



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 27, 2026

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Conference Room 430

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Annotated Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, August 27, 2026

Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

- 5:30 p.m.: Working Dinner, Higher Learning Commission Comprehensive
Visit Preparation: Criterion 2 - Integrity
- 6:00 p.m.: Regular Meeting

COLLEGE MISSION

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

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's August 27, 2026, regular meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and at the Fennimore City Office to make the public aware of the time, place, and agenda."

A. Roll Call

B. Reports/Forums/Public Input

OPEN MEETING

A. Oath of Office – Recently Appointed Board Member Frank King

Frank King will read the oath of office as a Trustee for the 2026- 2029 term of the Southwest Wisconsin Technical College District Board.

CONSENT AGENDA

A. Approval of Agenda

The agenda for the August 27, 2026, meeting is included in the electronic Board meeting materials.

B. Minutes of July 13, 2026, Annual Board Meeting

The July 13, 2026, Annual Board Meeting minutes are included in the electronic Board meeting 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 meeting materials.

D. Contract Revenue

Fourteen contracts representing \$43,199.27 in 2025-26 revenue, and fifteen contracts representing \$86,415.07 in 2026-27 revenue, are presented for Board approval. The Contract Revenue Report is included in the electronic meeting information packet.

E. Personnel Items

The Personnel Report includes a recommendation for four new hires and one resignation. The report is included in the electronic meeting packet materials.

F. Staffing Update

The Staffing Update highlights this month's activity for open employment positions and postings. The update is included in the electronic meeting packet materials.

G. Southwest Wisconsin Workforce Development Board (SWWDB) Sublease, Richland Center Outreach

The electronic Board packet includes a 12-month lease for the Southwest Wisconsin Workforce Development Board (SWWDB) to lease 136 square feet of office space from the College at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI. The lease terms are October 1, 2026, through September 30, 2027, with a rental payment of \$369.00 per month.

Recommendation: *Approve, as presented, the August 27, 2026, Consent Agenda.*

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of RFP: Redundant Internet (2627-07)

A public opening of the request for proposals for Redundant Internet Services was held on July 1, 2026. Two vendors submitted proposals, with one responsive bidder. A summary including the RFP's purpose, scope, and recommendation is included in the electronic meeting material packet.

Recommendation: Award a contract for Redundant Internet Services to WIN, LLC of Eau Claire, WI, for a 5-year agreement of \$72,240.00

B. Approval of Board Monitoring Report: College Culture

Krista Weber, Chief Human Resources Officer, will highlight the August 2026 Board Monitoring Report: College Culture. This report is included with all other electronic meeting materials.

Recommendation: *Approve, as presented, the August 2026 Board Monitoring Report: College Culture.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Review of College Health Indicators

The College Health Indicators (CHIs) are Southwest Tech's institution-wide performance measures that monitor student success, equity, and workforce outcomes. These indicators are reviewed annually by the Board of Directors, using the data to guide institutional priorities and assess progress toward desired outcomes. Dr. Jeremy Pickard, President, and Mandy Henkel, Executive Director of College Effectiveness/Accreditation, will summarize the College Health Indicators (CHIs), which are included within the electronic meeting packet.

B. Review of Strategic Goals Aligned with Strategic Directions

Again this year, the College's Strategic Directions organize institutional direction improvement around three stages of student success: Access, Completion, and Post-College Success. The Board reviewed the Strategic Directions at the April meeting.

Since then, measurable goals have been established within each of the high-level institutional directions. These goals are included in the electronic packet of meeting materials and will be summarized by Holly Clendenen, Chief Student Services Officer, and Cynde Larsen, Chief Academic Officer.

C. SWTC Foundation FY26 4th Quarter Report

Dennis Cooley, Executive Director of Advancement, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY26 4th quarter report is available with the electronic meeting materials.

D. SWTC Real Estate Foundation FY26 4th Quarter Report

Mr. Cooley will present a quarterly Real Estate Foundation report to the Board highlighting the resident life, current initiatives, and future investments. The FY26 4th quarter report is available in the electronic meeting materials.

INFORMATION AND CORRESPONDENCE

A. Enrollment/FTE Comparison and Student Success Scoreboard

1. Enrollment/FTE Comparison Report

2. Student Success Scoreboard

Miss Clendenen and Katie Glass, Chief Communications Officer, will share insights into the reports that are included in the electronic meeting materials.

B. Chairperson's Report

1. Resolution – Recognition of Caleb White, Interim Presidency

The Board will consider a resolution recognizing Mr. White's leadership and service to the College and expressing its appreciation for his contributions. A motion to approve the resolution will follow its reading. The resolution is included within the meeting's electronic materials.

C. College President's Report

1. Review Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509

The meeting materials include 1) the policy and 2) a draft of the policy with markups showing the recommended updates for Board consideration.

2. Review Board Governance Policy 3.1: General Executive Constraint

The meeting materials include 1) the policy, 2) draft 1 of the policy with markups showing the recommended updates for Board consideration, and 3) draft 3 of the policy showing another update option for Board consideration.

3. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

A. Agenda

- 1. Approval of Board Monitoring Report: Compliance**
- 2. Review of Annual WTCS Outcome-Based Funding Report**

B. Time and Place

Thursday, September 24, 2026, Southwest Tech, Room 430

5:30 p.m.: Working Dinner - HLC Preparation

6:00 p.m.: Regular Meeting

ADJOURN TO CLOSED SESSION

A. Consideration of adjourning to a 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.}

B. Approval of June 18, 2026, Closed Session Minutes

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s August 27, 2026, regular meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College’s website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and at the Fennimore City Office to make the public aware of the time, place, and agenda.”

A. Roll Call

B. Reports/Forums/Public Input

Open Meeting

A. Oath of Office – Recently Appointed Board Member Frank King

Frank King will read the oath of office as a Trustee for the 2026- 2029 term of the Southwest Wisconsin Technical College District Board.

Consent Agenda

A. Approval of Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, August 27, 2026

Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

- 5:30 p.m.: Working Dinner, Higher Learning Commission Comprehensive
Visit Preparation: Criterion 2 - Integrity
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- A. Roll Call
- B. Reports/Forums/Public Input

OPEN MEETING

- A. Oath of Office – Recently Appointed Board Member Frank King

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of July 13, 2026, Annual 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. Staffing Update
- G. Southwest Wisconsin Workforce Development Board (SWWDB) Sublease, Richland Center Outreach

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of RFP: Redundant Internet (2627-07)
- B. Approval of Board Monitoring Report: College Culture

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of College Health Indicators
- B. Review of Strategic Goals Aligned with Strategic Directions
- C. SWTC Foundation FY26 4th Quarter Report
- D. SWTC Real Estate Foundation FY26 4th Quarter Report

INFORMATION AND CORRESPONDENCE

- A. Enrollment/FTE Comparison and Student Success Scoreboard
 - 1. Enrollment/FTE Comparison Report
 - 2. Student Success Scoreboard
- B. Chairperson's Report
 - 1. Resolution – Recognition of Caleb White, Interim Presidency
- C. College President's Report
 - 1. Review Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509
 - 2. Review Board Governance Policy 3.1: General Executive Constraint
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report: Compliance
 - 2. Review of Annual WTCS Outcome-Based Funding Report
- B. Time and Place
 - Thursday, September 24, 2026, Southwest Tech, Room 430
 - 5:30 p.m.: Working Dinner - HLC Preparation
 - 6:00 p.m.: Regular Meeting

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a 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.}
- B. Approval of June 18, 2026, Closed Session Minutes

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.}

B. Minutes of July 13, 2026, Annual Board Meeting



MINUTES OF THE ANNUAL MEETING FOR THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JULY 13, 2026

The Board of Southwest Wisconsin Technical College met in an open session of its annual meeting commencing at 6:02 p.m. on July 13, 2026, 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, Theresa Braudt, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson, and Jane Wonderling. Absent: N/A

Others present for all, or a portion of the meeting, included:

Dr. Jeremy Pickard, College President, and College Staff: Heath Ahnen, Stephanie Brown, Mandy Henkel, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Lori Needham, Stacia Stephenson, Krista Weber, Caleb White, and Kris Wubben.

Chairperson 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:



DISTRICT BOARD ANNUAL MEETING NOTICE/AGENDA

Monday, July 13, 2026

Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

- | | |
|------------|---|
| 5:30 p.m.: | Working Dinner, Higher Learning Commission Comprehensive Visit
Preparation: Accreditation 101, Visit Timeline, Criterion 1 |
| 6:00 p.m.: | Annual Meeting |

AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's July 13, 2026, annual meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at CESA 3, and at the Fennimore City Office to make the general public aware of the time, place, and agenda."

- A. Roll Call
- B. Reports/Forums/Public Input

OPEN MEETING

- A. Oath of Office – Recently Appointed Board Members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of June 18, 2026, 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. District Boards Association (DBA) 2026-27 Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Election of 2026-27 Board Officers
- B. Approval of 2026-27 Signatory Authority Policy
- C. Designation of 2026-27 College Legal Counsel
- D. Designation of 2026-27 Depository
- E. Approval of Three-Year Facilities Plan
- F. Approval of Ten-Year Facilities Plan
- G. Approval of RFP: Student Housing Management Software (RFP 2627-06)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Academic Master Plan Update
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report and Student Success Scoreboard
 - 1. Enrollment/FTE Comparison Report
 - 2. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association (DBA) 2026-27 Committee Appointments
 - 2. Designate 2026-27 Southwest Tech Foundation and Real Estate Foundation Board Representatives
 - 3. 2026 ACCT Leadership Congress: October 21-24, 2026
- C. College President's Report
 - 4. Review Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509
 - 5. Review Board Governance Policy 2.6: Acting and Interim President
 - 6. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Oath of Office – Board Trustee Dr. Frank King
 - 2. Approval of Board Monitoring Report: College Culture
 - 3. Foundation Quarterly Report & Real Estate Foundation Quarterly Report
 - 4. Review College Health Indicators
- B. Date, Time, and Place
 - Thursday, August 27, 2026, Southwest Tech, Room 430
 - 5:30 p.m.: Working Dinner - HLC Preparation
 - 6:00 p.m.: Regular Meeting

Newly re-elected Board members Chris J. Prange and Steve Williamson read and signed the Oath of Office. Both will serve three-year terms concluding on June 30, 2029.

After a review of the Consent Agenda, including the July 13, 2026, agenda; June 18, 2026, Board meeting minutes; financial reports; 221 contracts representing \$1,327,758.52 in revenue in June 2026; employment recommendations for Megan McCarthy, Annual Giving and Donor Relations Coordinator, Syndey Lundell, Health Science Academic Success Coach, Sophia Winter, Adult Education Instructor/Academic Success Coach, Carrie Sutter, Director of Grants; the promotion transfers for Morgan Zach, Grants and Compliance Manager, Kat Chamorro Rueda, Adult Education Navigator/Academic Success Coach, Rachel Preuschl, Child Care Center Lead Teacher and Lab Assistant; and the 2026-27 District Boards Association Assessment in the amount of \$24,487.80, Mr. Enright moved, seconded by Mr. Tiescher, to approve the Consent Agenda, as presented. Motion adopted.

Chairperson Prange indicated at the beginning of the election process that although he has one year of chair eligibility remaining, he has chosen not to serve for a second term. The Board elected the 2026-27 Board Officers as follows:

- (1) Mr. Prange called for nominations for Chairperson. Mr. Tiescher moved, seconded by Mr. Williamson, to nominate Jane Wonderling as Chairperson. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Williamson moved, seconded by Ms. Jordie, that nominations be closed and a unanimous ballot be cast for Ms. Jane Wonderling as Chairperson of the Board. Motion Carried.
- (2) Mr. Prange called for nominations for Vice Chairperson. Ms. Jordie moved, seconded by Mr. Tiescher, to nominate Chris Prange as Vice Chairperson. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Tiescher moved, seconded by Mr. Enright, that nominations be closed and a unanimous ballot be cast for Mr. Chris Prange as Vice Chairperson of the Board. Motion Carried.
- (3) Mr. Prange called for nominations for Secretary. Mr. Tiescher moved, seconded by Ms. Jordie, to nominate Kent Enright as Secretary. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Tiescher moved, seconded by Ms. Jordie, that nominations be closed and a unanimous ballot be cast for Mr. Kent Enright as Secretary of the Board. Motion Carried.
- (4) Mr. Prange for nominations for Treasurer. Mr. Tiescher moved, seconded by Ms. Wonderling, to nominate Steve Williamson as Treasurer. Following Mr. Prange's three requests for further nominations and hearing none, Mr. Enright moved, seconded by Mr. Tiescher, that nominations be closed and a unanimous ballot be cast for Mr. Steve Williamson as Treasurer of the Board. The Board's former Treasurer, Ms. Wonderling, will be removed as the financial institution's signer/treasurer, and Mr. Williamson will be the new authorized signer/treasurer. Motion Carried.

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. The proposed 2026-27 signatory policy, which identifies the designated individuals with authority to sign official or legally binding documents, was reviewed. Mr. Tuescher moved to approve, as presented, the 2026-27 Signatory Authority Policy. Mr. Enright seconded the motion; the motion carried.

Letters of legal engagement were reviewed from Rick Verstegen, Boardman & Clark, LLP, Madison, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Tuescher moved, seconded by Mr. Bolstad, to retain the following law firms for 2026-27: Rick Verstegen, Boardman Clark, LLP, Madison, WI, for General Legal Counsel, Employee Relations/Labor Law (including Title IX), Disability Services, Student Conduct; Jon Anderson of Husch Blackwell, LLP, Madison, WI, for Employee Relations/Labor Law, Employee Benefits, Employment Litigation, Board Counsel, Other Counsel as requested; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI, for Bond Counsel. The motion carried.

