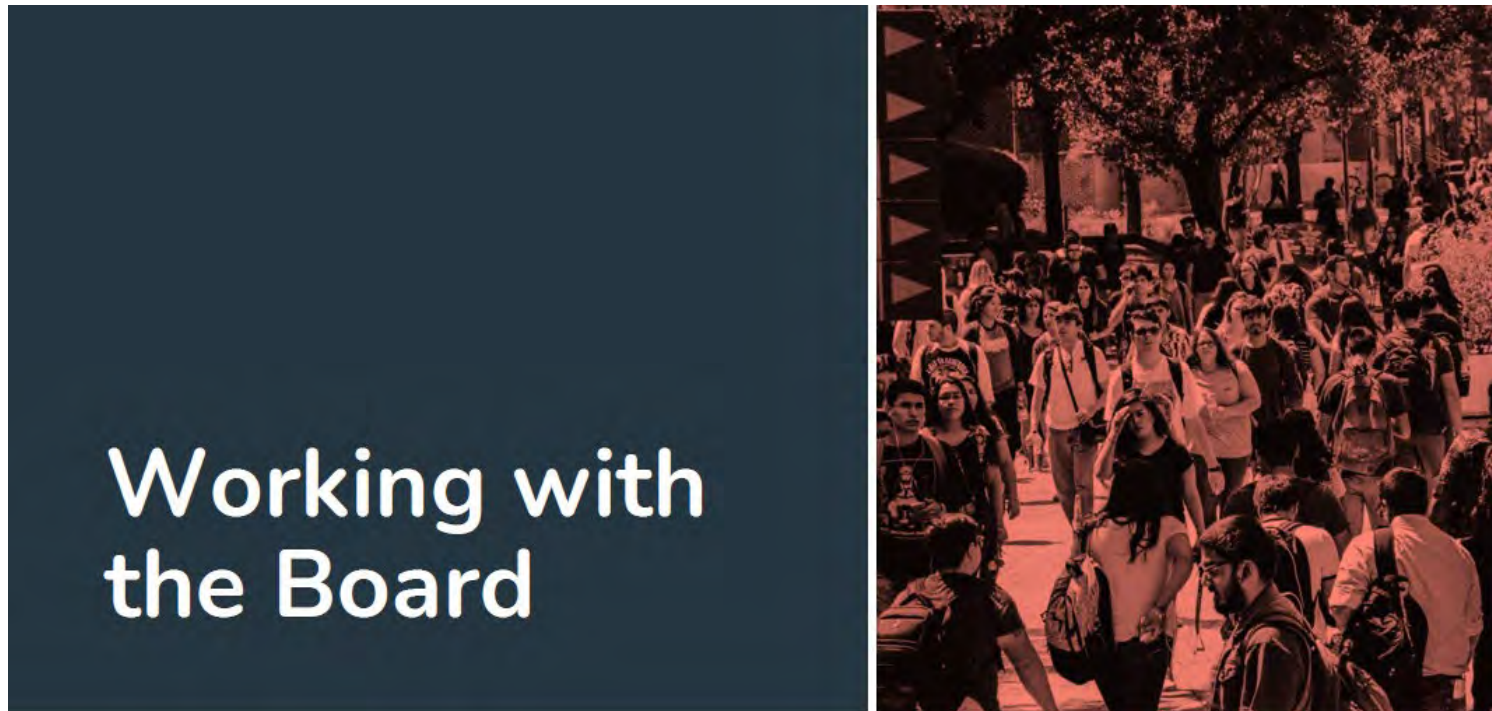
*[tplatz@swtc.edu](mailto:tplatz@swtc.edu)*



THIS IS WHERE **YOU** BEGIN

### ***C. College Health Indicators – Review/Discuss Proposed Updates***

Mandy Henkel, Director of College Effectiveness/Accreditation Liaison Officer, Tyler Platz, and Dr. Wood will lead an interactive discussion about updating the College Health Indicators. Included in the packet is a presentation for review:



**COLLEGE  
EXCELLENCE  
PROGRAM**  
aspen institute

# Four Reasons Boards Must Be Engaged

Budget and Policy  
Decisions



Disenchanted  
Faculty/Staff



Alternative  
Agendas

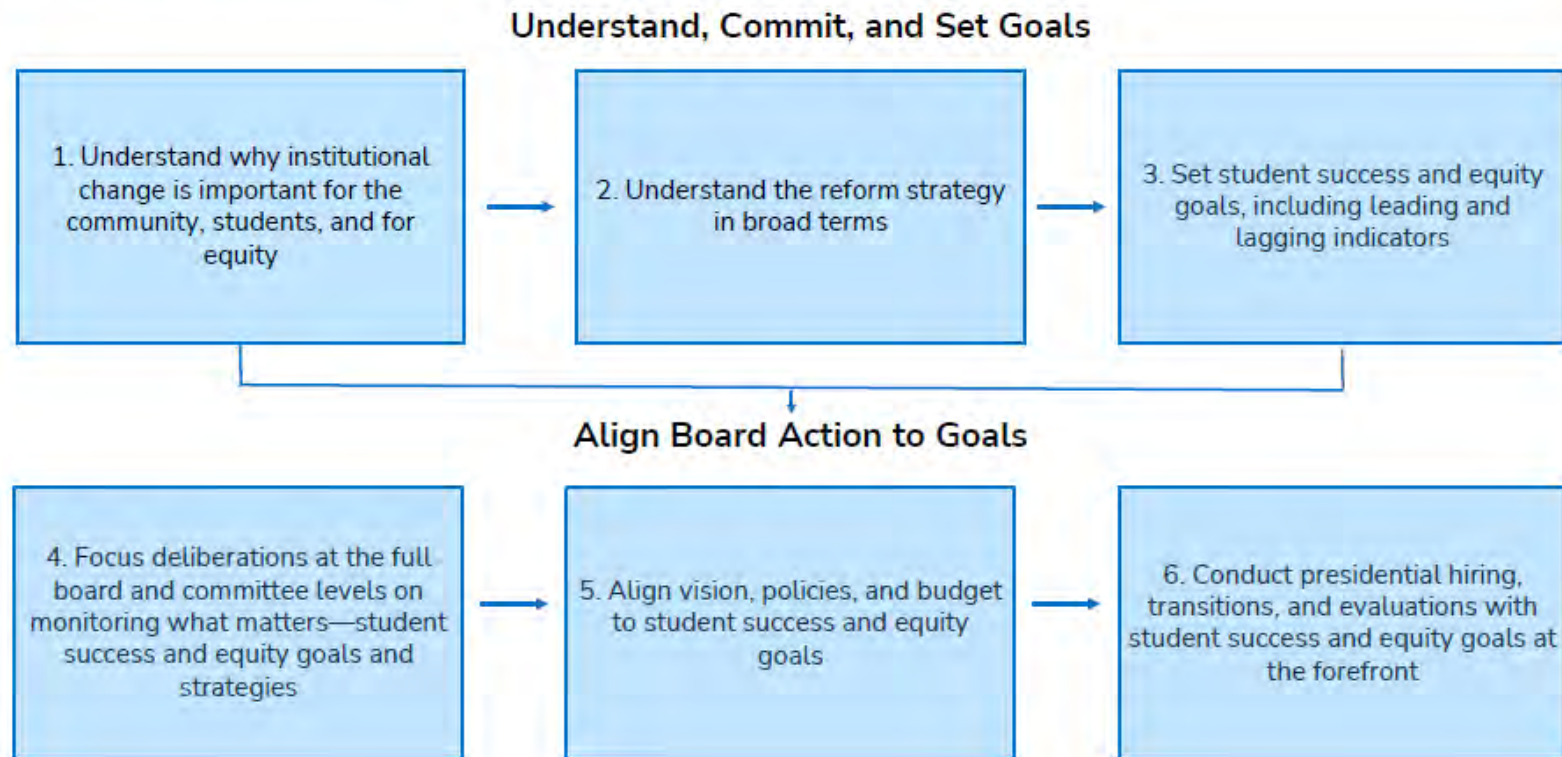


Presidential  
Turnover



# Aspen CEP Trustee Framework

How can trustees support transformational institutional change?