At the April 27, 2024, District Board meeting, the District Board awarded a contract for banking services through a joint Request for Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to MidWestOne Bank, Fennimore, WI, for a period beginning July 1, 2024, through June 30, 2029. The awarded contract is being honored by MidWestOne Bank, and the College is satisfied with the service level and products it offers. Ms. Jordie moved, seconded by Mr. Williamson, to approve continuing the designation of MidWestOne Bank, Fennimore, WI, as the College's official depository for FY 2026-27. The motion was adopted.

Dan Imhoff, Executive Director of Facilities, Safety, and Security, presented the Three-Year Facilities Plan 2026-2029. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Mr. Enright moved, seconded by Mr. Williamson, to approve, as presented, the Three-Year Facilities Plan 2026-2029. The motion carried.

Mr. Imhoff presented the Ten-Year Facilities Plan. This plan is a vision for the next ten years. Mr. Williamson moved, seconded by Mr. Bolstad, to approve the Ten-Year Facilities Master Plan as presented. The motion was adopted.

Stephanie Brown, Student Success & Resident Life Manager, presented information and a recommendation for RFP 2627-06 Student Housing Management Software. Three vendors submitted proposals in response to the RFP; however, only one proposal was determined to be responsive. Mr. Bolstad moved, seconded by Ms. Braudt, to award a contract for Student Housing Management Software to eRezLife Software of Vancouver, BC, for an annual cost of

\$8,274, noting that eRezLife has waived all one-time professional services, implementation, and training fees. Also, the agreement will include a capped annual price increase of four percent (4%) and will be established for a three-year term. The motion carried.

Cynde Larsen, Chief Academic Officer, reviewed the Academic Master Plan, noting its purpose of aligning college programming with the College mission, guiding program portfolio decisions, improving student learning and success, anticipating workforce & transfer needs, and prioritizing investments. The plan's updates include:

- New Programming (pending WTCS approvals): Diagnostic Medical Sonography (DMS) - Fall 2027 and Dental Hygiene - Fall 2028
- Exploration of New Programming: Truck Driving, Refrigeration Advanced Technical Certificate, and focus areas within Business Management
- Existing Programming:
 - Medical Assistant –Monitoring enrollment and demand.
 - Accounting –Monitor program numbers to determine if twice yearly entry and exits are cost-effective.
 - Continuing to evolve curriculum and transfer to support strong wages: Human Services Associate, Early Childhood Education, Cosmetology, and Golf Course Management.

Krista Weber, Chief Human Resources Officer, reviewed the College Staffing Report, noting that June was a productive month marked by active recruitment efforts, including position postings, interviews, hiring, and onboarding.

The enrollment/FTE Comparison Report was presented by Katie Glass, Chief Communications Officer. The report shows a 3.8% decrease in FTE's and an increase of 1.7% in headcount compared to last year. Strategic efforts are being made to recruit. There are seven more new student registration sessions before classes begin on August 17.

Ms. Brown presented the monthly update on Student Success Plan progress. Mr. Bolstad expressed appreciation for the significant effort involved in completing the plans and commended staff for their ongoing commitment to making a positive impact on students' lives.

Under the Chairperson's Report:

- The 2026-27 District Boards Association (DBA) Committee Appointments and the Southwest Tech Foundation Board and Real Estate Foundation Board representatives were determined:
 - Chuck Bolstad will continue with a seat on the DBA's Board of Directors as Past President.
 - Kent Enright will continue to serve on the DBA Awards Committee.
 - Jeanne Jordie will continue to serve on the DBA Internal Best Practices Committee.
 - Chris Prange will continue to serve on the DBA Bylaws Committee.
 - Chris Prange will serve on the DBA External Partnerships Committee.

- Kent Enright will serve on the DBA Legislative Committee
- Steve Williamson will represent the Board as an ex officio member on the SWTC Real Estate Foundation Board.
- Theresa Braudt will continue to represent the Board as an ex officio member of the SWTC Foundation Board.
- The Board discussed the 2026 ACCT Leadership Congress, October 21-26, 2026, in Chicago. A proposal to present was submitted and accepted, titled “Plans and Pathways at Scale: How Boards Lead Student-Centered Transformation”. This will be presented by Chuck Bolstad, Holly Clendenen, Katie Glass, and Hana Lahr, from the Community College Research Center.

College President’s Report:

- The Board reviewed:
 - Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509: It was decided to table this policy until the August meeting.
 - Policy 2.6: Acting and Interim President. There were no suggestions for edits.

College Happenings:

- Dr. Pickard provided a brief update on his first couple of weeks as President, noting his initial focus has been centered on listening, learning, relationship building, understanding college operations, engaging with students and employees, and strengthening connections with community partners throughout the district and across the Wisconsin Technical College System.

There were no items reported under Other Information Items.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Ms. Braudt seconding the motion. The motion was carried, and the meeting adjourned at 7:30 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 07/01/2026 - 07/31/2026				
Vendor	Expenditure Invoice #	Description	Amount	
Sikich	7/6/26	July, 2026 Health Insurance Premiums	286,566.44	
WRS-PR	7.31.26	07.31.26 WRS Support Contributions	161,724.10	
eCampus.com	6557-260731-2639	Book vouchers	140,941.20	
IRS	7.17.26	07.17.26 941 Deposit - 2205	124,044.77	
IRS	7.3.26	07.03.26 941 Tax Deposit - 2205	122,212.61	
Ewald	1FTFW1P86TKD63390	226 Ford F150 - Straka	47,427.50	
Fennimore Utilities	7.28.26 Stmt	Utilities	35,009.84	
City of Dodgeville	8101-72026	2012 Ford E450 Horton Ambulance	30,000.00	
5 Alarm	57075PP	Fire Equipment	26,103.00	
Associated - PR ADMI	7.30.26	07.31.26 HSA Contributions	25,559.05	
WTCDBA	00238	26-27 DBA Fee Assessment	24,487.80	
WI DOR- PR	7.31.26	07.31.26 WI State Tax Deposit	23,891.49	
Associated - PAYROLL	7.3.26	07.03.26 HSA Contributions	22,005.21	
WI DOR- PR	7.17.26	07.17.26 WI State Tax Deposit	21,389.22	
WI DOR- PR	7.3.26	07.03.26 WI State Tax Deposit	20,998.75	
Associated - PAYROLL	7.17.26	07.17.26 HSA Contributions	20,005.21	
Waukesha County	CINV-270020	Member Assessment Fee - Purch Consort	19,840.33	
TimeClock Plus	INV00487970	26-27 License	18,648.36	
K-Log	26-339230-1	Lab Stations	17,259.97	
MEAC	3660-33	Accreditation Fee	16,137.96	
WiscNet	24888	Annual Membership	15,200.00	
Great West	7.20.26	07.17.26 457 Contributions	14,249.75	
Great West	7.2.26	07.01.26 457B Contributions	14,248.54	
Associated - PAYROLL	7.16.26	07.16.26 Associated	11,082.25	
Kraemer Air	23708	Air filters	10,680.48	
Smartsheet	INV2915951	Premium Support Pkg	10,464.00	
Dark Horse	874	CDL TUITION	10,000.00	

Vendor	Expenditure Invoice #	Description	Amount
Delta	7.1.26	Weekly Dental Claims	8,573.40
Kaltura	154255	Kaltura 12 Month Term	8,040.52
Amazon	1TRY-94KL-7RP7	Camera/Lense/Memory Card	7,963.98
Lab Midwest	5243	FANUC Training	7,936.00
Lab Midwest	5242	FANUC Training	7,936.00
Lab Midwest	5241	FANUC Training	7,936.00
Hinge Properties	JULY/AUG RENT	July and August 26 Rent	7,883.06
eCampus.com	6557-260731-430	Vouchers	6,697.52
DMI	2359	Crime/Out of State WC	6,245.00
M.C. Dean	26C851M01001	7.1-6.30.27	5,900.00
Delta	7.8.23	Weekly Dental Claims	5,338.43
TIAA	7.2.26	07.03.26 403b Contributions	5,322.59
TIAA	7.16.26	07.17.26 403b Contributions	5,322.59
Symetra	7.2.26	07.03.26 Basic Life	5,288.52
Associated - PR ADMI	7.29.26	HRA Spending	5,000.00
Associated - PR ADMI	7.31.26	HRA Account Spending	5,000.00
NJCAA	MEM-923	26-27 Membership	5,000.00
Delta	7.15.26	Weekly Dental Claims	4,520.12
Muscoda Sportsmans	7.31.26 Rounds	25 Target Rounds	4,428.00
Associated - PR ADMI	7.16.26	07.16.26 Associated	4,417.24
TIAA	7.30.26	07.31.26 403b Contributions	4,322.59
Madison National	1780748 7.1.26	Insurance	4,195.61
Delta	7.29.26	Weekly Dental Claims	4,040.34
IXL	S594756	License	4,007.50
Trugreen	228989638	Lawn Service	3,960.00
General Capital	JULY/AUG RENT	July and August '26 rent	3,582.16
NAACLS	34631	Annual Fee (7.1-6.30.27)	3,273.00
Akitabox	192917	Asset Mapping Software 26-27	2,722.73
Trane	22276593	Motors	2,704.46
Advanced Bus	104692	7.1.26-6.30.27	2,600.00

Vendor	Expenditure Invoice #	Description	Amount
Shopping News	7.31.26 Stmt	Advertising	2,531.90
AMB	1000614	Clothing	2,518.00
Total			\$5,049.90

Vendor	Bank Withdrawals Transaction Date	Audit Trail	Amount
July 2026 Sweep	7/31/2026	GNJL015842	418,449.73
U.S. BANK AUTOPAY ending 06.16.2026	7/1/2026	GNJL015601	23,756.37
U.S. BANK AUTOPAY ending 06.30.2026	7/15/2026	GNJL015656	19,390.84
U.S. BANK AUTOPAY ending 07.13.2026	7/29/2026	GNJL015808	13,696.00
Total N/A			\$475,292.94

Payroll	Payroll Date	Audit Trail	Amount
Payroll	7/3/2026	26854940	\$378,160.60
Payroll	7/17/2026	27014976	\$371,867.32
Payroll	7/31/2026	27139608	\$422,015.90
Total Payroll			\$1,172,043.82

Total Purchases Greater than \$2,500: \$1,652,386.66

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 07/31/2026			
Fund	Receipts	Expenses	Net Cash Change-month
1 General	\$626,286	\$2,428,053	-\$1,801,767
2 Special Revenue	\$0	\$0	\$0
3 Capital Projects	\$0	\$104,160	-\$104,160
4 Debt Service	\$0	\$0	\$0
5 Enterprise	\$105,519	\$75,909	\$29,610
6 Internal Service	\$315,958	\$343,336	-\$27,378
7 Financial Aid/Activities	\$203,869	\$294,151	-\$90,282
Total	1,251,632	3,245,609	-\$1,993,977
Bank Account	EOM Cash Balances		
-Midwest One Operating 0356	\$0		
-Midwest One Investment 7167	\$1,500,261		
-Cash on Hand	\$2,700		
-Local Government Investment Pool	\$10,554,587		
Ending Cash/Investment Balance	\$12,057,547.90		

3. Budget Control

Southwest Wisconsin Technical College YTD Summary for Funds 1-7 For 1 Month ended July 31, 2026							
Fund	2026-27 Budget	2026-27 YTD Actual	2026-27 Percent	2025-26 Percent	2024-25 Percent	2023-24 Percent	2022-23 Percent
General Fund Revenue	28,495,230.00	\$626,286.43	2.20%	4.42%	4.64%	2.46%	2.26%
General Fund Expenditures	29,149,800.00	\$2,428,053.36	8.33%	6.97%	7.17%	8.21%	7.95%
Capital Projects Fund Revenue	4,575,000.00	\$0.00	0.00%	0.00%	0.00%	0.03%	0.00%
Capital Projects Fund Expenditures	3,948,862.00	\$104,160.20	2.64%	2.42%	44.51%	2.12%	1.65%
Debt Service Fund Revenue	7,155,000.00	\$0.00	0.00%	0.00%	0.00%	0.00%	0.00%
Debt Service Fund Expenditures	7,098,900.00	\$0.00	0.00%	0.00%	0.00%	0.00%	0.00%
Enterprise Fund Revenue	2,330,000.00	\$105,519.44	4.53%	5.68%	3.62%	3.05%	0.90%
Enterprise Fund Expenditure	2,400,000.00	\$75,909.35	3.16%	3.34%	2.02%	4.76%	3.56%
Internal Service Fund Revenue	4,455,000.00	\$315,957.55	7.09%	6.66%	6.47%	7.02%	7.46%
Internal Service Fund Expenditures	4,455,000.00	\$343,335.92	7.71%	7.37%	6.87%	7.91%	0.88%
Trust & Agency Fund Revenue	9,100,000.00	\$203,869.44	2.24%	0.62%	62.00%	1.35%	0.01%
Trust & Agency Fund Expenditures	9,125,000.00	\$294,150.77	3.22%	0.60%	60.00%	2.42%	2.90%
Grand Total Revenue	56,110,230.00	\$1,251,632.86	2.23%	3.43%	3.10%	2.14%	1.82%
Grand Total Expenditures	56,177,562.00	\$3,245,609.60	5.78%	4.98%	7.64%	5.44%	4.67%

D. Contract Revenue

Fourteen contracts representing \$43,199.27 in 2025-26 revenue, and fifteen contracts representing \$86,415.07 in 2026-27 revenue, are presented for Board approval:

2025-2026 CONTRACTS

7/1/2026 to 7/31/2026

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	Indirect	Indirect	Indirect
							Cost Factor: On-Campus	Cost Factor: Off-Campus	Cost Factor: Waiver
Grant County Sheriffs Department	03-2026-0071-I-21	Adult Education Courses	Chantel Hampton		\$ 6,921.58	No		X	
Fennimore School District	03-2026-0408-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	4	\$ 10,934.98	No	X		
Iowa Grant School District	03-2026-0410-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	2	\$ 3,782.51	No	X		
Lancaster School District	03-2026-0412-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 1,026.10	No	X		
Mineral Point School District	03-2026-0414-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 1,075.75	No	X		
Platteville School District	03-2026-0416-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	10	\$ 8,356.36	No	X		
Richland Center School District	03-2026-0422-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 198.10	No	X		
Southwestern School District	03-2026-0426-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	2	\$ 1,340.40	No	X		
Shullsburg School District	03-2026-0430-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 182.05	No	X		
Wauzeka Steuben School District	03-2026-0434-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	2	\$ 4,901.90	No	X		
Benton School District	03-2026-0442-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	2	\$ 678.56	No	X		
Cassville School District	03-2026-0448-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 794.25	No	X		
Argyle School District	03-2026-0455-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	11	\$ 471.68	No	X		
River Valley School District	03-2026-0456-I-13	Spring 25/26 WI Statute 118.15	Chantel Hampton	1	\$ 2,535.05	No	X		
Totals	Number Served	Price							
Total of All Contract	39	\$ 43,199.27							
Exchange of Services	0	0							
For Pay Service	39	\$ 43,199.27							

2026-2027 CONTRACTS

7/1/2026 to 7/31/2026

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	Indirect Cost	Indirect Cost	Indirect Cost
							Factor: On-Campus	Factor: Off-Campus	Cost Factor: Waiver
Barneveld School District	03-2027-0001-I-11	Drivers Education Theory (School District Paid)	Kim Maier	21	\$ 2,730.00	No		X	
Boscobel School District	03-2027-0005-I-11	Drivers Education Theory (School District Paid)	Kim Maier	44	\$ 5,720.00	No		X	
Dodgeville School District	03-2027-0010-I-11	Drivers Education Theory (School District Paid)	Kim Maier	36	\$ 4,680.00	No		X	
Highland School District	03-2027-0014-I-11	Drivers Education Theory (School District Paid)	Kim Maier	6	\$ 780.00	No		X	
Mineral Point School District	03-2027-0020-I-11	Drivers Education Theory (School District Paid)	Kim Maier	50	\$ 6,500.00	No		X	
Riverdale School District	03-2027-0026-I-11	Drivers Education Theory (School District Paid)	Kim Maier	10	\$ 1,300.00	No		X	
Ithaca School District	03-2027-0029-I-11	Drivers Education Theory (School District Paid)	Kim Maier	11	\$ 1,430.00	No		X	
Boscobel School District	03-2027-0031-I-11	Heartsaver CPR AED with First Aid	Gin Reynolds	18	\$ 845.12	Yes		X	
Prairie Maison	03-2027-0034-I-41	BLS for Healthcare Provider CPR	Gin Reynolds	16	\$ 1,440.00	No		X	
Cardinal Glass	03-2027-0035-I-41	FANUC Robotics Training	Jake Johnson	24	\$ 48,200.00	No		X	
Schuman Cheese	03-2027-0037-I-41	Heatsaver CPR AED with First Aid	Gin Reynolds	9	\$ 1,350.00	No		X	
Lactalis	03-2027-0042-I-41	OSHA 10 - General Industry	Jake Johnson	10	\$ 4,550.00	No		X	
Lactalis	03-2027-0043-I-41	Everything DiSC Agile EQ	Jake Johnson	12	\$ 4,450.00	No		X	
USA Clay Target League	03-2027-0071-T-42	WI League Director Duties - June	Caleb White		\$ 689.95	No		X	
Lactalis	03-2027-0073-I-41	Safety NFPA 70E Arc Flash	Jake Johnson	3	\$ 1,750.00	No		X	
Totals	Number Served	Price							
Total of All Contract	252	\$ 85,569.95							
Exchange of Services	18	\$ 845.12							
For Pay Service	270	\$ 86,415.07							

E. Personnel Items

The Personnel Report includes recommendations for four new hires and one resignation:



August 2026 Personnel Report Presented on August 27, 2026

Employment: New Hire

Name:	Melissa Uppena
Title:	Nursing Instructor
How many applicants & interviewed:	2 applicants, 1 interview
Start Date:	July 22 nd , 2026
Salary/Wages:	\$68,000/year
Classification:	Full-Time, Exempt
Education and/or Experience:	Bachelor's Degree in Nursing with current enrollment in a Master's program. 10+ years of nursing experience across a variety of healthcare settings.

Name:	Ashley Stammen
Title:	Dental Hygiene Program Director/Instructor
How many applicants & interviewed:	1 applicant, 1 interview
Start Date:	July 29 th , 2026
Salary/Wages:	\$84,000/year
Classification:	Full-Time, Exempt
Education and/or Experience:	Master's Degree in Healthcare Administration and an Associate Degree in Dental Hygiene. 3+ years of experience as a Dental Hygiene Instructor in higher education.

Name:	Holly Anderson
Title:	Communication Instructor
How many applicants & interviewed:	10 applicants, 5 interviews
Start Date:	August 3 rd , 2026
Salary/Wages:	\$72,000/year
Classification:	Full-Time, Exempt
Education and/or Experience:	Master's Degree in African American Studies and currently pursuing a Doctorate in English. 3+ years of experience as an English Instructor in higher education.

Name:	Genene Bunders
Title:	Administrative Assistant - Facilities
How many applicants & interviewed:	16 applicants, 3 interviews
Start Date:	August 17 th , 2026
Salary/Wages:	\$23.00/hour
Classification:	Full-Time, Non-Exempt
Education and/or Experience:	20+ years of administrative support, customer service, and records management experience.

Promotions / Transfer

Employee	New Position

Retirements / Resignations

Employee & Date	Position
Stephanie Bernhardt (August 14 th , 2026)	Student Financial Assistance Lead/Accounting Bursar

F. Staffing Update

The Staffing Update highlights this month's activity for open employment positions and postings:

A	D	C	U	E	F	G	H
	Position Posted	New or Replacement?	Additional Info	Hired/ Current Status	Effective Date	Funding Source &/or Estimated Wage Range	Hired Wage Rate
1	Advanced Manufacturing Instructor	New	New Program - funded by DOE grant	Posted	Posted 12/2/2025	Bachelor's Equivalency: \$51,221 - \$81,444 Advanced Equivalency: \$53,878 - \$85,666 Master's Equivalency: \$56,533 - \$89,888	
2	Automation/Electromechanical Technology Instructor	Replacement	Replacing Austin Yager	Interviewing	Posted 02/12/2026	Bachelor's (BS) Equivalency \$51,221-\$81,444 Advanced (AS) Equivalency \$53,878-\$85,666 Master's (MS) Equivalency \$56,533-\$89,888	
3	Annual Giving and Donor Relations Coordinator	Replacement	Replacing Adam Phillips/position updated from development officer to annual giving focus	Megan McCarthy	Posted 4/29/26	C42: \$51,741.76 - \$72,438.46	Hired at \$72,000
4	Bookstore Assistant - Part Time	Replacement	Replacing part-time student worker with part-time regular employee	Posted	Posted 4/29/26	A13: \$19.56-\$23.11	
5	Child Care Center Lead Teacher and Lab Assistant	Replacement	Replacing Paula Timmerman (retired)	Internal Hire: Rachel Preuschl	Posted 4/29/26	A12: \$19.56-\$22.87	Hired at \$22.50
6	Communication Instructor	Replacement	Replacing Alexa Chiefari	Holly Anderson	Posted 4/29/26	Masters: \$56,533-\$89-888	Hires at \$72,000
7	Director of Grants	Replacement	Replacing Amy Seeboth-Wilson	Carrie Sutter	Posted 4/29/26	D62: \$67,359 - \$93,645	Hired at \$95,000
8	Grants and Compliance Manager	Replacement	Replacing Karen Campbell/ Position updated to include grant management	Internal Hire: Morgan Zach	Posted 4/29/26	C43: \$54,575.27 - \$76,406.43	Hired at \$58,500
9	Health Science Academic Success Coach	Replacement	Replacing part-time of Danielle Carlson's position with a full-time position	Sydney Lundell	Posted 5/8/26	C41: \$48,409.24- \$68,471.54	Hired at \$58,000
10	Adult Education Navigator/Academic Success Coach	New	New Position - Schlecht Family Foundation Grant plus part-time grant-funded position	Internal Hire: Kat Chamorro Reuda	Posted 5/14/26	C41 Hourly: \$23.51 – 32.92	Hired at \$26.50

11	Adult Education Instructor/Academic Success Coach	New	Two part-time grant-funded positions that were pieced together as full-time	Sophia Winter	Posted 5/14/26	C41 Hourly: \$23.51 – 32.92	Hired at \$29.00
12	Associate Degree Nursing Instructor	Replacement	Replacing Vicky Rundle nursing instructor duties externally. Academic Lead and Program Director duties hired internally to Justine Sparrgrove.	Melissa Uppena	Posted 6/8/26	Masters: \$56,533 - \$89,888	Hired at \$68,000
13	Associate Degree Dental Hygiene Program Director/Instructor	New	New Program - Rural Health Transformation Grant Funded	Ashley Stammen	Posted 6/9/26	Masters: \$56,533 - \$89,888	Hired at \$84,000
14	Health Science Academic Success Coach - Part Time	Replacement	Replacing the other part of Danielle Carlson's position	Posted	Posted 6/16/26	C41: \$48,409.24- \$68,471.54	
15	Administrative Assistant - Facilities	Replacement	Replacing Morgan Zach	Genene Bunders	Posted 6/18/2026	B22 Hourly: \$19.56-\$25.37	Hired at \$23.00
16	Child Care Aide - Part Time	Replacement	Replacing Rachel Preuschl	Posted	Posted 7/29/26	A12: \$19.56-\$22.87	
17	Financial Aid Assistant/Accounting Bursar	Replacement	Replacing Stephanie Bernhardt	Interviewing	Posted 7/29/26	B22 Hourly: \$19.56-\$25.37	
18	Financial Aid Specialist	New	New position supporting the Student Success Plan initiative and our goal of 100% financial plan completion.	Posted	Posted 8/13/26	B22 Hourly: \$19.56 - \$25.37	

G. Southwest Wisconsin Workforce Development Board (SWWDB) Sublease, Richland Center Outreach

A 12-month lease for the Southwest Wisconsin Workforce Development Board (SWWDB) to lease 136 square feet of office space from the College at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, follows. The lease term is October 1, 2026, through September 30, 2027, with a rental payment of \$369.00 per month.

Recommendation: Approve, as presented, the August 27, 2026, Consent Agenda.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of October 2026 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

136 square feet of office floor space located at 373 West 6th Street, Richland Center, Wisconsin.

1.2 Term. This lease is for a term of twelve (12) months commencing on October 1, 2026, and ending September 30, 2027.

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

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

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred and Sixty Nine Dollars (\$369.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

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

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

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

- 5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's

consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

12. MISCELLANEOUS PROVISIONS.

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

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

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

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this
____ day of _____ 2026.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb J. White, Vice President for Administrative Services

14 IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this
day of August 2026.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD

BY: 
Rhonda Suda, Chief Executive Officer

Other Items Requiring Board Action

A. Approval of RFP: Redundant Internet (2627-07)

A public opening of the request for proposals for Redundant Internet Services was held on July 1, 2026. Two vendors submitted proposals, with one responsive bidder. A summary including the RFP's purpose, scope, and recommendation follows.

Recommendation: Award a contract for Redundant Internet Services to WIN, LLC of Eau Claire, WI, for a 5-year agreement of \$72,240.00

RFP # 2627-07 Redundant Internet Services

The public opening of the request for proposals (RFP) for **Redundant Internet Services** for the college was held on Wednesday, July 1, 2026, at 1:00 p.m. CST.

Purpose

Southwest Wisconsin Technical College (SWTC) is soliciting proposals from qualified Internet Service Providers (ISPs) to deliver dedicated, enterprise-grade 1 Gigabit Internet service. SWTC is a participating member of WiscNet and requires compatibility with WiscNet BGP and DNS services. The primary objective of this RFP is to eliminate SWTC's dependency on a single network path and reduce institutional risk through physically diverse, carrier-independent internet connectivity.

Scope

The vendor shall provide dedicated 1 Gbps symmetric Internet service, fiber-based, with support for enterprise routing and failover. The service must be delivered over a physically diverse fiber path from SWTC's existing primary connection.

Two (2) vendors submitted proposals for the RFP, with one (1) responsive vendor. The evaluation team consisted of Heath Ahnen, Dave Friesen, John Troxel, Josh Bedward, and Janet Adalance. The evaluation team's composite scores ranked as follows:

Evaluation Results

Evaluation	Max Value	WIN, LLC Eau Claire, WI
Total Score	100	83.125
Year one total with implementation		\$15,648
Annual recurring cost for years 2-5		\$14,148

Recommendation: Award a contract for Redundant Internet Services to WIN, LLC of Eau Claire, WI, for a 5-year agreement of \$72,240.

Southwest Tech Board Approval date:

B. Approval of Board Monitoring Report: College Culture

Krista Weber, Chief Human Resources Officer, will highlight the August 2026 Board Monitoring Report: College Culture. This report follows.

Recommendation: *Approve, as presented, the August 2026 Board Monitoring Report: College Culture.*



College Culture Board Monitoring Report - August 2026

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Strategic Directions

At Southwest Tech, we recognize that employee success drives student success. The College Culture Board Monitoring Report provides insight into how the college continues to strengthen a culture that supports our mission, vision, values, and strategic directions by:

- Integrating the Strategic Directions into daily operations and decision-making.
- Developing employees and leaders who support student success.
- Creating opportunities for meaningful employee engagement and feedback.
- Recognizing and valuing employees through professional growth, innovation, and appreciation efforts.
- Building a culture of accountability, continuous improvement, and innovation.