# Understanding the “Why” of Reform

Guiding Question: What community factors help the board feel urgency about improving student outcomes?

## Context Indicators:

### *Characteristics of the Regional Population*

- Racial demographics
- Percent of population living in poverty

### *The Regional Labor Market*

- Percent of population in low-wage work
- Largest occupations and number of vacancies
- Wages for largest occupations

### *Educational Attainment\**

- Degree attainment
- Bachelor's attainment

\*Disaggregated by race, ethnicity, and income level



# Understanding the “Why” of Reform

Guiding Question: What institutional data help the board feel urgency about improving student outcomes?

## *Metrics Internal to the College*

- Completion of degrees
- Time to degree

## *Metrics Aligned to Post-completion Success*

- Number of students transferring to a four-year institution
- Number of students who complete a bachelor's degree
- Rate at which students are employed in family-sustaining-wage jobs after graduating

*\*All metrics disaggregated by race/ethnicity, and income level*



## Understand the Reform Strategy in Broad Terms (the “What”)

- The board must come to consensus on a “big picture” understanding that reflects what the college is changing from and what it is working toward.
- That requires the president’s discipline in choosing 1-3 scaled reform priorities, and always explaining the why and what of those priorities
- Boards support the president to move the reform strategy from vision to reality.
- Board members leverage their position and influence in the community to help the institution meet its student success goals.
- The board promotes the vision and mission of the college to community partners, including workforce, K-12, and transfer partners.

# Monitoring What Matters: Questions to Discuss with the Board

## Consistent Agenda

- Present to the board a strawman set of indicators for them to discuss, modify, and adapt
- How regularly do you want to see it?
- What do you want to de-emphasize to make room for what matters most?

## Metrics

- What limited set of metrics/indicators will you measure over a set period?
- How can you consistently see the same limited set of metrics to allow you to stay focused on tracking change over time?

## Importance

- What is the central reform agenda?
- Why is it important? How long will it take?
- What are the biggest risks associated with the work?

# Set Goals Using Leading and Lagging Indicators

## Leading Indicators

Shorter-term metrics that can be assessed frequently and show progress.

- Average credits completed per semester
- Average credits completed within program paths
- Number of students completing transfer-level math and English courses in their first year
- Course completion rates
- First to second year retention

## Lagging Indicators

Metrics measured over a longer time horizon that align to what students need most.

Metrics Internal to the College:

- Completion of degrees
- Time to degree

Metrics Aligned to Post-Completion Success:

- Number of students transferring to a four-year institution
- Number of students who complete a bachelor's degree
- Rate at which graduates are employed in family-sustaining-wage jobs



# Actions for the Board to Monitor What Matters

Focus deliberations at the full board and committee levels on monitoring what matters— student success and equity goals and strategies:

- What is the board legally required to spend time on, and what does it do that is not legally required?
- Among those things not required by law, are there any matters the board considers out of habit and about which it always draws the same conclusion (i.e., always approves)? In those cases, can the board stop doing those things or use consent agendas to free up time for what's most important?
- Are there any presentations the board finds confusing, boring, or otherwise unhelpful?

# Actions for the Board to Monitor What Matters

Focus deliberations at the full board and committee levels on monitoring what matters—student success and equity goals and strategies:

- Does the board often hear a presentation and later wonder what happened in follow-up? If so, do those presentations matter? If they do, is the board presented with too many disconnected things?
- Are any of the committees unnecessary to the student success and equity agenda? Could they be combined? Could they meet less frequently and still fulfill their legal and other responsibilities?
- Does the board receive standardized, easily digested data reports or dashboards for regular consideration? If not, how could this process be improved?



# Align vision, policies, and budget to student success and equity goals

- Establish processes for the board's decision-making that lead to support for a limited set of priorities.
- Adopt policies to support implementation of reform aligned with student success and equity goals.
- Reallocate resources to support progress on what matters most.

## **Conduct presidential hiring, transitions, and evaluations with student success and equity goals at the forefront**

- Embed student success goals in president's annual evaluation
- Set up regular meetings with board chair to discuss progress toward those goals
- When you are ready for your next step, suggest board use Aspen hiring tools

## Alamo Colleges (TX)



2021 WINNER  
**ASPEN  
PRIZE**  
FOR COMMUNITY  
COLLEGE EXCELLENCE  
aspen institute



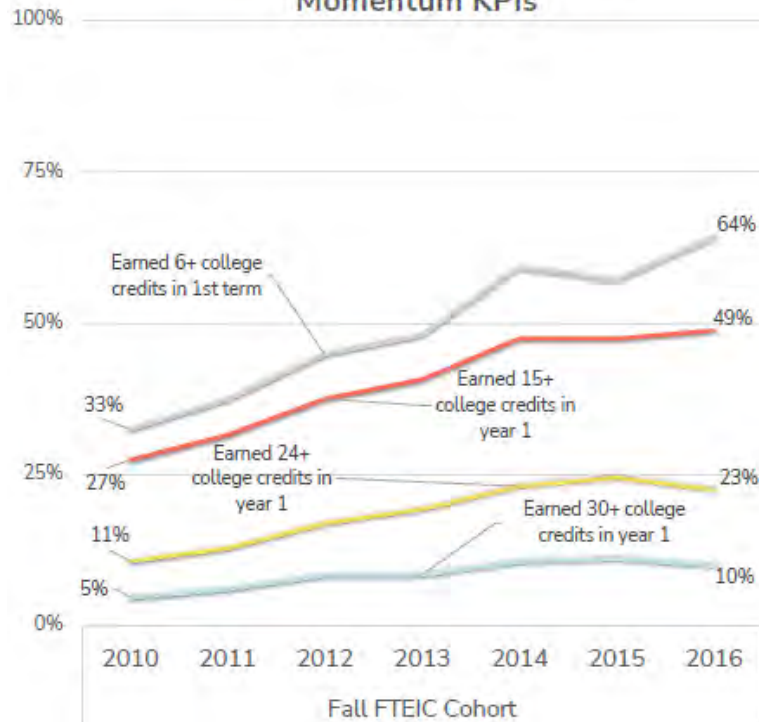
ALAMO  
COLLEGES  
DISTRICT

- Vice chancellor for student success drafted F.6.1 (Policy) Student Success
- CEO and board formally adopted and published F.6.1
- Key features:
  - Guided Pathways reform via MyMAP (Monitoring Academic Progress)
  - AlamoINSTITUTES
  - AlamoADVISE
- Clearly articulated principles and methods of measuring guided pathways success
- College outcomes: Rapid increase in graduation and transfer rates at Palo Alto and San Antonio Colleges, both overall and for students of color

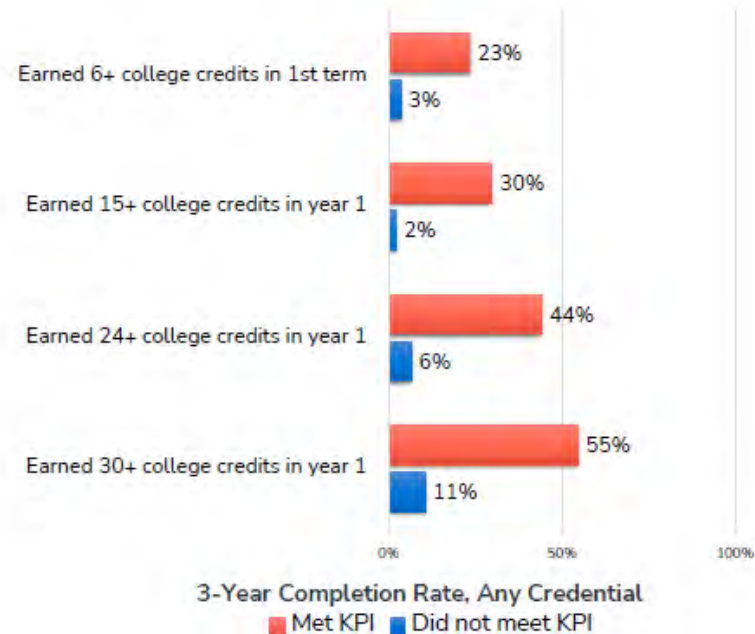
**COLLEGE  
EXCELLENCE  
PROGRAM**  
aspen institute

# Case Study: Alamo Colleges

Alamo Colleges' (TX) Credit Momentum KPIs



Alamo Colleges' 3-Year Completion Rates by KPI Status

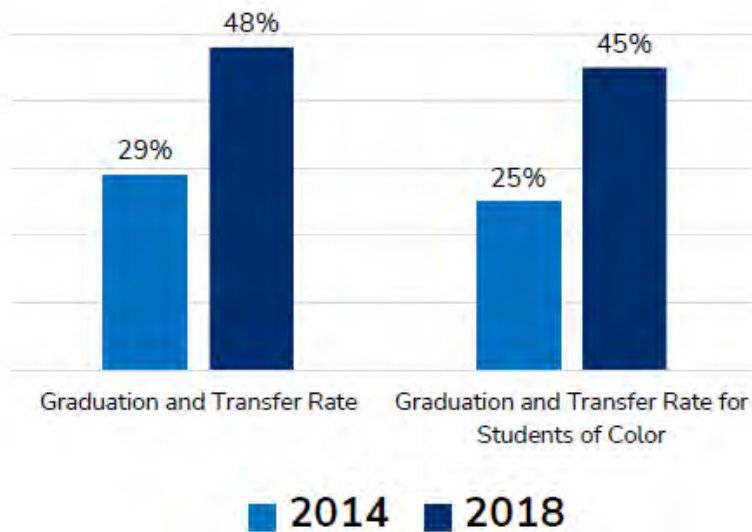


Note. Trends in Alamo Colleges' Credit Momentum KPIs are shown in the left panel. The right panel shows completion rates for fall 2014 FTEIC entrants at Alamo Colleges who completed any college credential (from any institution) within three years, disaggregated by whether or not students met the particular KPI definition in their first year.

# Alamo Colleges

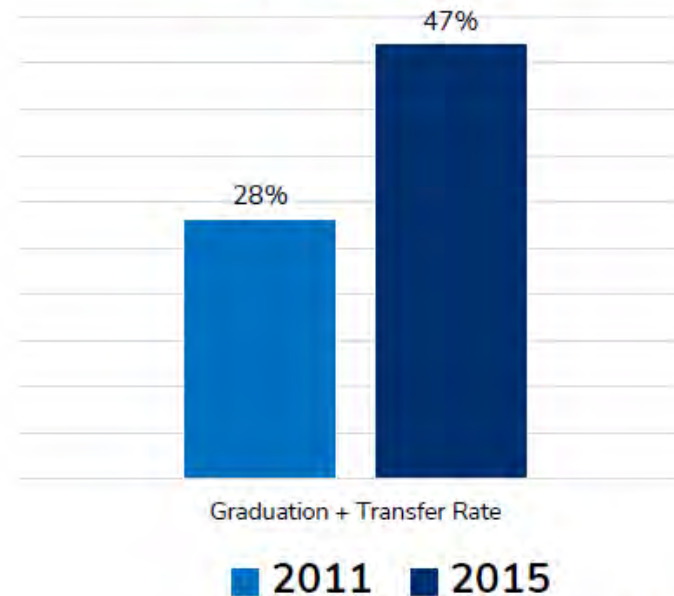
## San Antonio College

2021 WINNER



## Palo Alto College

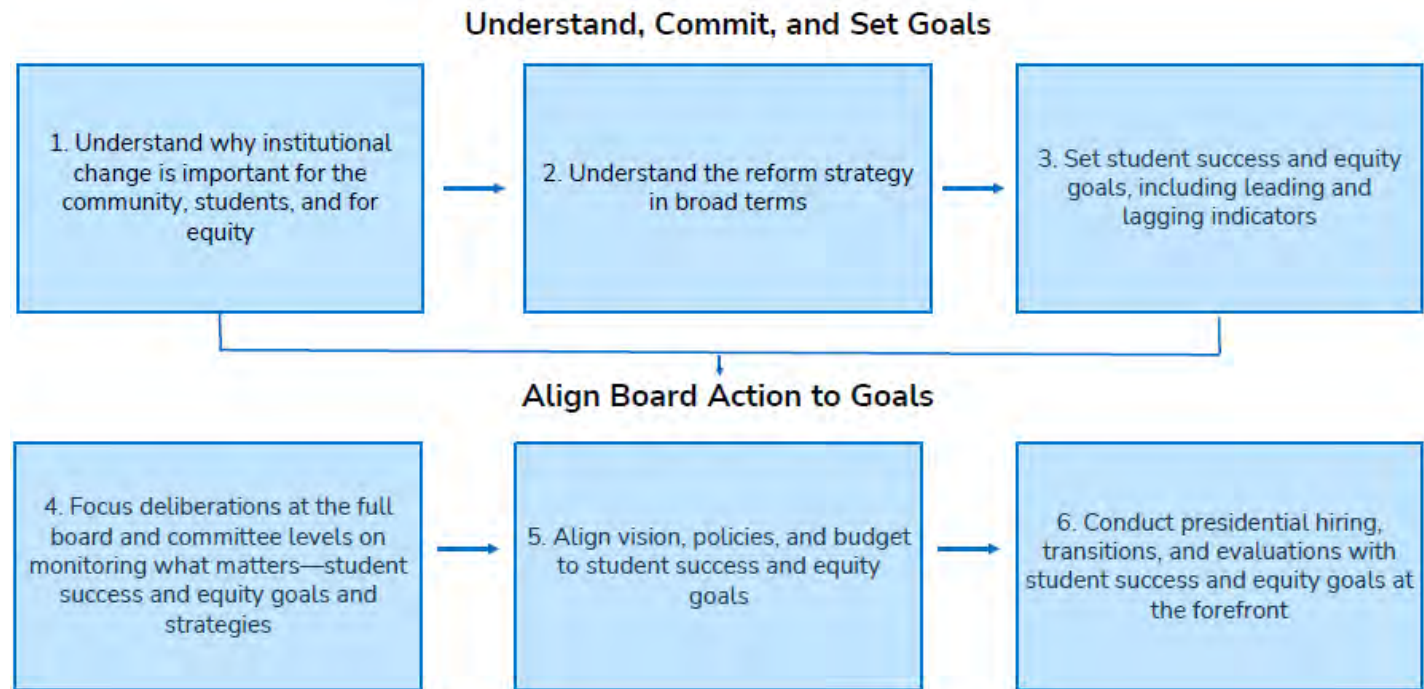
2019 RISING STAR





# Aspen CEP Trustee Framework

How can trustees support transformational institutional change?