During 2025-2026, Southwest Tech continued to invest in employee engagement, leadership development, professional learning, and organizational effectiveness while maintaining a focus on student-centered decision making.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

Looking Back: 2025-2026 Initiatives

Employee Engagement and Feedback

Southwest Tech continued its commitment to listening and responding to employee feedback through employee surveys and regular communication points (college forums, in-services, coaching sessions).

Results

- Employee feedback was collected through the Staff and Faculty Satisfaction survey and smaller topic specific surveys (examples: LMS, Co-pilot), departmental discussions, and college-wide conversations.
- Leadership and the culture workgroup reviewed feedback and incorporated employee suggestions into operational improvements and planning efforts. Some examples include Artificial Intelligence training and related coaching session questions.
- Employees remained actively engaged in efforts to improve the employee and student experience.

Leadership Development and Succession Planning

The college continued to invest in the development of current and future leaders.

Results

- Continued the Emerging Leaders and Academic Lead programs to support leadership growth and prepare employees for future leadership opportunities.
- Provided supervisors with professional development focused on communication, accountability, compliance, and employee engagement.
- Enhanced student internship and student employment programs through supervisor coaching, professional development, mentorship, and intentional connections to academic goals, strengthening learning outcomes and work-based skill development.
 - Provided mentorship opportunities for student interns, with both current interns participating in the college's mentorship program.
 - Developed new internship job descriptions to better align internship experiences with departmental and institutional needs.
 - Increased awareness of student employment opportunities through presentations to students and participation in the October Resource Fair, with targeted outreach to Adult Education and English Language Learning (ELL) students.

Professional Development and Continuous Learning

Southwest Tech maintained a strong commitment to employee learning and development.

Examples of trainings and metrics are included later in the report.

Results

- Employees participated in internal and external professional development opportunities.
- Tuition reimbursement and credential attainment supported employee growth and retention.

- Technology and AI-related training opportunities expanded employee knowledge and workplace effectiveness. A cohort of 5 faculty members participated in an AI Learning Circle.
- Learning opportunities were aligned with institutional priorities and employee development needs.

Innovation and Artificial Intelligence (AI) Readiness

Southwest Tech continued to advance a culture of innovation through responsible AI adoption and technology readiness initiatives.

Results

- Expanded employee learning opportunities related to AI, Microsoft Copilot, and emerging technologies.
- Fostered cross-functional collaboration to evaluate, pilot, and implement innovative technology solutions.
- Strengthened governance and institutional guidance to support responsible AI adoption.
- Encouraged employees to identify opportunities to improve efficiency and service through technology.
- Advanced AI readiness through pilot programs, training, policy development, and employee engagement initiatives.

Recruitment, Retention, and Employee Support

The college remained focused on attracting, developing, and retaining talented employees.

Results

- Recruitment efforts prioritize mission alignment and employee experience.
- Turnover trends and retention metrics were regularly monitored by human resources and reported to the board at the April board meeting.
- Employee onboarding and support practices continued to evolve. Examples include:
 - Streamlined onboarding paperwork and scheduling employees' first day,
 - Updated orientation information to give the most relevant information to our employees on their first day,
 - Involved all HR employees to create familiarity and encouraged our new employees to come to us with questions at any time.

- Employee well-being resources and support services remained available to faculty and staff.
- The employee benefit package is regularly reviewed to maximize plan performance and provide employees with well-rounded, competitive offerings.

Looking Ahead: 2026-2027 Initiatives

Employee Engagement and Feedback

Enhance employee engagement through ongoing feedback, communication, and continuous improvement initiatives. Feedback areas of focus are resources for student success, technology training, opportunities for professional growth, communication, and building on our strengths.

- Implement actions identified through employee engagement feedback and surveys.
- Strengthen supervisor communication and employee recognition practices. Focus topics were included in coaching session questions and employee social and training events.
- Expand initiatives that support employee well-being, belonging, and retention.

Compensation Analysis

Evaluate compensation strategies to support employee attraction, retention, and market competitiveness.

- Conduct a comprehensive review of market compensation data and internal pay equity.
- Evaluate compensation structures to support employee recruitment and retention goals.
- Develop recommendations for future compensation strategies that align with financial sustainability and workforce needs.

Leadership Development and Succession Planning

Strengthen leadership capacity and succession planning through targeted development opportunities.

- Expand Emerging Leaders and Academic Lead development opportunities.
- Formalize succession plans for key leadership and hard-to-fill positions.
- Strengthen mentorship, coaching, and career development pathways for employees and student workers.

Innovation and Artificial Intelligence (AI) – Phase II

Expand responsible AI adoption and workforce readiness through training, governance, and strategic implementation efforts.

- Expand AI and Copilot training opportunities for faculty and staff.
- Evaluate outcomes from the Copilot pilot program and identify opportunities for broader implementation.
- Implement the college's AI Acceptable Use Policy and strengthen responsible AI governance.
- Continue faculty AI immersion experiences and build partnerships with employers utilizing AI technologies.

PRESENTATION OF DATA

Data Culture Dashboard: 2025-2026

Southwest Tech employed 184 employees during 2025–2026, including 166 full-time regular employees, 12 part-time regular employees, and six part-time limited-term employees. During the year, the College welcomed 16 new employees and experienced 21 employee separations, consisting of 12 resignations and 6 retirements. There were 2 terminations, and 1 layoff during the reporting period. The overall turnover rate was 9.14%. When layoffs, retirements, and limited-term employment are excluded, the adjusted turnover rate was 9.01%, with a corresponding employee retention rate of 90.86%. Overall, the data reflects a healthy and stable workforce, while also highlighting the importance of ongoing succession planning to address retirements and support future talent needs.

Note: The faculty and staff categories may overlap with the regular employee categories and should not be added together to calculate total employment.

Employee Data

1) Workforce Overview

Total Employees	Full-Time Regular	Part-Time Regular	Limited-Term Employees
184	166	12	6
	90.2% of workforce	6.5% of workforce	3.3% of workforce

2) Employee Composition

Faculty Qualifications and Placement	Employees	Staff Classification	Employees
Faculty with Master's Degree	34	Exempt Staff	56
Faculty with Bachelor's Degree	22	Support Staff	62
Faculty at Advanced Salary Level	10		

3) Workforce Activity

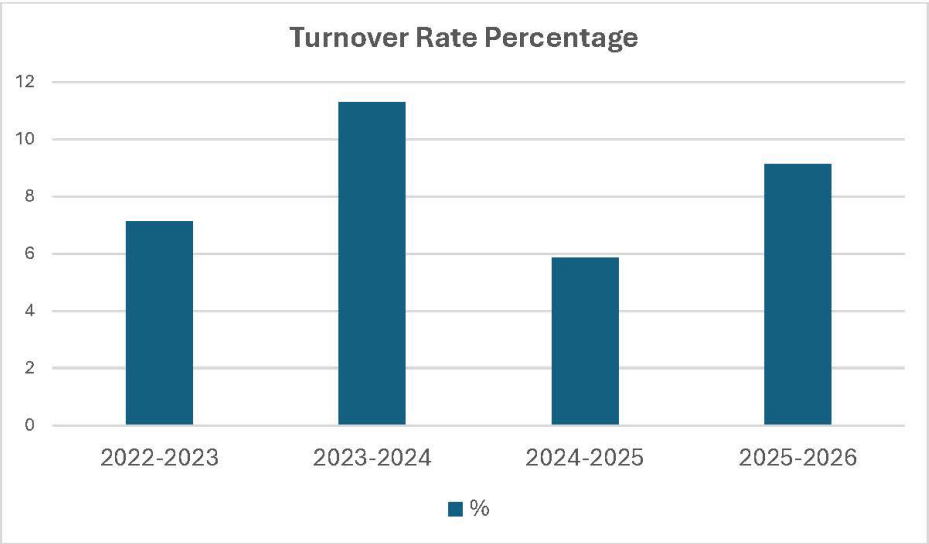
New Hires	Separations
Full-Time New Hires: 15	Resignations: 12
Part-Time New Hires: 1	Retirements: 6
Total New Hires: 16	Terminations: 2
	Layoffs/LTE Positions Ending: 1
	Total Separations: 21

4) Workforce Stability

Turnover Including All Separations	Adjusted Turnover Rate*	Retention Rate*
9.14%	9.01%	90.86%

*Adjusted turnover excludes layoffs, retirements, and limited-term employment. Retention excludes limited-term employees.

Retention Data



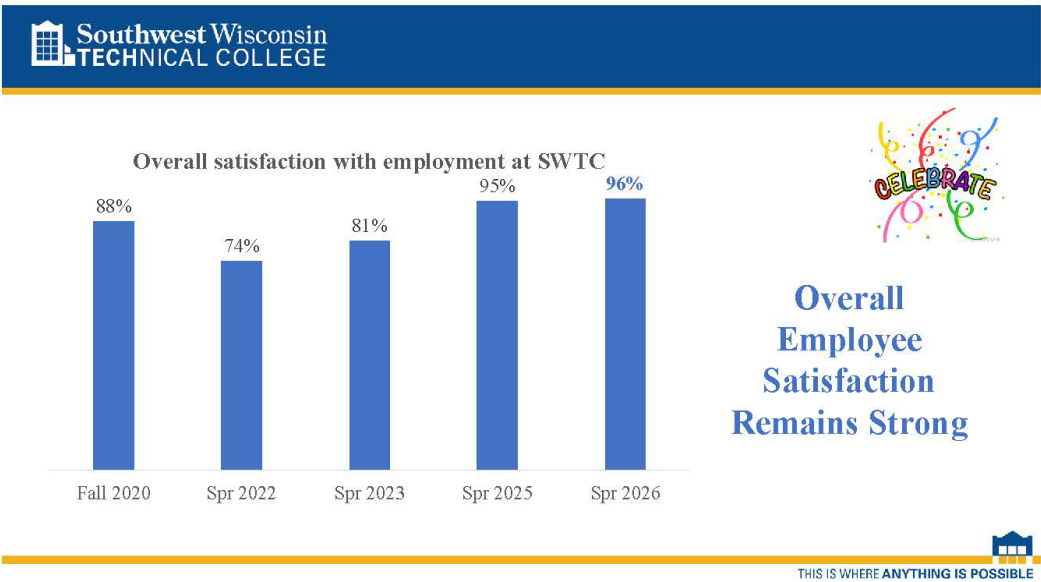
Reason for Leaving	Count	% of Departures
Money / Other Job	8	38%
Retired as Planned	6	29%
Terminated	2	9%
Other	3	14%
Aspen Initiatives	1	5%
Supervisor	1	5%

Exit interview and separation data indicate that the most common reason employees left Southwest Tech during 2025–2026 was to pursue other employment opportunities (38%), followed by planned retirements (29%). Only one departure was attributed to supervision concerns, and one departure was due to Aspen initiatives. We started monitoring Aspen initiative turnover in the last two years due to board concerns over workload.

Overall, the data suggests that turnover was driven primarily by external career opportunities and normal workforce transitions rather than workplace-related issues. These findings reinforce the importance of continued market-based compensation reviews, employee development opportunities, and succession planning for retirement-eligible employees.

RECOGNIZING AND VALUING PEOPLE

Overall Satisfaction



Southwest Tech administered its annual Employee Satisfaction Survey during spring 2026. A total of 139 employees participated, representing a 73% response rate, an increase from 62% participation in 2025. The survey had a very strong participation rate and overall satisfaction remained high. Survey results indicate that 96% of employees are satisfied or strongly satisfied with their employment at Southwest Tech, compared to 95% in the previous survey. The strong response rate and consistently high satisfaction levels reflect a highly engaged workforce and provide valuable feedback to support continuous improvement efforts across the College. Leadership and the Culture Workgroup continue to review survey feedback and use employee input to guide organizational improvements, employee development initiatives, and workplace culture strategies.

Metric	2025	2026
Participation Rate	62%	73%
Employee Responses	110	139
Overall Satisfaction	95%	96%

Professional Development Offerings and Participation

During the 2025–2026 school year, Southwest Tech made a significant investment in employee learning and development through a broad range of training and professional growth opportunities. Technology and innovation remained a major focus, with expanded training related to artificial intelligence, Microsoft Copilot, and emerging technologies, including pilot programs. Professional learning was reinforced through college forums, in-service programs, coaching sessions, onboarding enhancements, and employee feedback initiatives. These efforts reflected Southwest Tech’s commitment to continuous learning, leadership development, succession planning, organizational effectiveness, employee well-being, and innovation, ensuring employees had opportunities to build new skills, advance their careers, and better support student success. See the appendix for a list of past offerings and attendee numbers.

To support broad AI engagement, the college will launch a series of AI Micro-Learning Sessions from October through March. These short, collaborative sessions will allow employees to share practical AI applications, learn from peers, and explore newly approved tools. In addition, members of the AI Workgroup will engage with departments to assess training needs, provide guidance on approved tools, and support AI adoption efforts.

The January 2027 In-Service program will feature role-based AI learning tracks for faculty, staff, leaders, and innovators. Faculty sessions will focus on AI-enhanced teaching, assessment redesign, curriculum integration, and student competency development, while staff and leadership tracks will emphasize productivity, automation, governance, and strategic implementation.