## Information and Correspondence

### A. Enrollment Reports

#### 1. 2022-23 FTE Comparison Year-Over-Year Report

		June 26 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	SY 22-23 06/26/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	SY 22-23 06/26/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	70	59	60	(10)	1	45.90	38.90	34.83	(11.07)	(4.07)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	15	16	7	1	4.57	14.57	16.63	12.07	2.07
10-006-5	Agribusiness Science & Technology - Agronomy	19	12	11	(8)	(1)	18.37	9.77	10.70	(7.67)	0.93
10-006-6	Agribusiness Science & Technology - Animal Science	20	28	36	16	8	16.57	22.97	32.03	15.47	9.07
10-102-3	Business Management	132	115	107	(25)	(8)	82.50	71.73	66.80	(15.70)	(4.93)
10-530-5	Cancer Information Management	111	86	65	(46)	(21)	55.90	52.33	36.80	(19.10)	(15.53)
10-504-X	Criminal Justice	50	45	33	(17)	(12)	34.40	31.97	27.73	(6.67)	(4.23)
10-316-1	Culinary Arts	6	5		(6)	(5)	5.10	5.60		(5.10)	(5.60)
10-317-1	Culinary Management	2			(2)	-	1.53			(1.53)	-
10-102-1	Data Analytics		4	5	5	1		1.60	3.23	3.23	1.63
10-510-6	Direct Entry Midwife	124	136	147	23	11	48.87	64.73	71.97	23.10	7.23
10-307-1	Early Childhood Education	63	49	51	(12)	2	43.43	31.13	31.20	(12.23)	0.07
10-620-1	Electro-Mechanical Technology	32	26	24	(8)	(2)	28.27	21.93	22.37	(5.90)	0.43
10-325-1	Golf Course Management	10	13	15	5	2	9.77	12.23	14.83	5.07	2.60
10-201-2	Graphic And Web Design	20	23	27	7	4	15.20	17.97	25.20	10.00	7.23
10-530-1	Health Information Technology	47	40	36	(11)	(4)	18.73	18.73	17.53	(1.20)	(1.20)
10-520-3	Human Services Associate	32	39	34	2	(5)	26.07	29.17	28.27	2.20	(0.90)
10-825-1	Individualized Technical Studies	3			(3)	-	1.40			(1.40)	-
10-620-3	Instrumentation and Controls Technology	4	1	1	(3)	-	0.90	1.20	0.93	0.03	(0.27)
10-150-2	IT-Network Specialist	27	23	16	(11)	(7)	14.53	12.07	11.03	(3.50)	(1.03)
10-196-1	Leadership Development	11	13	12	1	(1)	3.47	6.70	6.40	2.93	(0.30)
10-513-1	Medical Laboratory Technician	21	20	14	(7)	(6)	14.57	14.93	10.10	(4.47)	(4.83)
10-196-6	Nonprofit Leadership	1	9	12	11	3	0.40	4.90	6.77	6.37	1.87
10-543-1	Nursing-Associate Degree	226	206	212	(14)	6	127.80	105.33	116.53	(11.27)	11.20
10-524-1	Physical Therapist Assistant	31	22	18	(13)	(4)	18.87	14.00	11.77	(7.10)	(2.23)
10-182-1	Supply Chain Management	27	34	38	11	4	12.73	15.87	19.30	6.57	3.43
10-512-1	Surgical Technology			9	9	9			6.77	6.77	6.77
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.30	0.30	0.30	-
Total Associate Degree		1,098	1,024	1,001	(97)	(23)	649.83	620.63	630.03	(19.80)	9.40


## June 26 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	SY 22-23 06/26/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	SY 22-23 06/26/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-101-1	Accounting Assistant	13	11	12	(1)	1	5.57	4.93	5.40	(0.17)	0.47
30-531-6	EMT-IV (Advanced EMT)		12	8	8	(4)		2.03	1.93	1.93	(0.10)
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1	1	1	-	-	1.13	0.10	0.60	(0.53)	0.50
32-070-1	Agricultural Power & Equipment Technician	35	36	29	(6)	(7)	33.10	34.47	28.43	(4.67)	(6.03)
31-405-1	Auto Collision Repair & Refinish Technician	11	9	9	(2)	-	8.07	9.07	8.17	0.10	(0.90)
32-404-2	Automotive Technician	34	20	19	(15)	(1)	22.97	15.83	17.73	(5.23)	1.90
31-408-1	Bricklaying & Masonry	1	8	9	8	1	0.07	5.67	8.43	8.37	2.77
30-443-1	Building Maintenance & Construction		2	2	2	-		0.70	0.90	0.90	0.20
31-475-1	Building Trades-Carpentry	9	9	7	(2)	(2)	8.20	7.90	5.33	(2.87)	(2.57)
31-307-1	Child Care Services	5	5	5	-	-	3.40	3.00	2.70	(0.70)	(0.30)
30-420-2	CNC Machine Operator/Programmer	3	7	9	6	2	2.23	5.07	6.93	4.70	1.87
31-502-1	Cosmetology	19	26	34	15	8	13.60	19.23	25.77	12.17	6.53
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	7	10	(4)	3	9.33	5.13	8.00	(1.33)	2.87
30-508-2	Dental Assistant	11	18	18	7	-	5.57	9.47	9.20	3.63	(0.27)
30-812-1	Driver and Safety Education Certification	27	13	21	(6)	8	5.50	2.10	4.60	(0.90)	2.50
31-413-2	Electrical Power Distribution	44	44	44	-	-	40.60	37.00	41.17	0.57	4.17
50-413-2	Electricity (Construction) Apprentice	20	23	23	3	-	3.03	3.00	3.00	(0.03)	-
30-531-3	Emergency Medical Technician	105	59	74	(31)	15	15.77	8.47	12.27	(3.50)	3.80
32-080-4	Farm Operations & Management - Ag Mechanics	10	11	6	(4)	(5)	8.67	10.10	4.73	(3.93)	(5.37)
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.07			(0.07)	-
32-080-3	Farm Operations & Management - Dairy	8	7	7	(1)	-	5.97	6.10	6.77	0.80	0.67
31-080-3	Farm Operations & Management - Dairy Technician	3	3	2	(1)	(1)	0.63	2.37	1.03	0.40	(1.33)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	2	3	(1)	1	2.13	0.20	2.07	(0.07)	1.87
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	1.03	2.73	4.70	3.67	1.97
31-080-7	Farm Operations & Management - Livestock Tech		1		-	(1)		0.77		-	(0.77)
50-413-1	Industrial Electrician Apprentice	10	6	11	1	5	1.67	0.80	2.27	0.60	1.47
31-620-1	Industrial Mechanic	5	1	2	(3)	1	5.17	0.47	1.33	(3.83)	0.87
31-154-6	IT-Computer Support Technician	15	13	10	(5)	(3)	11.53	9.33	8.27	(3.27)	(1.07)
31-513-1	Laboratory Science Technician	5	11	8	3	(3)	2.80	5.27	1.47	(1.33)	(3.80)
50-620-1	Mechatronics Technician Apprentice	5			(5)	-	1.27			(1.27)	-
31-509-1	Medical Assistant	44	31	26	(18)	(5)	34.40	22.43	20.10	(14.30)	(2.33)