Tuition Reimbursement - 5 Year Review

Southwest Tech's tuition reimbursement program continues to provide a strong return by investing in current employees and supporting long-term workforce needs. Over the past five years, 40 employees have pursued degrees, coursework, or apprenticeship-related development, with outcomes including promotions, position changes, enhanced faculty credentials, and expanded internal capacity. These results demonstrate the program's value as retention, succession planning, and employee development strategy.

- 30 employees experienced promotions, position changes, or expanded advancement opportunities connected to their educational progress.
- Only 4 employees participating in the tuition reimbursement program have left the college in the last five years.
- The program supports employees across multiple classifications, including faculty, administrative, and support staff, demonstrating broad institutional impact.
- 12 employees are still in progress, meaning the college's return will continue to grow as employees complete programs and apply new skills in current or future roles.

COMPETITIVE POSITIONING STATEMENT

Southwest Tech continues to cultivate a culture that supports student success through engaged employees, effective leadership, continuous learning, innovation, and accountability. Employee feedback, leadership development, recognition efforts, and strategic investments in professional growth demonstrate the college's ongoing commitment to fostering an environment where employees feel valued, supported, and empowered to contribute to the success of students and the institution. Culture is part of Southwest Tech's overall business strategy and is a key advantage in recruiting and retention.

OVERALL CULTURE: STRENGTHS, WEAKNESSES, AND OPPORTUNITIES

Strengths

1) Strong Employee Engagement

Employees continue to participate in annual surveys, listening opportunities, professional development, and college initiatives. Results show engagement that supports a culture of trust, collaboration, and continuous improvement.

2) **Commitment to Leadership Development**

Southwest Tech continues to invest in future leaders through leadership development programs, supervisory training, and succession planning efforts.

3) **Culture of Learning**

Employees actively pursue professional development, industry credentials, and technology training that support both employee success and student outcomes.

4) **Innovation and Continuous Improvement**

Employees demonstrate a willingness to embrace new ideas, technologies, and processes that improve organizational effectiveness and support student success.

5) **Recognition and Appreciation**

The college continues to recognize and celebrate employee contributions through formal and informal recognition efforts that reinforce organizational values. Examples include Shout Outs, Innovation of the Year, Employee Excellence Award, Employee Recognition Awards, Orange Frog, and Culture Workgroup activities.

Opportunities and Weaknesses

1) **Process Improvement**

Opportunities remain to streamline internal processes and reduce administrative burden, allowing employees to focus more time on students and strategic priorities.

2) **Change Management**

As new technologies, initiatives, and expectations are introduced, continued attention to communication, training, and employee support will be important.

3) **Supervisor Development**

Continued investment in leadership and supervisory effectiveness will strengthen accountability, communication, and employee engagement across the organization.

4) **Employee Well-Being**

Supporting employee well-being remains important as employees balance evolving workplace expectations and student needs.

APPENDIX

Professional Development Timeline and Number of Attendees:

1) Required Digital Accessibility Training – January 6th, 2026

We dedicated the afternoon to a variety of digital accessibility training sessions, people signed up based on their role – here are the training topics:

- Top 10 Digital Accessibility Musts (69)
- Social Media (19)
- Excel (54)
- Handbook Remediation (13)
- PowerPoint (31)
- Agendas (12)
- Work Guided Time – various sessions offered.

2) Staff IVP Day – January 6th, 2026

To support our college effectiveness department, human resources planned sessions with a staff focus.

- Coaching for Accountability (77)
 - Speaker: Lisa Schaefer
- AI for Work Efficiency (77)
 - Speaker: Destery Hildenbrand

3) January Learning Academy – January 5th – January 9th, 2026

Professional Growth:

- Speed of Trust (12)
- One Word Challenge (19)

Southwest Tech Process Focused:

- LMS Demo – various sessions offered.
- Unlocking Student Support: Scholarships & Endowments 101 (12)
- Understanding ELLs Practical Support for Bilingual Student Success (9)

Artificial Intelligence (AI):

- AI Assistance (4)
- Bridging the Language Gap with Tools and Technology (15)

Faculty Quality Assurance System (FQAS) Courses Offered:

- Teaching Methods (14)
- Curriculum & Assessment (22)
- Data & Evidence (14)

4) Staff Professional Development Day – February 6th, 2026

Topics covered (68 total):

- Spanish Training Team Share-Out
- Student Success Plan Demonstration
- Digital Accessibility Resource Share-Out and Worktime

5) April In-Service – April 2nd, 2026

We hosted an external AI speaker at the April In-Service.

- Reimaging Workplace Well-Being with Ethical AI (118)
 - Speaker: Skye Mercer

6) May Learning Academy – May 18th – 22nd, 2026

Digital Accessibility:

- Digital Accessibility Handbook Training (11)
- Digital Accessibility Drop-In Sessions

Faculty Focused:

- Open Educational Resources (OER) Showcase (13)
- Evaluating and Refreshing your Rubrics (15)

Artificial Intelligence/Microsoft:

- Introduction to Generative AI and Microsoft Copilot of Faculty & Staff 101 (29)
- Generative AI and Microsoft Copilot for Faculty (15)
- Generative AI and Microsoft Copilot for Staff (10)
- Introduction to OneDrive (20)

Professional Growth:

- Practical Project Management: Tips, Tools, and Techniques for Everyday Work (24)
- Orange Frog (13)

Southwest Tech Process Focused:

- How Labor Market Insights Inform Continuous Improvement at Southwest Tech (13)

Safety:

- Heartsaver CPR AED (6)

Faculty Quality Assurance System (FQAS) Course Offered:

- Engaging Learning Environments (15)

7) Faculty Workshop on Regular and Substantive Interaction (RSI) – August 10th, 2026

- Regular and Substantive Interaction Workshop (59)
 - Speaker: Christala Smith

8) August Learning Academy - August 10th – 14th, 2026

Digital Accessibility:

- Digital Accessibility Drop-In Assistance (2)
- Digital Accessibility Basics Training (14)

Safety:

- Behavioral Threat Assessment (14)

Southwest Tech Processed Focus:

- Third-Party Software Procurement Training (20)
- From Basics to Impact: Student Success Plans at SWTC (20)
- Finance Purchasing Process (14)

Professional Growth

- Orange Frog (15)

Health/Financial Wellness

- FreeWill Demonstration (20)

Faculty Quality Assurance System (FQAS) Course Offered:

- Teaching Methods (11)

Trainings Offered Throughout the Year:

Mike Song Training Series:

Series of Microsoft/AI training webinars offered virtually throughout the year:

- Access to the following recorded webinars:
- How to AI: Build Better Prompts
- Organize Tasks: To-Do, Loop & Planner
- How to Excel: Must-Use Shortcuts
- Meeting Tips for MS Teams
- How to AI: Copilot Tips & Tricks
- Clean up your Outlook Inbox

Microsoft/AI Lunch & Learns:

Creating Rubrics with Derek Dachelet & Betsy Ralph-Tollefson - January 28th, 2026

Excel with Lisa Riley - February 4th, 2026

Word with Kaye Woodke - February 11th, 2026

Forms with Leo Chavis - March 4th, 2026

Power Platforms with Amy Seeboth-Wilson - April 8th, 2026

Creating Custom Agents in Copilot with Tyler Tollefson - April 15th, 2026

Board Monitoring of College Effectiveness

A. Review of College Health Indicators

The College Health Indicators (CHIs) are Southwest Tech’s institution-wide performance measures that monitor student success, equity, and workforce outcomes. These indicators are reviewed annually by the Board of Directors, using the data to guide institutional priorities and assess progress toward desired outcomes. Dr. Jeremy Pickard and Mandy Henkel, Executive Director of College Effectiveness/Accreditation, will summarize the College Health Indicators that follow:

College Health Indicators	2025 Actual	2026 Actual	Goal
CHI.1. Promoting Equity in Student Learning - Graduation Rate Comparison			
Graduation Rate for Special Population	48%	50%	70%
Graduation Rate for Non-Special Population	63%	64%	
CHI.2. Course Completion Rate	90%	89%	95%
CHI.3. Year-to-Year Graduate Wage Growth	-7%	12%	10%
CHI.4. 5-Year Graduate Wage Growth	75%	73%	80%

Source: CE Dashboard – CHI Dashboard

Dated: August 2026

B. Review of Strategic Goals Aligned with Strategic Directions

Again this year, the College’s Strategic Directions organize institutional direction improvement around three stages of student success: Access, Completion, and Post-College Success. The Board reviewed the Strategic Directions at the April meeting.

Since then, measurable goals have been established within each of the high-level institutional directions. They will be reviewed with the Board by Holly Clendenen, Chief Student Services Officer, and Cynde Larsen, Chief Academic Officer. The Strategic Goals within the Strategic Directions follow:

STRATEGIC DIRECTIONS 2026-2027 COLLEGE 1.0

THIS IS WHERE PEOPLE CARE



Before graduating from Belmont High School, Cody Kletecka earned his CNC Technician technical diploma through Southwest Tech's dual enrollment program. Every college course Cody completed was intentionally aligned with his manufacturing career pathway, allowing him to earn a technical diploma before high school graduation. Today, he is building on that foundation by continuing his education in Southwest Tech's Electro-Mechanical Technology program.

Access

At Southwest Tech we want every person to know we care about their success. Faculty and staff unite to help students design plans to achieve their goals. Student success plans include: career goals, an academic map, financial planning and budgeting, and a network of professionals to ensure supports and services are inevitable.

PERFORMANCE

We know we will be successful when more people chose to be students at Southwest Tech, especially if they live in the college's five-county district.

GOALS

- 1A. By June 2027, all program students will have a complete Student Success Plan, including a faculty touchpoint to discuss work-based learning.
- 1B. By June 2027, all Adult Education and English Language Learner students will have a complete Student Success Plan, including an identified career cluster.
- 1C. By June 2027, every high school graduate in Southwest Tech's district will have earned college credit(s) that align with their student success plan.
- 1D. By January 2028, 100% of program students with a financial gap will have that gap reduced through scholarships, grants, and other financial resources.
- 1E. By June 2028, program enrollment will grow by 3% because of implementing the Strategic Enrollment Management Plan.

STRATEGIC DIRECTIONS 2026-2027 COLLEGE 2.0

THIS IS WHERE YOU SUCCEED



Richland Center native Paige Nowicki completed clinical experiences through Southwest Tech's Radiography program at The Richland Hospital and Clinics, gaining real-world experience that prepared her for a full-time position there after graduation. Her journey demonstrates how work-based learning bridges classroom learning and career success, giving students the skills, confidence, and professional connections needed to complete their education and enter high-demand careers.

Completion

Graduation Matters. We help every student complete their courses and finish their degrees because we know students with degrees have more earning power and better opportunities to improve their lives.

PERFORMANCE

We know we will be successful when more students graduate and we make improvements to decrease achievement gaps for special population students. Southwest Tech emphasizes work-based learning* so students learn first-hand from industry experts how to excel in the workforce or successfully transfer to a four-year university.

GOALS

- 2A. By June 2028, we will increase the on-time graduation rate for students to 50%.
- 2B. By June 2027, all program students will complete an assignment in each of the four work-based learning pillars: pre-career awareness, career awareness and exploration, career prep, and career application.
- 2C. By June 2028, we will increase course completion rates to 95% through the implementation of evidence-based, student-centered teaching practices that enhance learning, engagement, and student success.

*Work-based learning is a course-based opportunity to engage and interact with industry experts while learning to demonstrate essential employability and technical skills necessary for today's workforce. Work-based learning can take various forms, such as practicum, clinical, and internship courses; apprenticeships, and other course-based learning experiences in which students interact directly with potential employers.

STRATEGIC DIRECTIONS 2026-2027 COLLEGE 3.0

THIS IS WHERE YOU EXCEL



After completing her Associate of Arts degree at Southwest Tech in just three semesters, Lauren Adkins of Fennimore transferred to the University of Wisconsin-Platteville, where she earned her bachelor's degree in marketing in only three years. Her success reflects Southwest Tech's commitment to creating seamless transfer pathways that help students continue their education, reduce college costs, and achieve their long-term career goals.

Post-College Success

Southwest Tech graduates experience high levels of job placement. We seek to improve the wages they earn as our alumni increase their value to employers.

PERFORMANCE

We know we will be successful when local employers report graduates have increased knowledge, skills, and abilities and recognize the higher value by increasing wages.

GOALS

- 3A. By June 2027, 60% of our graduates in the workforce will earn a high wage within one year of graduation, and 100% will earn a high wage within five years of graduation.
- 3B. By June 2027, 100% of University Transfer graduates will have been accepted into a bachelor's degree program at an accredited institution and enrolled within one year.
- 3C. By June 2028, 10% of our graduates will earn a bachelor's degree within 6 years of enrolling at Southwest Tech.



2025-26 Aspen Prize for Community College Excellence

Southwest Wisconsin Technical College was named the 2025 winner of the Aspen Prize for Community College Excellence, the nation's highest recognition for community colleges. Awarded every two years, the Aspen Prize recognizes colleges that achieve exceptional student outcomes in learning, completion, transfer, workforce success, and economic mobility. Southwest Tech earned this honor by helping students succeed from their first college credit through graduation and beyond. Through personalized Student Success Plans, meaningful work-based learning experiences, and strong employer and university partnerships, students graduate prepared for successful careers and continued education.

These efforts have resulted in a 54% three-year graduation rate (compared to 35% nationally), a 49% graduation rate for Pell Grant recipients (compared to 32% nationally), 94% of graduates employed within one year, and graduates earning nearly \$14,000 more than other newly hired workers in the region within five years of graduation.



Better College Teaching Network

Southwest Tech was selected to join the Better College Teaching Network, a national collaborative dedicated to advancing evidence-based teaching practices that improve student learning, completion, and post-college success. Through this initiative, Southwest

Tech faculty and leaders will collaborate with colleges across the country to pilot innovative teaching strategies, measure teaching excellence, and help shape the future of student-centered learning. Participation reflects the college's commitment to continuous improvement and ensuring every student benefits from exceptional teaching and learning.