## June 26 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 20-21 06/28/21 Students	SY 21-22 06/27/22 Students	SY 22-23 06/26/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/28/21 FTE	SY 21-22 06/27/22 FTE	SY 22-23 06/26/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-530-2	Medical Coding Specialist	102	106	79	(23)	(27)	42.37	60.00	36.80	(5.57)	(23.20)
30-504-4	Nail Technician	3	3	7	4	4	1.20	1.33	2.63	1.43	1.30
30-543-1	Nursing Assistant	227	176	201	(26)	25	27.53	20.20	26.70	(0.83)	6.50
50-427-5	Plumbing Apprentice	18	21	23	5	2	2.52	4.17	3.59	1.08	(0.58)
31-504-5	Security Operations	1			(1)	-	0.70			(0.70)	-
31-182-1	Supply Chain Assistant	5	6	3	(2)	(3)	2.17	2.43	2.17	-	(0.27)
31-442-1	Welding	52	47	48	(4)	1	40.27	30.93	39.90	(0.37)	8.97
	<b>Total Technical Diploma</b>	<b>871</b>	<b>758</b>	<b>775</b>	<b>(96)</b>	<b>17</b>	<b>370.22</b>	<b>352.80</b>	<b>355.09</b>	<b>(15.13)</b>	<b>2.29</b>
20-800-1	Liberal Arts - Associate of Arts	31	51	38	7	(13)	9.73	18.67	10.93	1.20	(7.73)
20-800-2	Liberal Arts - Associate of Science	12	9	12	-	3	3.27	3.60	4.67	1.40	1.07
	Undeclared Majors	520	652	819	299	167	93.27	114.17	144.73	51.47	30.57
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>563</b>	<b>712</b>	<b>869</b>	<b>306</b>	<b>157</b>	<b>106.27</b>	<b>136.43</b>	<b>160.33</b>	<b>54.07</b>	<b>23.90</b>
	<b>Total</b>	<b>2,532</b>	<b>2,494</b>	<b>2,645</b>	<b>113</b>	<b>151</b>	<b>1,126.32</b>	<b>1,109.87</b>	<b>1,145.46</b>	<b>19.14</b>	<b>35.59</b>
	<b>Percent of Change</b>									<b>1.70%</b>	<b>3.21%</b>
	Vocational Adult (Aid Codes 42-47)	3,091	3,177	3,686	595	509	64.44	64.22	67.74	3.31	3.53
	Community Services (Aid Code 60)	48	-	68	20	68	0.16	-	0.81	0.65	0.81
	Basic Skills (Aid Codes 73,74,75,76)	234	343	440	206	97	47.67	67.43	74.90	27.23	7.47
	Basic Skills (Aid Codes 77 & 78)	417	211	250	(167)	39	17.60	11.10	11.67	(5.93)	0.57
	<b>Grand Total</b>	<b>6,322</b>	<b>6,225</b>	<b>7,089</b>	<b>767</b>	<b>864</b>	<b>1,256.18</b>	<b>1,252.61</b>	<b>1,300.58</b>	<b>44.40</b>	<b>47.97</b>
	<b>Total Percent of Change</b>									<b>3.53%</b>	<b>3.83%</b>
					Budgeted/Goal FTEs		1,275	1,250	1,250		
					% of Budgeted/Goal FTEs Achieved to date		98.5%	100.2%	104.0%		
					Final Actual FTEs Achieved		1,256	1,253			
					% of Final Actual FTEs Achieved to date		100.0%	100.0%			
					22/23 Projected Ending FTEs using historical trend		1,300	1,301			
					Will budget be met		YES	YES			

## 2. 2023-24 FTE Comparison Year-Over-Year Report

		June 26 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 06/28/21 Students	SY 22-23 06/27/22 Students	SY 23-24 06/26/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 06/28/21 FTE	SY 22-23 06/27/22 FTE	SY 23-24 06/26/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
10-101-1	Accounting	46	40	29	(17)	(11)	20.43	16.70	13.77	(6.67)	(2.93)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	14	17	8	3	4.80	8.17	9.03	4.23	0.87
10-006-5	Agribusiness Science & Technology - Agronomy	11	6	10	(1)	4	5.67	3.13	4.90	(0.77)	1.77
10-006-6	Agribusiness Science & Technology - Animal Science	27	31	25	(2)	(6)	12.27	16.73	12.90	0.63	(3.83)
10-102-3	Business Management	66	75	67	1	(8)	27.57	33.47	29.87	2.30	(3.60)
10-530-5	Cancer Information Management	63	52	60	(3)	8	26.20	21.47	23.30	(2.90)	1.83
10-504-X	Criminal Justice	38	32	38	-	6	20.17	16.93	15.77	(4.40)	(1.17)
10-316-1	Culinary Arts	5			(5)	-	3.43			(3.43)	-
10-102-1	Data Analytics		2	5	5	3		0.83	2.67	2.67	1.83
10-510-6	Direct Entry Midwife	85	90	86	1	(4)	32.50	36.00	32.73	0.23	(3.27)
10-307-1	Early Childhood Education	34	37	42	8	5	15.00	16.30	17.90	2.90	1.60
10-620-1	Electro-Mechanical Technology	23	20	22	(1)	2	11.40	10.57	12.27	0.87	1.70
10-325-1	Golf Course Management	8	10	14	6	4	4.57	5.30	7.27	2.70	1.97
10-201-2	Graphic And Web Design	20	24	32	12	8	8.87	11.63	15.30	6.43	3.67
10-530-1	Health Information Technology	42	35	26	(16)	(9)	13.03	12.03	9.03	(4.00)	(3.00)
10-520-3	Human Services Associate	29	30	20	(9)	(10)	14.30	15.70	10.53	(3.77)	(5.17)
10-620-3	Instrumentation and Controls Technology	1	3		(1)	(3)	0.10	1.27		(0.10)	(1.27)
10-151-2	IT-Cybersecurity Specialist			11	11	11			5.13	5.13	5.13
10-150-2	IT-Network Specialist	23	23	5	(18)	(18)	10.07	10.33	2.37	(7.70)	(7.97)
10-196-1	Leadership Development	7	9	6	(1)	(3)	2.83	3.53	1.73	(1.10)	(1.80)
10-513-1	Medical Laboratory Technician	15	11	9	(6)	(2)	5.87	4.50	4.03	(1.83)	(0.47)
10-196-6	Nonprofit Leadership	1	5	6	5	1	0.60	2.00	2.60	2.00	0.60
10-543-1	Nursing-Associate Degree	185	166	165	(20)	(1)	56.33	51.97	53.77	(2.57)	1.80
10-524-1	Physical Therapist Assistant	12	13	16	4	3	3.73	5.70	5.07	1.33	(0.63)
10-182-1	Supply Chain Management	23	18	21	(2)	3	8.50	8.80	8.73	0.23	(0.07)
10-512-1	Surgical Technology		7	12	12	5		4.27	5.67	5.67	1.40
10-481-3	Sustainable Energy Management			1	1	1			0.47	0.47	0.47
10-499-5	Technical Studies-Journeyworker	1	2	1	-	(1)	0.10	0.20	0.10	-	(0.10)
Total Associate Degree		774	755	746	(28)	(9)	308.33	317.53	306.90	(1.43)	(10.63)

# June 26 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 06/28/21 Students	SY 22-23 06/27/22 Students	SY 23-24 06/26/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 06/28/21 FTE	SY 22-23 06/27/22 FTE	SY 23-24 06/26/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-101-1	Accounting Assistant	8	7	8	-	1	2.87	2.47	3.00	0.13	0.53
30-531-6	EMT-IV (Advanced EMT)	1			(1)	-	0.13			(0.13)	-
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1		2	1	2	0.10		0.93	0.83	0.93
32-070-1	Agricultural Power & Equipment Technician	33	28	34	1	6	17.30	14.73	17.27	(0.03)	2.53
31-405-1	Auto Collision Repair & Refinish Technician	10	9	8	(2)	(1)	5.60	5.03	4.47	(1.13)	(0.57)
32-404-2	Automotive Technician	18	20	31	13	11	8.93	9.83	14.30	5.37	4.47
31-475-1	Building Trades-Carpentry	11	8	13	2	5	5.80	3.97	6.37	0.57	2.40
31-307-1	Child Care Services	1	4	3	2	(1)	0.50	1.70	1.40	0.90	(0.30)
30-420-2	CNC Machine Operator/Programmer	2			(2)	-	0.77			(0.77)	-
31-502-1	Cosmetology	21	37	41	20	4	10.13	18.00	20.00	9.87	2.00
30-504-2	Criminal Justice-Law Enforcement 720 Academy	7	1		(7)	(1)	3.70	0.80		(3.70)	(0.80)
30-508-2	Dental Assistant	17	17	5	(12)	(12)	9.07	9.07	2.37	(6.70)	(6.70)
30-812-1	Driver and Safety Education Certification	2	7	8	6	1	0.30	1.30	1.80	1.50	0.50
31-413-2	Electrical Power Distribution	44	46	43	(1)	(3)	21.67	22.70	21.27	(0.40)	(1.43)
50-413-2	Electricity (Construction) Apprentice	2	13		(2)	(13)	0.13	0.87		(0.13)	(0.87)
30-531-3	Emergency Medical Technician	1			(1)	-	0.43			(0.43)	-
32-080-4	Farm Operations & Management - Ag Mechanics	10	5	1	(9)	(4)	5.10	2.57	0.53	(4.57)	(2.03)
32-080-3	Farm Operations & Management - Dairy	6	9	2	(4)	(7)	2.77	4.43	1.13	(1.63)	(3.30)
31-080-3	Farm Operations & Management - Dairy Technician	1		1	-	1	0.53		0.67	0.13	0.67
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	4	3	1	(1)	0.20	1.23	0.30	0.10	(0.93)
32-080-6	Farm Operations & Management - Livestock	3	5	3	-	(2)	1.53	2.60	1.23	(0.30)	(1.37)
31-080-7	Farm Operations & Management - Livestock Tech	1	1		(1)	(1)	0.37	0.53		(0.37)	(0.53)
50-413-1	Industrial Electrician Apprentice	3			(3)	-	0.20			(0.20)	-
31-620-1	Industrial Mechanic		2	2	2	-		1.13	1.13	1.13	-
31-154-6	IT-Computer Support Technician	4	4	2	(2)	(2)	1.37	2.03	1.07	(0.30)	(0.97)
31-513-1	Laboratory Science Technician	6		2	(4)	2	1.33		0.53	(0.80)	0.53
31-509-1	Medical Assistant	27	25	20	(7)	(5)	12.83	13.83	7.67	(5.17)	(6.17)
31-530-2	Medical Coding Specialist	80	49	37	(43)	(12)	31.40	14.73	13.93	(17.47)	(0.80)
30-504-4	Nail Technician	2	1	3	1	2	0.33	0.17	0.50	0.17	0.33
30-543-1	Nursing Assistant	89	60	71	(18)	11	7.17	8.37	7.00	(0.17)	(1.37)
50-427-5	Plumbing Apprentice	1	17	14	13	(3)	0.10	1.43	1.40	1.30	(0.03)
31-182-1	Supply Chain Assistant		2	1	1	(1)		0.87	0.37	0.37	(0.50)
31-442-1	Welding	31	40	35	4	(5)	15.70	20.90	17.10	1.40	(3.80)
Total Technical Diploma		445	421	393	(52)	(28)	168.37	165.29	147.73	(20.63)	(17.56)



1

1

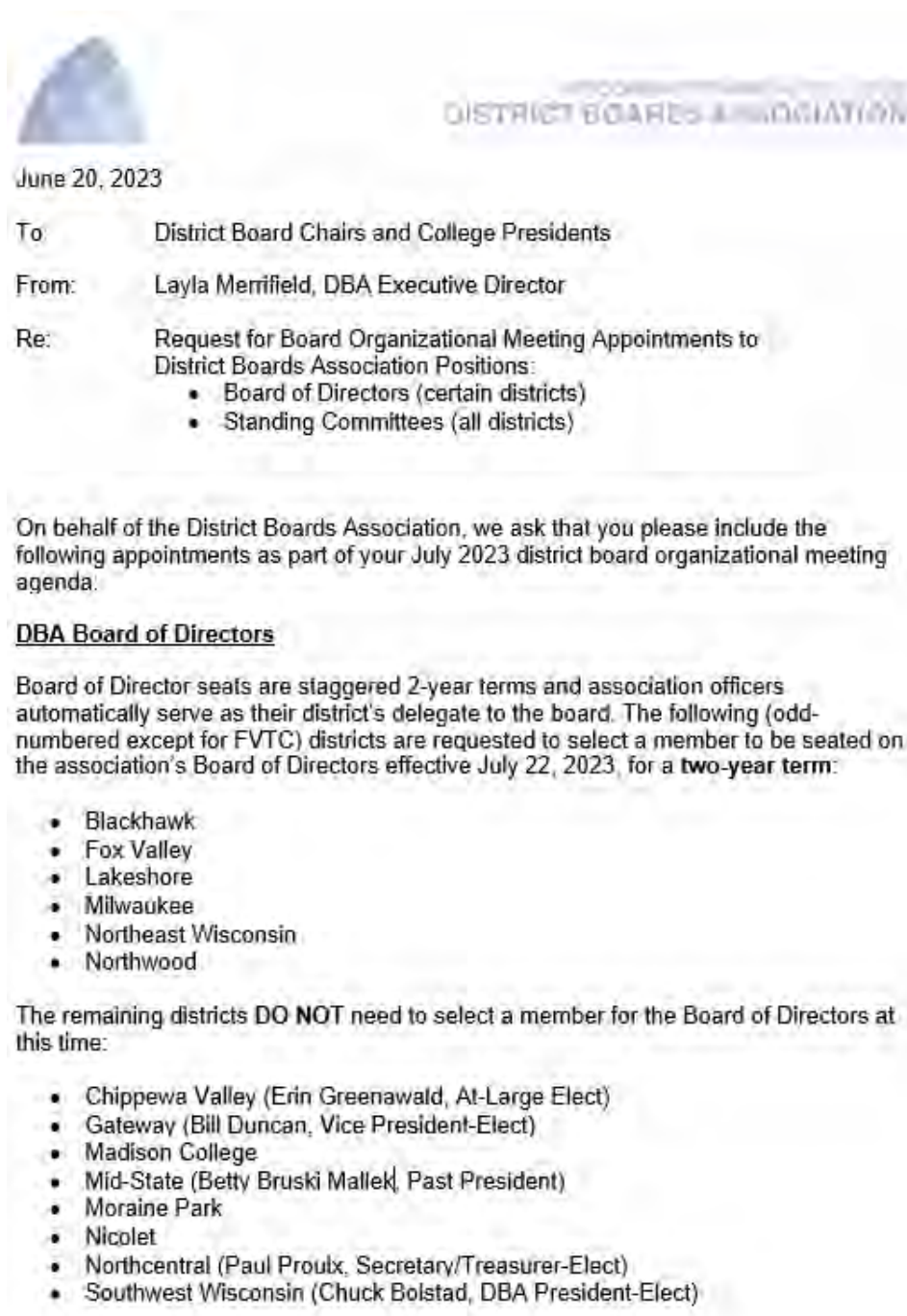


## ***B. Chairperson's Report***

### **1. ACCT Leadership Congress – October 9-12, 2023**

### **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.



- Waukesha County
- Western

Each college can have only one representative on the DBA Board of Directors.

Each district board uses its own process to select its representative to the board, except that District Boards 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 Association Board of Director members will be seated at the Association's summer meeting in Appleton on July 22nd.

**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 outlining the standing committees is enclosed.

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

As always, thank you for your assistance.

cc: Assistants to the College Presidents and Boards  
2022-23 Association Board of Directors

## **DBA Committee Descriptions 2023-2024**

### **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.

### **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.

## 2023-2024 Technical College Trustee Designations

Please type or print

College Name: \_\_\_\_\_

(DBA will show this information in our 2023-24 member directory.)