C. *SWTC Foundation FY26 4th Quarter Report*

Dennis Cooley, Executive Director of Advancement, will highlight the Foundation's recent activities, results of fundraising efforts, and other initiatives. The FY26 4th quarter report follows:



Southwest Tech Foundation FY26 Fourth Quarter Report

Fundraising Totals 04/01/26 - 06/30/2026 & YTD

\$546,317.74 total received 4th Qtr 25/26

\$308,901.82 total received 3rd Qtr 25/26

\$410,223.46 total received 2nd Qtr 25/26

\$511,018.55 total received 1st Qtr 25/26

Total 1st, 2nd, 3rd & 4th Qtrs: 1,776,471.57

(Goal \$2.0 million for fiscal year; \$1.875 million planned in budget)

Outstanding pledges as of 06.30.26 = \$754,871.16

FY26 Gift Highlights of \$2,500-plus from 01.01.26 to 03.31.26

Full Name	Organization	Kind	Donation/Gift Amount	Fund
	Upland Hills Health Hospital & Clinics	Gift-in-Kind	65,920.00	Health, Education & Public Safety Development Fund
Patrick Thiele		Cash	24,000.00	Pass thru Fund
	Districts Mutual Insurance	Cash	5,000.00	Student Success Endowment
Kaye Gilbertson		Cash	3,000.00	Robin and Kaye Gilbertson Family Scholarship
	American Endowment Foundation	Cash	20,000.00	McCormick Electric Scholarship
	Premier Cooperative - Fennimore	Gift-in-Kind	19,122.58	Industry, Trades & Agriculture Development Fund
Dennis Munns		Cash	10,000.00	Dennis Munns Manufacturing Scholarship
Suzann Lewison		Cash	5,008.70	Suzann (Sue) Lewison Scholarship
Suzann Lewison		Cash	5,000.00	Vern Lewison Memorial Scholarship
Isaac Jaeger		Gift-in-Kind	4,800.00	Industry, Trades & Agriculture Development Fund
	Schlecht Family Foundation	Cash	75,000.00	Adult Education Fund
	Ritchie Implement Inc. - Cobb	Gift-in-Kind	61,401.60	Industry, Trades & Agriculture Development Fund
	Sloan Implement - Montfort	Gift-in-Kind	58,590.00	Industry, Trades & Agriculture Development Fund
	Sloan Implement - Montfort	Gift-in-Kind	50,000.00	Industry, Trades & Agriculture Development Fund
	Lactalis American Group, Inc.	Cash	50,000.00	Advanced Manufacturing Development Fund
	Sloan Implement - Montfort	Gift-in-Kind	15,400.00	Industry, Trades & Agriculture Development Fund
Anonymous	Anonymous	Cash	10,000.00	SWTC General STEP Scholarship
	Alliant Energy Foundation	Cash	7,000.00	Alliant Energy Scholars Scholarship
	Wisconsin Automobile & Truck Dealers Association	Cash	3,500.00	Pass thru Fund
	Community First Bank - Lancaster	Cash	3,000.00	Charger Annual Fund
	Cummins Emission Solutions, Inc.	Cash	3,000.00	Charger Annual Fund
	We Energies Foundation	Cash	2,500.00	We Energies Foundation Student Success Plan Scholarship

SWTC Foundation's scholarship structure shows how our funds are categorized

- 1.0 Access** – These are traditional scholarship awarded to incoming students in the \$500 to \$2,000 range.
- 2.0 Completion** – These scholarships follow the STEP model awarded to students in increments after completing 15, 30, and 45 credits in a two-year (60 credit) program. The \$3,000 scholarship is spread out to \$500 after completing 15 credits, \$1,000 after completing 30 credits, and \$1,500 after completing 45 credits.
- 3.0 Post-Graduate Success** – This is the Sponsor-a-Scholar program where an employer agrees to fund part of a student's tuition, and in return, the student agrees to work for the employer for a certain period (usually 2-3 years) after graduating. The employer gives a \$2,500 charitable scholarship donation to the SWTC Foundation to be used as recruiting scholarships in programs specified by the

company, and they also fund \$7,500 of tuition costs per student (two-year program) or \$2,500 of tuition costs per student (one-year program).

Southwest Tech News Releases

SWTC Foundation 4th Quarter: Donor Impact and Reflection Highlights

In May, we witnessed firsthand the incredible impact our donors can have on students. Patrick Thiele, pictured here, is one of those donors whose generosity is making a difference.

Through his support of the Raising Chargers Fund, which helps single parents pursue their education, Patrick helped make Mikkayla White's graduation possible. Mikkayla celebrated this special milestone surrounded by her two daughters and her mother during the May 2026 commencement.

Support for funds like Raising Chargers provides hope and encouragement to students who may otherwise feel alone and overwhelmed. It reminds them that their community believes in them and wants to see them succeed.

Congratulations, Mikkayla, and thank you, Patrick, for helping make this special day possible for Mikkayla and her family!



In June, members of our team Holly Clendenen, Chief Student Services Officer, Stacia Stephenson, Director of Advancement, and former Development Officer, Adam Phillips, joined alumnus and donor Daryl Tresner for the Dodgeville Chamber Golf Outing at House on the Rock Golf Course. A great event for our Dodgeville community and showing our support.

Spending time with Daryl was a great reminder of how meaningful Southwest Tech is to our alumni, friends of the college, communities, and workforce. Hearing Daryl share stories about his experience as a student "back in his day" and the impact Southwest Tech has had on his life ever since was a true reminder of just how special our college is.

Daryl is a wonderful ambassador for Southwest Tech and a valued donor and friend of the college. We are grateful for his continued support and the many ways he represents the lasting impact of a Southwest Tech education.



Visits with Our New President

You'll continue to see our new President, Dr. Jeremy Pickard, out and about with our alumni, donors, communities, and industry partners. Getting to know the people who are invested in Southwest Tech and the communities we serve has been a priority for Dr. Pickard, and we appreciate the time he is taking to listen, build relationships, and show gratitude to those who support our college.

Recently, Dr. Pickard was invited by alumnus and donor Tom Parrish, along with Henry, who helps at the museum, to tour the Fennimore Railroad Historical Society Museum. Tom and his wife, Linda, have a wonderful Southwest Tech story. They both attended college in their late 30s, even celebrating their 40th birthdays in the cafeteria surrounded by classmates and faculty. Their two children are also Southwest Tech alumni and have gone on to successful careers. While raising their family, maintaining their farm, and attending college, Tom and Linda built careers they credit in large part to the education they received at Southwest Tech.

Today, they continue to give back to the college and are working to establish an endowed scholarship to help support future generations of Southwest Tech students. Stories like Tom and Linda's are a powerful reminder that the impact of Southwest Tech extends far beyond the classroom and often lasts for generations.



Fundraising Metrics

- Total gifts received: \$1.78M total (goal of \$2M)
- Planned Gifts documented: \$5.864M
- Outstanding Pledges: as of 06.30.26 = \$754,871.16
- In FY26, the Foundation team visited over 293 alumni, donors, friends of the college or industry partners.
- In total, in 2025-2026 academic year we awarded over \$500,000 in scholarships for a total of approximately 502 scholarships.

We continue to monitor progress closely and remain focused on building a strong pipeline of support through both annual and major giving efforts.

Student Success Plan Scholarship Committees

As part of our Student Success Plan, we are working to expand local engagement through the establishment of scholarship committees across our district. To date, we have successfully launched **11 committees across our 30 school districts with plans to establish 5-6 in the coming year**. These committees are helping to increase awareness of scholarship opportunities, improve and update our database, and provide meaningful opportunities for community members to support students from their local areas who choose to attend Southwest Tech.

In addition, **since July of 2025**, various new endowed funds have been established by generous alumni and friends. These funds range from \$25,000 to over half a million dollars and generate **more than 19 new endowed scholarships**.

FreeWill Campaign

This past Spring we launched a comprehensive outreach effort in partnership with FreeWill, a complimentary estate planning tool available to our community. This campaign includes targeted marketing and email communication to more than 13,000 alumni, donors, employees, retirees, and friends of the college. The goal is to provide a valuable estate planning resource while also encouraging long-term, planned giving support for Southwest Tech. We will be conducting a Fall outreach effort as well to promote Make-A-Will Month.

Corporate Engagement

Our corporate sponsorship outreach was distributed in early May, and we've confirmed more than 10 corporate partners for this academic year. This initiative is designed to deepen relationships with employers, increase philanthropic support, and align with workforce needs across our region.

Day of Giving – September 23, 2026

We are preparing for our upcoming Day of Giving, which will serve as an opportunity to highlight the college, elevate priority needs across campus, and celebrate generosity. This effort will engage alumni, employees, donors, and community members in a shared day of support for Southwest Tech. Please show your support by participating in Day of Giving. Check out the pre-launch website [here](#).

[Southwest Tech Chargers Day of Giving · GiveCampus](#)

Foundation Annual Report

Our annual report will be published and mailed to more than 4,000 donors later this year. This report highlights

the Foundation's fiscal health and growth, demonstrates donor impact, and shares meaningful student and alumni stories that reflect the difference philanthropy makes.

Upcoming Events

Please mark your calendars for the following Foundation events:

- **Southwest Tech Chargers Day of Giving** –September 23, 2026
- **Joint Board Meeting (District/Foundation/REF)** – September 30, 2026
- **Fall Donor Appreciation Event** – September 30, 2026
- **Fall Retirees Luncheon** – October 16, 2026
- **Scholarship Reception** – April 21, 2027
- **Spring Retirees Luncheon** – May 19, 2027

These events provide important opportunities to thank our supporters and connect donors directly with the impact of their giving.

Staffing Update

Megan McCarthy started in the Foundation June 29,2026 **Annual Giving and Donor Relations Coordinator** to continue advancing our annual giving outreach, engagement, and stewardship efforts.

Respectfully submitted by Stacia Stephenson and Dennis Cooley

D. SWTC Real Estate Foundation FY26 4th Quarter Report

Mr. Cooley will brief the Board on resident life, current REF initiatives, and future investments. The FY26 4th quarter follows:

Southwest Tech Foundation FY2526 Fourth Quarter Report

Hail damage claims hit REF properties

For the past several years, the Southwest Tech Real Estate Foundation has built its inventory of housing beds to 148 through its partnership with the College's Building Trades-Carpentry (BTC) Program. The partnership has allowed the REF to self-fund the past two 8-bed duplex projects and build its collective assets to more than \$3.8 million. In 2026-27, the BTC students will be in Lancaster working with Duncan Construction to build a premium home, while work will be completed to clean up damage to roofs and siding from hail damage that occurred in early 2026.

Damage estimates from construction firms against the insurance adjuster's estimates, pushes the total amount of repairs to more than \$320,000 as all but two of the REF's buildings were damaged by the spring 2026 storm. The REF has a \$50,000 deductible in its insurance package, which should limit the costs, but new language in the insurance documents will create the need for a "sinking fund" to guard against future damage claims. Going forward, due to several weather events and related damage claims in southwest Wisconsin, the REF's insurance plan will cover pro-rated amounts, based on the age and life expectancy of roofing, siding, and other materials. And, since almost all of the REF-owned properties were hit by that storm, most of the repairs in the future could very well happen in close time proximity. In other words, the REF needs a true "rainy day" fund. The REF Board is expected to plan its approach at meetings in fall 2026.

SWTC Real Estate Foundation	
Financial Statements - Balance Sheet	
For the Twelve Months Ending Tuesday, June 30, 2026	
	Assets
	Cash and Cash Equivalents
1101 + 1102 + 1103	Student Housing-Cash-Student Housing
1312	Student Housing-Accounts Receivable
1350	Student Housing-Allowance for Bad Debt
	Total Current Assets
	Non-Current Assets
1501	Prepaid expenses
1700 + 1710	Land and Land Improvements
1801	Capital Additions-Buildings
1802	Furniture/Equipment
1810	Loan Origination Fees
1859	Accumulated Depreciation
1860	Accumulated Amortization
	Total Non-Current Assets
	Total Assets
	Liabilities
2101	(a) Accounts Payable
2104	Payable to SWTC Foundation
	Total Current Liabilities
	Non-current Liabilities
2200	MCB Mortgage #88348
2201	MCB Mortgage #88347
2202	MidwestOne Loan #489685
2299	Housing Withholding
	Total Non-current Liabilities
	Total Liabilities
	Capital and Retained Earnings
3301	Retained Earnings
4000 + 9999	CY Earnings
	Total Capital and Retained Earnings
	Total Liability and Retained Earnings

Experience with migrant workers 'excellent'

Each year for the past several years, area farmers have been able to rent housing (mainly for the month of July) for migrant workers who come to Southwest Wisconsin for specific agricultural work that is difficult to find area workers to accomplish. The farmers use a third-party service company to find the workers. This company enters into rental agreements to provide temporary housing, including Southwest Tech. Many of the migrant workers stay in REF-owned housing, and this year College Housing brought in 57 renters. With regular walk-throughs and the switch from carpeting to luxury vinyl tile flooring, this year's experience was very positive, with both sides looking forward to continuing the partnership in July 2027.

Inventory of properties

In March 2026, the REF purchased a vacant lot in the City of Fennimore at 1035 Jefferson St. that is expected to someday be the site of a BTC project. Talks are expected to continue between the College and the City of Fennimore to discuss ways to partner in the future since there is not a pressing need for more housing on-campus.

The REF is eyeing the purchase of at least one more lot, giving the BTC Program flexibility and some assurance that future projects are available. Also, the REF owns two more lots on-campus suited to expand the number of 8-bed duplexes. The BTC students successfully completed their duplex for the 2025-26 academic year and brought the project in ahead of schedule and on budget, despite a surge in material prices.