College Board Chair: \_\_\_\_\_

Vice Chair of the Board: \_\_\_\_\_

Secretary of the Board: \_\_\_\_\_

Treasurer of the Board: \_\_\_\_\_

(Please see the memo and Committee Descriptions attachments for more information.)

*District Board assignments to the DBA:*

DBA Board of Directors: \_\_\_\_\_

DBA Awards Committee: \_\_\_\_\_

DBA Bylaws Committee: \_\_\_\_\_

DBA External Partnerships Committee (up to 4): \_\_\_\_\_

\_\_\_\_\_

DBA Internal Best Practices Committee (up to 4): \_\_\_\_\_

\_\_\_\_\_

*Thank you for your assistance!* Please return this form, with a copy of your 2023-24 college board meeting schedule, if possible, to Diane Handrick at [dhandrick@districtboards.org](mailto:dhandrick@districtboards.org)

**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. Follow-Up from 6/21/2023 Board Meeting Questions**

- i. Compensation Policy**
- ii. Enrollments and FTEs by Delivery Method**

**2. College Happenings**

***D. Other Informational Items***

**Establish Board Agenda Items for Next Meeting**

***A. Agenda***

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

***B. Time & Place***

**Thursday, August 24, 2023, at 7:00 p.m., Southwest Tech Conference Room 430, 1800 Bronson Blvd, Fennimore, WI 53809**

**Adjourn to Closed Session**

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

- 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e)**  
{Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}. (This item may involve the Board leaving the campus property to conduct a site visit.)
- 2. Discussing the President's Evaluation and Contract per Wisconsin Statutes 19.85(1)(c)** {Considering employment, promotion, compensation,



or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

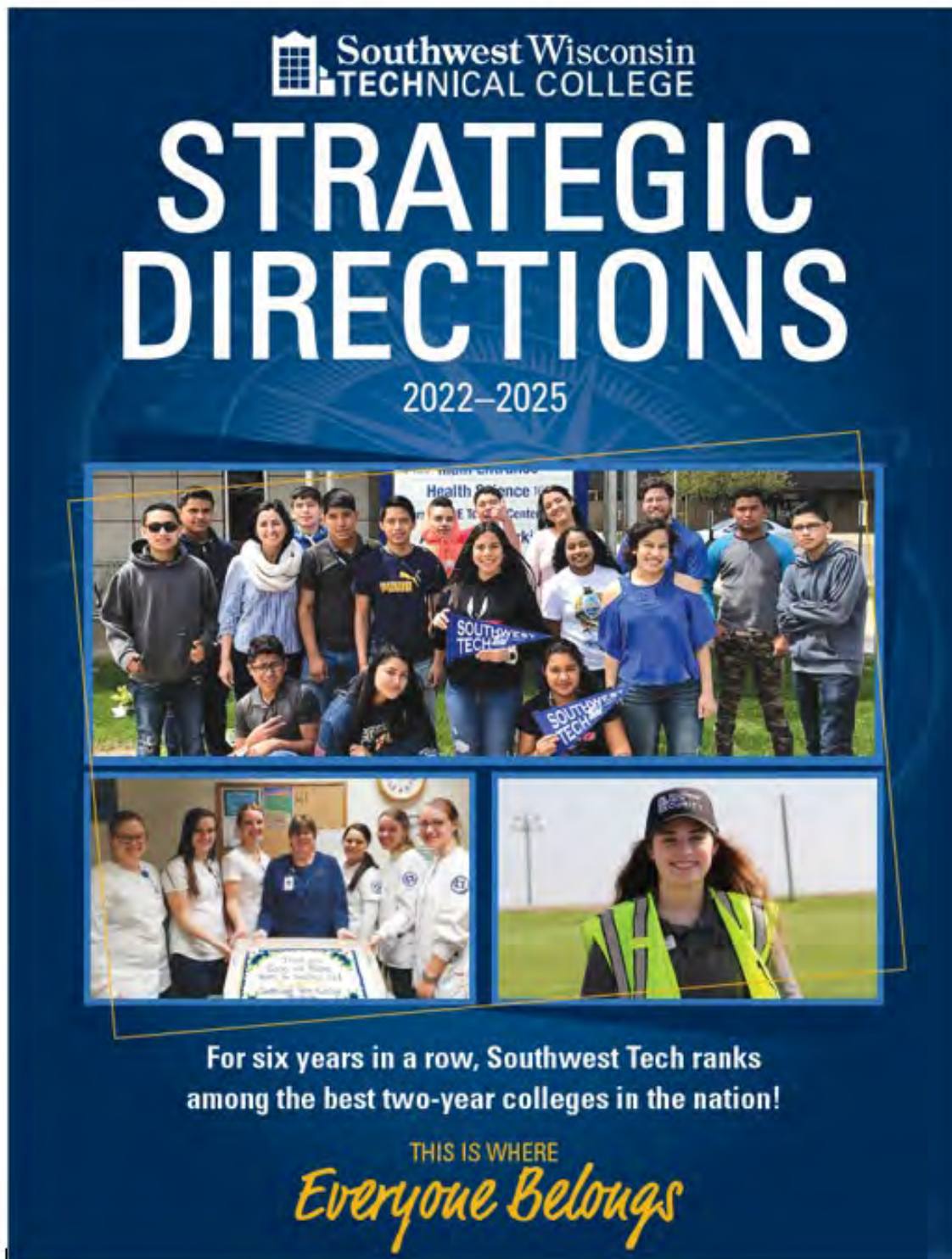
***B. Approval of Closed Session Minutes from May 18, 2023 and June 21, 2023***

***Reconvene to Open Session***

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

***Adjournment***

**Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2022-2025)**



# Who We Are

## Mission

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

## Vision

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

## Values

### Integrity

We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.



*Joe Randall, Electrical Power Distribution program instructor, teaches his students integrity by volunteering in Richland Center to hang holiday lights in the park for the southwest Wisconsin community to enjoy.*

### Accountability

We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

*Tom Kretschman, Criminal Justice Instructor, prepares students to take a leadership role in campus safety.*



### Learning

We work together to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success. Through partnerships, we seek opportunities to improve lives.

*Tonia Breuer, Medical Assistant program instructor, assists a student with essential hands-on education that helps them succeed in the workplace.*



### Inclusivity

We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.

*Christena Bowers, disability and support services manager, took students to a conference in Wisconsin Dells. They presented to*



*high school educators on their experiences transitioning from high school to college and how teachers can better prepare their students for that transition.*

### Continuous Improvement

We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled



graduates in high-quality, relevant programs essential to our sustainability as a college.

*Jake Mootz, IT support specialist, assists students with enrolling in Charger Tech 360 at New Student Orientation. Charger Tech 360 is more than just a laptop, it's*

*support, software, and service when you need it providing a successful learning experience.*



**Building relationships with prospective students, current students, and employers is what we do best. At Southwest Tech, we care.**

The front cover shows a recruiter meeting with students from Darlington High School, Nursing-Associate Degree students celebrating their last day of clinical at Boscobel Care and Rehab, and State Student Ambassador and Criminal Justice Studies student Hannah Masters serving in her campus security role.



# What We Do

## We Provide AFFORDABLE EDUCATION

Jenna graduated with zero debt. Average debt is \$3,815 and many students receive scholarships to further reduce costs.



## ANNUAL COST OF COLLEGE TUITION



Sources: U.S. Department of Education—Net Price Calculator Center; UW HELP System Tuition Chart; The College Board 2021, College Costs Calculator

## We Help OUR STUDENTS GET GOOD JOBS

Victoria was hired locally in the law enforcement field before graduation.



90%

Were Employed  
Within the First  
Year of Graduation.



\$42,820

Median Salary  
6 Months After  
Graduating  
With an Associate  
Degree.