The BTC students are contracted to work in Lancaster for the 2026-27 academic year. This intricate public-private partnership features multiple entities from the public sector (City of Lancaster, Southwest Tech) and private sector (Duncan Construction, Eastman Cartwright, Southwest Tech REF), as well as others involved in making this project a reality.

Looking ahead to 1st Quarter 2026-27

The SWTC Real Estate Foundation Board welcomes John Kohlenberg, owner of Jim's Building Center in Fennimore, to its board. Kohlenberg, a long-time supporter of the College through volunteer efforts, timely advice and gifts to the Southwest Tech Foundation, is a strong addition to an already strong board. At its spring meeting, the REF welcomed retired Assistant Dean of UW-Platteville's College of Business, Industry, Life Science and Agriculture (BILSA) Jodi McDermott. During her time at UWP, McDermott supervised the university's Building Construction Management Program and also was one of the partners who had students build her family's home outside of Platteville.

Kohlenberg and McDermott join REF Board President Ryan Rands, Vice President Daniel Glass and Secretary/Treasurer Sheila Ruchti to form a very talented board, with diverse skills from top to bottom. Kohlenberg serves on the Southwest Tech Building Trades-Carpentry (BTC) advisory board. Steve Williamson from Richland County was named the SWTC District Board representative. Williamson, SWTC President Jeremy Pickard and the REF Executive Director serve as non-voting members of the board to ensure alignment with the missions of the College and Foundations.

A priority for the REF in first quarter 2026-27 is disposing of the land the REF purchased from Iowa County – with the aid of a Housing and Urban Development (HUD) grant two years ago. A recent College decision to pull back from a potential outreach center project at the corner of Hwys. 23 and 18 (the former Iowa County Jail site) has the REF looking at options of selling the property for future development. Since the REF has no building project scheduled with the BTC program, its board can focus on the disposal of the property in accordance to HUD's rules of disengagement.

Submitted by Dennis Cooley, REF Executive Director

Information and Correspondence

A. Enrollment/FTE Comparison and Student Success Scoreboard

1. Enrollment/FTE Comparison Report

		School Year 2026-27 Registration began on March 16, 2026									
FTE COMPARISON REPORT - AUGUST 17, 2026		Headcount					FTE's				
Program Number	Program Name	FY 24-25 08/19/24	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change	FY 24-25 08/19/24	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change
101011	Accounting	34	42	42	8	-	14.17	16.77	16.37	2.20	(0.40)
311011	Accounting Assistant	6	8	5	(1)	(3)	1.90	3.47	1.37	(0.53)	(2.10)
305316	Advanced EMT	-	10	5	5	(5)	-	1.33	0.67	0.67	(0.67)
100067	Agribusiness Science & Technology - Agribusiness Management	28	18	18	(10)	-	13.33	9.70	7.43	(5.90)	(2.27)
100939	Agronomy	22	27	20	(2)	(7)	10.83	13.90	9.47	(1.36)	(4.43)
310933	Agronomy Technician	1	-	1	-	1	0.50	-	0.50	-	0.50
100917	Animal Science	36	34	27	(9)	(7)	19.67	17.70	14.07	(5.60)	(3.63)
320701	Agricultural Power & Equipment Technician	33	26	26	(7)	-	17.57	13.27	14.40	(3.17)	1.13
303163	Artisanal Modern Meat Butchery (suspended 2627)	16	14	-	(16)	(14)	2.37	2.33	-	(2.37)	(2.33)
314051	Auto Collision Repair & Refinish Technician (suspended 2627)	13	9	1	(12)	(8)	7.30	5.03	0.10	(7.20)	(4.93)
106641	Automation Systems Technology	-	-	2	2	2	-	-	0.90	0.90	0.90
324042	Automotive Technician	36	36	33	(3)	(3)	16.30	15.83	15.57	(0.73)	(0.27)
314081	Bricklaying & Masonry (DOC)	2	-	14	12	14	1.13	-	5.40	4.27	5.40
304431	Building Maintenance & Construction (DOC)	-	1	11	11	10	-	0.07	3.90	3.90	3.83
314751	Building Trades-Carpentry	9	10	8	(1)	(2)	4.43	4.93	3.93	(0.50)	(1.00)
101021	Business Analyst / Data Analyst	6	2	-	(6)	(2)	3.17	1.03	-	(3.17)	(1.03)
101023	Business Management	79	82	69	(10)	(13)	34.03	36.00	30.67	(3.37)	(5.33)
105305	Cancer Information Management	57	41	42	(15)	1	18.23	13.33	14.17	(4.07)	0.83
115301	Cancer Information Management (Advanced Technical Certificate)	11	25	42	31	17	2.77	6.40	10.60	7.83	4.20
313071	Child Care Services	3	2	3	-	1	0.90	0.60	1.50	0.60	0.90
305095	Clinical Medical Assistant	22	18	13	(9)	(5)	8.83	7.43	6.67	(2.16)	(0.76)
304204	CNC Setup Technician	1	6	2	1	(4)	0.07	1.80	0.60	0.53	(1.20)
315021	Cosmetology	44	45	55	11	10	20.50	23.33	24.77	4.27	1.43
105046	Criminal Justice - Law Enforcement 2	36	26	32	(4)	6	14.70	11.73	13.70	(1.00)	1.97
105045	Criminal Justice Studies	8	9	3	(5)	(6)	3.33	4.17	1.60	(1.73)	(2.57)
305042	Criminal Justice-Law Enforcement 720 Academy	6	-	1	(5)	1	1.60	-	0.20	(1.40)	0.20
310915	Dairy & Livestock Technician	1	-	2	1	2	0.50	-	0.60	0.10	0.60

Program Number	Program Name	FY 24-25 08/19/24	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change	FY 24-25 08/19/24	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change
305082	Dental Assistant	10	10	17	7	7	5.33	5.63	9.10	3.77	3.47
105106	Direct Entry Midwife	97	112	96	(1)	(16)	41.70	44.07	39.30	(2.40)	(4.77)
308121	Driver and Safety Education Certification	5	7	4	(1)	(3)	1.10	2.00	0.50	(0.60)	(1.50)
103071	Early Childhood Education	44	36	35	(9)	(1)	18.50	17.10	15.77	(2.73)	(1.33)
314132	Electrical Power Distribution	44	44	44	-	-	21.23	21.40	21.80	0.57	0.40
504132	Electricity (Construction) Apprentice	29	32	35	6	3	1.93	2.13	2.33	0.40	0.20
106201	Electromechanical Technology	14	19	22	8	3	7.73	9.67	10.20	2.47	0.53
305313	Emergency Medical Technician	48	64	79	31	15	3.60	5.60	6.90	3.30	1.30
104813	Energy Management Technology (suspended)	1	-	-	(1)	-	0.50	-	-	(0.50)	-
103251	Golf Course Management	20	16	23	3	7	9.53	7.60	11.77	2.23	4.17
102012	Graphic And Web Design	31	26	21	(10)	(5)	14.17	13.47	9.53	(4.63)	(3.93)
105301	Health Information Technology	33	25	19	(14)	(6)	10.30	8.37	7.10	(3.20)	(1.27)
105203	Human Services Associate	17	14	20	3	6	9.40	6.30	9.00	(0.40)	2.70
108251	Individualized Technical Studies	1	2	-	(1)	(2)	0.20	0.40	-	(0.20)	(0.40)
504131	Industrial Electrician Apprentice	6	5	7	1	2	0.40	0.33	0.80	0.40	0.47
316201	Industrial Mechanic	6	2	4	(2)	2	3.30	0.67	2.27	(1.03)	1.60
106203	Instrumentation and Controls Technology	1	-	-	(1)	-	0.03	-	-	(0.03)	-
101512	IT - Cybersecurity Specialist	30	25	23	(7)	(2)	15.33	11.93	9.67	(5.67)	(2.27)
311509	IT - Network Systems Technician	4	3	3	(1)	-	1.70	1.20	1.60	(0.10)	0.40
101521	IT - Software Developer	-	-	11	11	11	-	-	4.77	4.77	4.77
305133	Laboratory Science Technician	1	-	-	(1)	-	0.07	-	-	(0.07)	-
101961	Leadership Development (suspended)	5	3	-	(5)	(3)	2.53	1.10	-	(2.53)	(1.10)
208001	Liberal Arts - Associate of Arts	40	38	30	(10)	(8)	15.57	19.33	12.30	(3.27)	(7.03)
208002	Liberal Arts - Associate of Science	10	15	23	13	8	3.63	6.27	9.60	5.97	3.33
315302	Medical Coding Specialist	44	38	29	(15)	(9)	14.53	13.80	9.53	(5.00)	(4.27)
105131	Medical Laboratory Technician	7	10	14	7	4	2.87	4.27	5.37	2.50	1.10
305024	Nail Technician	3	4	9	6	5	0.50	0.67	3.00	2.50	2.33

Program Number	Program Name	FY 24-25 08/19/2	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change	FY 24-25 08/19/24	FY 25-26 08/18/25	FY 26-27 08/17/26	25 to 27 Change	26 to 27 Change
101966	Nonprofit Leadership (suspended)	7	4	1	(6)	(3)	3.30	2.00	0.20	(3.10)	(1.80)
105431	Nursing - Associate Degree	158	159	206	48	47	52.17	52.17	72.13	19.97	19.97
305431	Nursing Assistant	91	80	92	1	12	7.80	6.57	8.10	0.30	1.53
305132	Phlebotomist/Specimen Processor	-	9	6	6	(3)	-	0.93	0.60	0.60	(0.33)
105241	Physical Therapist Assistant	20	24	27	7	3	7.93	9.50	9.43	1.50	(0.07)
504275	Plumbing Apprentice	31	27	25	(6)	(2)	3.07	2.23	2.08	(0.99)	(0.16)
611824	Purchasing Agent/Buyer	-	1	-	-	(1)	-	0.27	-	-	(0.27)
105261	Radiography	17	26	19	2	(7)	6.63	10.63	8.53	1.90	(2.10)
311821	Supply Chain Assistant	1	-	2	1	2	0.67	-	0.43	(0.23)	0.43
101821	Supply Chain Management	22	24	15	(7)	(9)	9.07	9.57	6.47	(2.60)	(3.10)
105121	Surgical Technology	23	20	15	(8)	(5)	8.43	7.90	7.00	(1.43)	(0.90)
611012	Tax Preparer Assistant	1	2	-	(1)	(2)	0.40	0.60	-	(0.40)	(0.60)
104995	Technical Studies-Journeyworker	1	-	-	(1)	-	0.10	-	-	(0.10)	-
314421	Welding	39	34	28	(11)	(6)	19.93	18.07	13.40	(6.53)	(4.67)
TOTAL PROGRAM DEGREE SEEKING:		1,472	1,451	1,481	9	30	543.33	533.89	529.71	(13.62)	(4.18)
COLEDG	ColLEDGE Up*	284	30	21	(263)	(9)	40.40	3.60	2.10	(38.30)	(1.50)
SCNOW	Start College Now*	196	539	541	345	2	34.83	88.17	91.77	56.93	3.60
UNDCL	Undeclared*	158	131	134	(24)	3	26.63	22.27	21.80	(4.83)	(0.47)
YOUTHAPP	Youth Apprenticeship*	3	42	62	59	20	0.30	4.20	7.10	6.80	2.90
TOTAL DEGREE COURSE STUDENTS/FTEs:		641	742	758	117	16	102.16	118.23	122.77	20.60	4.53
BAS-ED	Basic Education (73,74,75,76)	77	128	69	(8)	(59)	4.47	6.17	5.28	0.81	(0.90)
REMED	Basic Education Remedial/Developmental (77, 78)	103	107	145	42	38	0.07	1.86	-	(0.07)	(1.86)
NONDEG	Non-Degree**	1,001	1,034	1,154	153	120	20.90	20.39	24.67	3.77	4.28
UNDES	Undesignated**	5	13	8	3	(5)	0.57	1.43	1.00	0.43	(0.43)
TOTAL NON-DEGREE:		1,186	1,282	1,376	190	94	26.01	29.86	30.95	4.94	1.09
TOTALS:		3,299	3,475	3,615	316	140	671.51	681.99	683.42	11.92	1.44
					9.6%	4.0%				1.8%	0.2%
					Budgeted/Goal FTEs		1,355	1,300	1,300		
					% of Budgeted/Goal FTEs Achieved to date		49.6%	52.5%	52.6%		
					Final Actual FTEs Achieved		1,294	1,280			
					% of Final Actual FTEs Achieved to date		51.9%	53.3%			
					26/27 Projected Ending FTEs using historical trend		1,317	1,283			
					Will budget be met		YES	NO			

•	Degree courses - Aid codes 10, 30, 31, 32, and 50
••	Non-degree courses - Aid Codes 42 and 47
CATEGORY DEFINITIONS	
COLEDG	ColLEDGE Up are degree courses/programs that are offered to area HS students.
SCNOW	Start College Now includes degree courses that HS students can enroll in for college credit (SWTC faculty teach the course).
TRANSCR	Transcribed Credit are high school courses that are also earning college credit through an agreement between SWTC and the high
YOUTHAPP	Youth Apprenticeship are high school students enrolled in degree level course funded by CESA. Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.
UNDEC	Undeclared are degree courses (10, 3x) taken by students that are not in a program.
UNDES	Undesignated is a category for tracking non-degree courses (aid codes 42 & 47). This is a carry-over from CAMS. Anthology tracks these students in the Non-Degree category.
NONDEG	Non-Degree is a category for tracking non-degree course (aid codes 42 & 47) enrollment.