Source: 2020 Graduate Outcomes Report

## We Promote LIFELONG LEARNING

Transfer credits helped Tory build his career.

- Benton High School, 2008
- UW-Platteville, Biology, 2012
- Southwest Tech, Nursing-Associate Degree, 2015
- UW-Madison, Bachelor of Science-Nursing, 2017
- Clarke University, Doctor of Nursing Practice, 2021



### Transfer Credits to Southwest Tech

You may be able to transfer credits, utilize existing credits, or earn new credits for skills and knowledge you gained at another college, in the military, or on the job.



### Transfer Credits from Southwest Tech

Southwest Tech has transfer agreements with private colleges, universities, and the University of Wisconsin System.

## College Health Indicators

The District Board of Directors reviews College Health Indicators (CHI) semi-annually. The CHI are metrics that provide a trend of performance year-over-year with benchmarks that compare Southwest Tech to other Wisconsin Technical College System colleges or national performance standards.

### GOAL

To achieve after implementing activities/initiatives. Targets are determined and approved by the Executive Team.

### ACTUAL

Current or most recent measure available.

#### STRATEGIC DIRECTION

#### Engage Students in High Quality Experiential Learning

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
1. Equity in Student Learning	51%	75%
2. Enrollment Headcount	6805	6900
3. Retention Rate	71%	74%
4. Graduation Rate	55%	65%
5. Job Placement	90%	97%
6. Student Satisfaction (7-point scale)	5.79	6.00
7. Employer Satisfaction	100%	100%

#### STRATEGIC DIRECTION

#### Strengthen a Culture of Caring and Success

8. Employee Satisfaction (5-point scale)	4.07	4.50
9. Employee Retention	94.79%	95%

#### STRATEGIC DIRECTION

#### Enhance the College's Economic Impact

10. Full Time Equivalent (FTE) Count	1253.01	1300.00
11. Economic Impact:		
11 a. Job Placement In-District	44%	56%
11 b. Five-Year Graduate Wage Growth	47%	57%
11 c. Job Placement in Industry	83%	90%

## College Governance



### Executive Team

Leads the college to achieve excellence with integrity through learning and service.

*Krista Weber, chief human resources officer, works closely with the president to lead the Executive Team. Her efforts are part of our commitment to succession planning and leadership development.*



### College Council

Cultivates College Values as core behaviors of a positive, caring culture of wellness and trust.

*Josh Bedward, facilities manager and master electrician, co-leads the College Council and took a lead role in developing and implementing the performance management evaluations.*



### Academic Council

Leads efforts to ensure all students learn, progress, and achieve their goals, especially our Special Populations\*.

*Kim Maier, Ph.D., executive dean, leads the Academic Council.*



### Operations Council

Leads the achievement of sustainable college operations.

*Heath Ahnen, executive director of information technology services, is co-leading the implementation of a new Enterprise Resource Planning system.*



### Leadership Council

Creates mutual understanding among all supervisors to consistently communicate with and engage all faculty and staff.

*Kris Wubben, director of student success, and Chantel Hampton, diversity, equity, and inclusion coordinator, co-lead the Leadership Council.*

\*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

10.07.22



**PRIORITY  
PROJECT  
1**

## This Is Where You Succeed

Access to high-quality academic programming helps students succeed in the workforce. The Academic Plan focuses on emerging industries and revitalizing existing programs.



*Karen Bricco, lab science adjunct instructor, brought her Laboratory Science Technician program students from Boscobel, Richland Center, and Platteville high schools to visit Southwest Tech's campus. We offer these courses in the high schools through Southwest Tech's COLLEGE Up program.*

**GOOD ★**

More students in relevant programs.

**BETTER ★★**

Recruit and graduate students into high-wage/high-demand jobs.

**BEST ★★★**

Dynamic programming provides life-long learning opportunities responsive to the workforce and individuals.

**■ PERFORMANCE**

We know we will be successful when all academic programs achieve high-wage/high-demand status. We also start new programs when an industry sector aligns with our mission as a technical college.

**■ ACADEMIC COUNCIL**
**GOALS**

1. Start five new programs that lead to high-wage/high-demand careers by 2025.
2. Revitalize at least three existing programs per year to increase enrollments leading to high-wage/high-demand careers.
3. Increase dual credit enrollments in each of our thirty school districts by 5% per year through 2025.
4. Offer two Spanish-speaker-supported degree programs by 2025.
5. 100% of Associate of Arts and Associate of Science Degree students will have transferability to a four-year college with junior status by 2024.
6. Expand services and programming to increase the number of students served in Prairie du Chien from 81 in FY2022 to 200 students by FY2025. Also increase the number of students served in Dodgeville from 31 in FY2022 to 100 by FY2025.
7. Increase the rate students in High School Equivalency Diploma (HSED) programs enroll in college-level programming from 20% to 40% by 2025.
8. Identify and begin at least one new academic program per year through 2025 to offer at the Prairie du Chien and Dodgeville outreach centers.

**PRIORITY  
PROJECT  
2**

## This Is Where Innovation Is Valued

Using one-time funding sources, we will reduce our operating expenses through investments in renewable energies. We will create student learning opportunities through partnerships between academics and operations.



*Dan Imhoff, executive director of facilities, safety, and security, reviews designs that utilize renewable energies to save money the college can invest in supporting students.*

**GOOD ★**

One-time capital dollars reduce operational costs in the long run.

**BETTER ★★**

Financial savings invested in student success.

**BEST ★★★**

Students engage in renewable energy trainings and programs leading to high-wage, high-demand employment opportunities

**■ PERFORMANCE**

We know we will be successful when sustainable projects in renewable energies save money to invest in supporting students.

**■ EXECUTIVE TEAM**
**GOALS**

1. Reduce our greenhouse gas emissions 20% by 2025.
2. Reduce our heat and electric costs 20% by 2025.
3. Graduate at least 20 students to serve renewable energy and energy efficiency needs of our region by 2025 through our new Sustainable Energy Management Associate Degree.



**PRIORITY  
PROJECT  
3**

## This Is Where People Care

At Southwest Tech we want every student to know we care about their success. We also want our faculty, staff, and leadership to be representative of our district population and student body.



Southwest Tech Midwifery students and faculty members were able to attend the Art and Science of Birth (Integrando la Ciencia y el Arte del Nacimiento) in Puerto Rico. These connections last a lifetime.

### GOOD ★

Student and employee recruitment, retention, and promotion result in improved outcomes for everyone.

### BETTER ★★

Everyone at Southwest Tech demonstrates fairness, trust, and respect for all people.

### BEST ★★★

All students are more successful throughout their lives because of the efforts of our faculty and staff.

### PERFORMANCE

We know we will be successful when student learning improves inside and outside of the classroom, focusing on achievement gaps between our special and non-special populations.

### COLLEGE COUNCIL

### GOALS

1. Increase the percent of racially diverse employees at the College to better reflect our student population.
2. Help all students be more successful by 3% each year AND ensure our special populations\* achieve at the same success rates as the general student body in:
  - a. Enrollment headcount
  - b. Graduation rate
  - c. Job placement
  - d. University transfer rate
  - e. Salary growth over 5 years
3. Provide technical assistance and guidance to at least three other organizations who decide to implement Universal Design by 2025.

**1**

## This Is Where Students Succeed

Southwest Wisconsin Technical College is one of the 10 finalists out of nearly 1,200 two-year colleges for the Aspen Prize for Community College Excellence.

The Aspen Prize honors colleges with outstanding achievement in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equity for students of color and students from low-income backgrounds. By focusing on student success and lifting up models that work, the Aspen Prize aims to celebrate excellence, advance a focus on equitable student success, and stimulate replication of effective culture and practice.



\*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.