2. Student Success Scoreboard

Student Success Scoreboard - August 20, 2026

Student Group	Complete Career Assessment	Complete Academic Map	Complete Financial Plan	Complete Success Plan	Complete Faculty Touchpoint	Plan Started (Any Stage)	Total Students	Percentage with Plan Started	Percentage with Plan Complete	
Active Status: Program Students	1,030	1,047	1,020	982	1,032	1,049	1,049	100%	94%	Goal = 100%
Applicant & Accept: Program Students	231	235	209	201	-	238	243	98%	83%	
All Statuses: Program Students	2,029	1,942	1,806	1,709	2,148	2,201	-			
Active Status: Dual Enrollment Students	-	-	-	196	-	198	1,155	17%	17%	
All Statuses: Dual Enrollment Students	-	-	-	426	-	440	3,869	11%	11%	
All Statuses: Adult Education Students	-	-	-	44	-	76	476	16%	9%	Goal = 100%

SSP Scoreboard Monthly Comparison

	1/22/2026	2/17/2026	3/19/2026	4/14/2026	5/11/2026	6/10/2026	6/30/2026	8/14/2026	8/20/2026	
Active Students: Plan Started	934	1,195	1,063	1,066	1,063	764	688	658	1,049	
% Active Students: Plan Started	76%	97%	91%	91%	91%	85%	100%	100%	100%	Goal = 100%
Active Students: Complete Plan	297	380	634	761	774	650	626	605	982	
% Active Students: Complete Plan	24%	31%	54%	65%	68%	72%	91%	92%	94%	Goal = 100%
Active Dual Enrollment Students: Complete Plan	66	99	114	125	123	152	167	153	196	
All Dual Enrollment Students: Complete Plan	247	349	408	408	410	427	427	426	426	
All Adult Education Students: Complete Plan	-	-	15	20	29	34	43	44	44	
% Adult Education Students: Complete Plan	-	-	-	-	-	8%	9%	9%	9%	Goal = 100%

Financial Gap Monthly Comparison

FY27	2/19/2026	3/19/2026	4/14/2026	5/11/2026	6/10/2026	6/30/2026	8/14/2026
# Students with Initial Gap	61	164	280	357	422	480	541
Sum of Initial Gaps	\$ 700,160	\$ 1,708,004	\$ 3,146,125	\$ 3,976,047	\$ 4,570,476	\$ 5,043,470	\$ 5,667,729
Average Initial Gap	\$ 11,478	\$ 10,415	\$ 11,236	\$ 11,137	\$ 10,831	\$ 10,507	\$ 10,476
# of Students with Current Gap	67	197	316	399	467	527	582
Sum of Current Gaps	\$ 739,317	\$ 2,009,592	\$ 3,430,632	\$ 4,318,508	\$ 4,929,011	\$ 5,303,632	\$ 5,666,141
Average Current Gap	\$ 11,035	\$ 10,201	\$ 10,856	\$ 10,823	\$ 10,555	\$ 10,064	\$ 9,736

Note: The current gap decreased by nearly 12% (\$1,299) from February to August.

Note: The average current gap is 7% lower (\$740) than the average initial gap.

B. Chairperson's Report

1. Resolution – Recognition of Caleb White, Interim Presidency

The Board will consider a resolution recognizing Mr. White's leadership and service to the College and expressing its appreciation for his contributions. A motion to approve the resolution will follow its reading. The resolution is as follows:

**RESOLUTION OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
BOARD OF DIRECTORS**

**RECOGNIZING BOARD MEMBER CALEB J. WHITE
FOR DISTINGUISHED SERVICE AS INTERIM PRESIDENT
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

WHEREAS, Caleb White answered the call to serve Southwest Wisconsin Technical College as Interim President during a significant period of leadership transition, stepping into the presidency following the departure of a long-serving president and providing steady leadership to the College for an entire year; and

WHEREAS, throughout his service as Interim President, Caleb continued to fulfill the significant responsibilities of his existing role as Vice President for Administrative Services, demonstrating an extraordinary commitment to the College, its employees, its students, and the communities it serves; and

WHEREAS, Caleb led Southwest Tech through its first year following one of the most significant achievements in College history—being named the 2025 Aspen Prize winner for Community College Excellence and recognized as the top two-year college in the nation—helping the College celebrate this historic recognition while carrying forward the responsibility to build upon the excellence in student success, workforce preparation, and community partnership that the award represents; and

WHEREAS, Caleb provided continuity and stability throughout a nationwide presidential search, supporting the Southwest Wisconsin Technical College Board of Directors and College community through the process that resulted in the selection of the College's next president and a successful leadership transition; and

WHEREAS, under Caleb's leadership, Southwest Tech continued to strengthen and expand its academic offerings, celebrating the first graduating class of the Radiography program and completing the development and launch of two new academic programs, Automation Systems Technology and IT–Software Developer, designed to meet emerging workforce needs and prepare students for the future of Southwest Wisconsin; and

WHEREAS, the College achieved significant milestones in exploring the development of Dental Hygiene and Diagnostic Medical Sonography associate degree programs, completing extensive concept review and workforce-demand analysis, documenting regional need, advancing Board and Wisconsin Technical College System approval processes, and beginning planning for facilities, equipment, accreditation, and clinical partnerships as part of one of the most significant healthcare program expansion efforts in Southwest Tech's recent history; and

WHEREAS, Southwest Tech continued strengthening workforce partnerships throughout the region, including relationships with local and regional industries, law enforcement agencies, emergency medical and fire services, rural hospitals and healthcare employers, community health centers, and K–12 school districts, ensuring the College remained responsive to the communities and employers it serves; and

WHEREAS, during Caleb's tenure as Interim President, Southwest Tech achieved a record year for grant funding, with \$1,840,062.18 in grant revenue during the 2025–26 fiscal year, supporting initiatives across healthcare, manufacturing, agriculture, student success, workforce development, and other College priorities that expand opportunities for students and strengthen the communities and workforce of Southwest Wisconsin; and

WHEREAS, Southwest Tech maintained strong partnerships with more than 30 area high schools and continued expanding dual-credit opportunities and workforce pathways, increasing access to college education and career preparation for students throughout the College's district; and

WHEREAS, the College continued improving curriculum and academic pathways in response to employer needs and labor-market outcomes, including enhancements in precision agriculture, new industry-recognized certifications that increase students' earning potential, expanded work-based learning opportunities, and improvements to transfer pathways; and

WHEREAS, under Caleb's leadership, Southwest Tech continued to foster a strong and positive workplace culture, as reflected in employee satisfaction results demonstrating high levels of engagement, collaboration, and commitment to the College's mission; and

WHEREAS, Caleb oversaw the beginning of preparations for Southwest Tech's 2026 Higher Learning Commission comprehensive evaluation visit, helping position the College to demonstrate its continued commitment to institutional quality, student success, accountability, and continuous improvement; and

WHEREAS, while simultaneously carrying the responsibilities of Interim President and Vice President for Administrative Services, Caleb continued advancing significant investments in the College's physical and operational future, including development of a new facilities master plan, sustainability initiatives, and efforts to bring the College's solar array fully into operation as an investment in operational efficiency and student learning; and

WHEREAS, Caleb approached the interim presidency with a spirit of service, providing stability during a period of transition while ensuring the College did not stand still—continuing to innovate, strengthen partnerships, invest in its people and its future, and create new opportunities for students and the communities Southwest Tech serves;

NOW, THEREFORE, BE IT RESOLVED, that the Southwest Wisconsin Technical College Board of Directors formally recognizes Caleb White for his distinguished service as Interim President and expresses its sincere gratitude for the leadership, stability, dedication, and commitment he provided during this consequential chapter in the College's history; and

BE IT FURTHER RESOLVED, that the Board extends its deepest appreciation to Caleb White for answering the call to lead when the College needed him, for carrying the responsibilities of two critical leadership roles with dedication and care, and for ensuring that during a year of transition, Southwest Wisconsin Technical College continued moving forward—building upon its tradition of excellence while preparing the College, its students, its employees, and the region for the opportunities ahead.

Approved this 27th day of August 2026.

Jane Wonderling, District Board Chairperson

ATTEST:

Kent Enright, District Board Secretary



C. College President's Report

1. Review Board Governance Policy 2.5: Employee Complaint and Appeal Policy for Disciplinary Demotion, Suspension Without Pay, Disciplinary Termination, and Workplace Safety Issues – Pursuant to Wis Stats. Sec. 66.0509

The meeting materials include 1) the policy and 2) a draft of the policy with markups showing the recommended updates for Board consideration:

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

Purpose

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

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

Definition

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

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

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

"Complaint" is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based, the specific policies alleged to have been violated, if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

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

Procedure

Step 1

If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant's

immediate supervisor, the complainant has the right to present a formal written complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days and provide his or her written response within ten (10) days of the meeting.

Step 2

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

A. Review of Complaint.

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

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

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

B. In-Person Meeting regarding merits.

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

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

Step 3

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

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

Step 4

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

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

Timeline Requirements

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

Representation

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

Confidentiality

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

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

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

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

Procedures

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

Adopted: 2/28/13
Reviewed:
Revised: 7/11/2022

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

Purpose

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

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

Definition

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

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

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

"Complaint" is defined as any written allegation of impropriety regarding discipline or workplace safety as defined in this procedure. The written signed complaint shall include a clear and concise statement of the facts upon which the complaint is based, the specific policies alleged to have been violated, if any, and the relief sought. If mutually agreed upon by both parties, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any time.

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

Procedure

Step 1

If an issue related to employee terminations, employee discipline, or workplace safety as defined in this procedure has not been resolved informally with the complainant's

immediate supervisor, the complainant has the right to present a formal written complaint to the immediate supervisor within ten (10) days after the facts upon which the complaint is based first occurred. The supervisor will meet with the complainant within seven (7) days and provide his or her written response within ten (10) days of the meeting.

Step 2

The complainant may, within seven (7) days after receipt of the written response of the immediate supervisor, request a review of the decision of ~~his or her~~ their supervisor in writing to the cabinet member responsible for the ~~division~~ division. ~~If their immediate supervisor is a cabinet member skip step 2. his or her Vice President or designee.~~

Step 3

The complainant may, within seven (7) days after receipt of the written response of the cabinet member (Chief), request a review of the decision of the cabinet member in writing to the President or designee.

A. Review of Complaint.

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

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

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

B. In-Person Meeting regarding merits.

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

SECTION 2 – BOARD/STAFF RELATIONSHIP
POLICY 2.5

written decision on the merits of the complaint within seven (7) days after the meeting.

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

DRAFT

Step 3

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

A record of the hearing shall be made. The complainant shall have the burden of proof that the complaint is meritorious, which must be shown by evidence that is clear, satisfactory, and convincing. In ~~his or her~~ their written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state ~~his or her~~ their reasons. The decision of the IHO shall be limited to the issues raised in the request for hearing.

The IHO shall have no authority to add to, modify, or delete from the policies of the College. If the IHO rules in favor of the complainant, the IHO will determine the appropriate remedy. The IHO's decision will be provided in writing to the parties within thirty (30) days of the hearing.

Step 4

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

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

Timeline Requirements

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

Representation

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

Confidentiality

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

DRAFT

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

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

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

Procedures

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

Adopted: 2/28/13
Reviewed:
Revised: 7/11/2022

2. Review Board Governance Policy 3.1: General Executive Constraint

The meeting materials include 1) the policy, 2) draft 1 of the policy with markups showing the recommended updates for Board consideration, and 3) draft 3 of the policy showing another update option for Board consideration.

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a “public official” under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
7. Manage the College without adequate administrative policies.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 8/25/22
Revised:	10/28/10

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a “public official” under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
7. Manage the College without adequate administrative policies.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.
10. Use the President's position, authority, title, College resources, confidential information, or the prestige of the office to obtain financial gain, personal benefit, or anything of substantial value for the President, members of the President's immediate family, or any organization with which the President is associated.
11. Solicit or accept gifts, favors, services, entertainment, gratuities, or other things of value that could reasonably be expected to influence, or appear to influence,

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.1

the President's judgment, decisions, or official actions on behalf of the College.

12. Participate in or influence decisions in which the President, a member of the President's immediate family, or an organization with which the President is associated has a substantial financial interest, unless such interest has been fully disclosed and managed in accordance with applicable law and College policy.
13. Use, disclose, or permit the improper use of confidential or nonpublic information obtained through employment with the College for personal benefit or for the benefit of any other individual or organization.
14. Fail to disclose actual or potential conflicts of interest in a timely manner to the Board and take appropriate steps to avoid, mitigate, or eliminate such conflicts.
15. Fail to maintain compliance with applicable federal and state ethics laws, rules, regulations, and reporting requirements governing public officials.
16. Fail to cooperate with Board-directed reviews, investigations, audits, or inquiries concerning ethics, conflicts of interest, compliance matters, or alleged violations of law or Board policy.

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 8/25/22
Revised:	10/28/10

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a “public official” under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

The President shall comply with all applicable provisions of the Wisconsin Code of Ethics for Public Officials and Employees, including provisions relating to conflicts of interest, personal financial gain, gifts and things of value, misuse of confidential information, and other ethical obligations imposed by law.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
7. Manage the College without adequate administrative policies.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 8/25/22
Revised:	10/28/10

3. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Approval of Board Monitoring Report: Compliance
2. Review of Annual WTCS Outcome-Based Funding Report

B. Date, Time, & Place

Thursday, September 24, 2026, Southwest Tech, Room 430

5:30 p.m.: Working Dinner - HLC Preparation

6:00 p.m.: Regular Meeting

Adjourn to Closed Session

A. Consideration of adjourning to a 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.}

B. Approval of Closed Session Minutes from June 18, 2026

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment