



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 24, 2026

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

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Annotated Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, September 24, 2026

Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

- 5:30 p.m.: Working Dinner, Higher Learning Commission
Comprehensive Visit Preparation: Criterion 3
6:00 p.m.: Regular Meeting

ANNOTATED AGENDA

COLLEGE MISSION

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

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's September 24, 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

CONSENT AGENDA

A. Approval of Agenda

The agenda for the September 24, 2026, meeting is included in the electronic Board meeting materials.

B. Approval of August 27, 2026, Board Meeting Minutes

The August 27, 2026, 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

Two contracts representing \$6,610.00 in revenue are presented for Board approval. The Contract Revenue Report is included in the electronic meeting information packet.

E. Personnel Items

The Personnel Report recommends two new hires and one resignation. The report is included in the electronic meeting packet materials.

F. College Reports

- 1. Staffing**
- 2. Enrollment**
- 3. Student Success Scoreboard**

Each report is available electronically with all other Board meeting materials.

G. Approval of RFP: Website Design, Development, Hosting Solution and Content Management System (RFP 2627-09)

Request for Proposals (RFP) were sought from qualified, experienced vendors to design, develop, implement, host, and support a new institutional website built on a modern Content Management System (CMS). The recommendation to award the contract for Website Design, Development, Hosting Solution to Terminalfour, Inc. of Boston, MA for a 3-year agreement of \$192,763.42 is being brought forth for approval. A summary including the RFP purpose, evaluation results, and recommendation are included within the electronic packet of meeting materials.

Recommendation: Approve, as presented, the September 24, 2026, Consent Agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of Board Monitoring Report: Compliance

Mandy Henkel, Executive Director of College Effectiveness/Accreditation, and Morgan Zach, Grants and Compliance Manager, will highlight the September 2026 Board Monitoring Report: Compliance. This report is included with all other electronic meeting materials.

Recommendation: Approve, as presented, the September 2026 Board Monitoring Report: Compliance.

B. Second Reading/Approval of 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 First Reading of this policy was at the August 27, 2026, meeting. The Policy is included in the Board's packet of electronic meeting materials.

Recommendation: Approve, as presented, the Second Reading of the 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.

C. Second Reading/Approval of Board Governance Policy 3.1: General Executive Constraint

The First Reading of this policy was at the August 27, 2026, meeting. The Policy is included in the Board's packet of electronic meeting materials.

Recommendation: Approve, as presented, the Second Reading of the Board Governance Policy 3.1: General Executive Constraint.

INFORMATION AND CORRESPONDENCE

A. Chairperson's Report

- 1. Southwest Tech District/Foundation/Real Estate Foundation Joint Meeting:
Sept. 30, 2026, 3:00 – 5:00 p.m., Room 430, with Foundation's Donor
Appreciation event to follow**

2. District Boards Association Fall Meeting: Oct. 8-10, 2026, Hybrid/Moraine Park Technical College

B. College President's Report

1. Review Board Governance Policy 3.2: Human Relationships

The meeting materials include 1) the current policy and 2) updated recommended policy for Board consideration.

2. Review Board Governance Policy 3.3: Compensation and Benefits

The meeting materials include 1) the current policy and 2) updated recommended policy for Board consideration.

3. Approval of First Reading of Governance Policies (As Needed)

4. College Happenings

C. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

A. Agenda

1. Board Monitoring Report: Student Access and Success
2. Resolution Authorization for the Issuance of General Obligation Promissory Notes and Setting the Sale
3. Resolution for Adoption of 2026 Tax Levy
4. Fund & Account Transfers (2025-26 Budget Modifications)
5. Review of Purchasing Activity
6. Review of Annual WTCS Outcome-Based Funding Report
7. WI Code of Ethics Resolution
8. Approval of RFP: CODA Consultant
9. Approval of RFP: Advertising, Marketing, and Digital Sales

B. Date, Time, and Place

Thursday, October 15, 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 the President's performance evaluation per Wisconsin Statutes

19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of August 27, 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 September 24, 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

Consent Agenda

A. Approval of Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, September 24, 2026

Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI 53809

- 5:30 p.m.: Working Dinner, Higher Learning Commission
Comprehensive Visit Preparation: Criterion 3
6:00 p.m.: Regular Meeting

AGENDA

COLLEGE MISSION

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

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's September 24, 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

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of August 27, 2026, Board Meeting Minutes
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. College Reports
 - 1. Staffing
 - 2. Enrollment
 - 3. Student Success Scoreboard
- G. Approval of RFP: Website Design, Development, Hosting Solution and Content Management System (RFP 2627-09)

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Board Monitoring Report: Compliance
- B. Second Reading/Approval of 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

- C. Second Reading/Approval of Board Governance Policy 3.1: General Executive Constraint

INFORMATION AND CORRESPONDENCE

- A. Chairperson's Report
1. Southwest Tech District/Foundation/Real Estate Foundation Joint Meeting: Sept. 30, 2026, 3:00 – 5:00 p.m., Room 430, with Foundation's Donor Appreciation event to follow
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- B. College President's Report
1. Review Board Governance Policy 3.2: Human Relationships
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 3. Approval of First Reading of Governance Policies (As Needed)
 4. College Happenings
- C. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
1. Board Monitoring Report: Student Access and Success
 2. Resolution Authorization for the Issuance of General Obligation Promissory Notes and Setting the Sale
 3. Resolution for Adoption of 2026 Tax Levy
 4. Fund & Account Transfers (2025-26 Budget Modifications)
 5. Review of Purchasing Activity
 6. Review of Annual WTCS Outcome-Based Funding Report
 7. WI Code of Ethics Resolution
 8. Approval of RFP: CODA Consultant
 9. Approval of RFP: Advertising, Marketing, and Digital Sales
- B. Date, Time, and Place
- Thursday, October 15, 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 the President's performance evaluation per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of August 27, 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 August 27, 2026, Board Meeting



MINUTES OF A REGULAR MEETING FOR THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE AUGUST 27, 2026

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:01 p.m. on August 27, 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 (virtual), Jeanne Jordie, Frank King, 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, President, and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Mandy Henkel, Dan Imhoff, Kim Maier, Lori Needham, Carrie Sutter, Krista Weber, Caleb White, Kris Wubben.

Chairperson Wonderling 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 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.

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

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.}

Newly elected Board member Frank King was welcomed to the Board, and introductions were made.

There were no Reports/Forums/Public Input.

Mr. King read and signed the Oath of Office. He will serve a three-year term concluding on June 30, 2029.

After a review of the Consent Agenda, including the August 27, 2026, agenda; July 13, 2026, Board meeting minutes; financial reports; fourteen contracts representing \$43,199.27 in 2025-26 revenue; fifteen contracts representing \$86,415.07 in 2026-27 revenue; employment recommendations Melissa Uppena, Nursing Instructor, Ashley Stammen, Dental Hygiene Program Director/Instructor, Holly Anderson, Communication Instructor, Genene Bunders, Administrative Assistant-Facilities; the resignation of Stephanie Bernhardt, Student Financial Assistance Lead/Accounting Bursar; staffing report; and a 12-month sub-lease (10/1/2026-9/30/2027) for the Southwest Wisconsin Workforce Development Board to lease 136 square feet of office space from the College at the Richland Center Outreach Site with a rental payment of \$369. Ms. Braudt moved, seconded by Mr. Williamson, to approve the Consent Agenda, as presented. Motion adopted.

Heath Ahnen, Executive Director of IT Services overviewed the purpose and scope of the request for proposal for Redundant Internet (2627-07). The investment will provide redundancy for infrastructure that supports nearly every major digital service used by our students and employees. Mr. Tuescher moved, seconded by Mr. Williamson, to approve awarding a contract for redundant internet services to WIN, LLC of Eau Claire, WI, for a five-year agreement of \$72,240. Motion carried.

Krista Weber, Chief Human Resources Officer, summarized the August 2026 Board Monitoring Report: College Culture. 2025-2026 employee feedback will guide the 2026-2027 priorities. 2026-2027 focus will include employee engagement, compensation analysis, leadership & succession, and responsible AI. Mr. Prange moved, seconded by Ms. Braudt, to approve, as presented, the August 2026 Board Monitoring Report-College Culture. Motion carried.

Dr. Jeremy Pickard, College President, and Mandy Henkel, Executive Director of College Effectiveness/Accreditation, presented the 2026 College Health Indicators (CHI) and goals. They described how the CHIs are directly connected to the College's Strategic Directions and serve as the primary measures of institutional effectiveness. Strategic

Direction 1.0 (Access) is supported by indicators that monitor equity in student learning and graduation outcomes. Strategic Direction 2.0 (Completion) is measured through student course completion rates. Strategic Direction 3.0 (Post-College Success) is assessed through graduate wage growth metrics that demonstrate the long-term workforce impact of a Southwest Tech education. The indicators guide the work of councils, work groups, project teams, and annual planning processes, creating alignment between strategic planning, resource allocation, improvement initiatives, and accountability for results. They create a consistent connection between strategic directions and day-to-day activity.

This year's measurable strategic goals, which align with the College's Strategic Directions 1.0 Access, 2.0 Completion, and 3.0 Post-College Success, were presented and described by Holly Clendenen, Chief Student Services Officer. The project teams leading the work towards those goals were also introduced.

Dennis Cooley, Executive Director of Advancement, presented the Foundation's fiscal year 2026 fourth-quarter report, which highlighted recent activities, results of fundraising efforts, and other initiatives.

An overview of the Real Estate Foundation's fiscal year 2026 fourth-quarter report was provided by Mr. Cooley.

Katie Glass, Chief Communications Officer, presented the Enrollment/FTE Comparison Report, which indicated a 4% increase in student headcount and a 0.2% increase in FTE compared to the same time last year.

Ms. Clendenen provided an update on the monthly Student Success Scoreboard. 94% of active program students have a complete plan. Comparison of the financial gaps from February to August indicates a nearly 12% reduction.

Under the Chairperson's Report:

- The Board considered a resolution recognizing and appreciating Mr. Caleb White's leadership, service, and contributions to the College as Interim President this past year. Mr. Prange moved, seconded by Mr. Tuescher, to approve the resolution as read. Motion adopted.

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. Dr. Pickard presented a first-read draft reflecting recommended revisions, including gender-neutral language and the President's role within the complaint and appeal process. Per voice consent, the Board approved the first reading of Policy 2.5. The policy will be brought forward to the September meeting for a second reading/approval.

- Board Governance Policy 3.1: General Executive Constraint. Dr. Pickard summarized two versions of recommended first-read policy updates. Both recommendations include additional ethical concepts under Wis Stats. Chapter 19, Subchapter III. Per voice consent, the Board approved the first reading of the more descriptive draft of Policy 3.1 (draft one). The policy will be brought forward to the September meeting for a second reading/approval.

College Happenings:

- Fall in-service was on August 17, with the theme “Standard by Design, Together Chargers Rise”.
- Employee Highlights: Mandy Henkel and Angela Starkey, Nursing Instructor, have been selected as peer evaluators for the Higher Learning Commission and Accreditation in Education in Nursing, respectively.

Under Other Information Items:

- A joint meeting will be on September 30 between the three College Boards: District, Foundation, and Real Estate Foundation. The Foundation’s Donor Appreciation dinner will follow.
- Chairperson Wonderling asked the Board to strongly consider participation in the Charger Day of Giving, which is on Wednesday, September 23.

Ms. Jordie moved, seconded by Mr. Prange, to adjourn to closed session to discuss a 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.} Upon roll call vote, all members voted in the affirmative: Mr. Bolstad, Ms. Braudt, Mr. Enright, Ms. Jordie, Mr. King, Mr. Prange, Mr. Tuescher, Mr. Williamson, and Ms. Wonderling. The motion carried, and the meeting adjourned to a closed session at 7:54 p.m. No action was taken during the closed session. The Board reconvened into open session at 8:23 p.m.

With no further business coming before the Board, Ms. Jordie moved to adjourn the meeting, with Ms. Braudt seconding the motion. The motion carried, and the meeting adjourned at 8:23 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 08/01/2026 - 08/31/2026

Vendor	Expenditure Invoice #	Description	Amount
Sikich	8.5.26	08/05/26 August, 2026 Health Insurance Prei	282,901.02
WRS-PR	8.31.26	08.31.26 Support WRS	230,783.66
IRS	08.14.26 941 Tax	Taxes	120,420.52
eCampus.com	6557-260831-2639	Book Vouchers	103,199.75
Insight	1101416168	Licensure	98,850.55
Nebraska Har	1RW6140RHED014072	2014 JD 6140R Tractor	84,075.00
Fennimore Utilities	8.27.26 STMT	Utilities	32,902.10
HBS	910487-H	Billable Charges - HyperFlex	27,648.30
Vanguard	VCHINV071389	MacBook Pros	24,432.64
HBS	909076-H	VMWare	22,750.08
WI DOR- PR	08.14.26 WIStateTax	State taxes	21,362.46
Associated - PAYROLL	8.14.26	08.14.26 HSA Contributions	20,217.51
Vanguard	VCHINV071278	PC Stations	15,991.68
Supreme Graphics	207951	postcard printing	15,457.85
Great West	8.17.26	08.14.26 457b Contributions	14,311.51
HBS	905278-H	Nodes	13,292.38
Great West	8.3.26	07.31.26 457 Contributions	13,292.01
Vanguard	VCHINV071311	Backpacks	9,330.00
eCampus.com	6557-260831-430	Vouchers	9,111.44
PCARD-Badger Welding	3951930	1/8 E7018	9,000.00
SHI	B21582041	License Renewal	7,973.85
Lab Midwest	5277	FANUC Training	7,936.00
HBS	907345-H	Microsoft Teams	6,908.40
Delta	8.5.26	Weekly Dental Claims	6,902.68
Delta	8.26.26	08.26.26 Weekly Dental Claims	6,698.60
Associated - PR ADMI	8.10.26	08.10.26 Associated HRA	6,620.76

Southwest Wisconsin Technical College
Purchases Greater Than \$2,500
For The Period 08/01/2026 - 08/31/2026

Vendor	Expenditure Invoice #	Description	Amount
EPA	209719	Document Cameras	6,604.00
HBS	905277-H	Billable Chgs	5,727.15
ExamSoft	IN-ESW-10588	Software	5,608.13
Grant County Fair	5370	Swine	5,604.00
Delta	8.19.26	Weekly Dental Claims	5,593.50
Amazon	1JYL-D3G1-DHF1	supplies	5,481.71
Guy's	INV-K-63966	repairs	5,000.31
Delta	8.12.26	Weekly Dental Claims	4,765.02
Madison National	1787563 8.1.26	LTD/STD Insurance	4,523.82
PCARD - ACCT	38301	Jeremy Pickard Registration	4,495.00
TIAA	08.14.26 403b	403B	4,180.63
Trugreen	230566170	Lawn Service	3,960.00
Hinge Properties	Sept '26 rent	rent	3,941.53
Otis	CED15640200	Elevator testing	3,907.64
Energetics	1394160	Preventative maintenance	3,544.00
Van Meter	S014530905.001	Coils	3,536.12
Trane	990659260	RTU Repairs	3,516.91
OCLC	1000516174	EZproxy	3,498.94
Lamers	P/184874	Bus Trip - S Goss	3,250.00
Jim's Building	2608-669492	Doors	3,140.91
Greater Dubuque	26-27 Investment Pd	Investment Period 26.27	3,125.00
Safey-Kleen	100410178	PIT VAC	3,054.02
McKesson	26045101	Supplies	2,644.42
Amazon	1VHX-6WMG-J4LM	supplies	2,526.67
Total			\$101,229.43

Vendor	Bank Withdrawals Transaction Date	Audit Trail	Amount
Outgoing Wire State of Wisconsin, Local Govt Inve 375812	8/28/2026	GNJL015971	2,500,000.00
Outgoing Wire State of Wisconsin, Local Govt Inve 373515	8/14/2026	GNJL015894	1,000,000.00
August 2026 Sweep	8/31/2026	GNJL016031	744,283.47
U.S. BANK AUTOPAY ending 08.11.2026	8/26/2026	GNJL015951	29,238.82
U.S. BANK AUTOPAY ending 07.28.2026	8/12/2026	GNJL015869	24,698.29
08.17.2026 PayPal Fees	8/17/2026	GNJL015943	4,419.32
Total	N/A	N/A	\$4,302,639.90
Payroll	Payroll Date	Audit Trail	Amount
Payroll	8/14/2026	11681613	\$369,875.79
Payroll	8/28/2026	27388224	\$384,026.94
Total Payroll			\$753,902.73
Total Purchases Greater than \$2,500:			\$5,157,772.06

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 08/31/2026			
Fund	Receipts	Expenses	Net Cash Change-month
1 General	\$3,685,416	\$1,867,641	\$1,817,775
2 Special Revenue	\$0	\$0	\$0
3 Capital Projects	\$1,441	\$225,429	-\$223,988
4 Debt Service	\$0	\$0	\$0
5 Enterprise	\$595,981	\$107,218	\$488,763
6 Internal Service	\$324,821	\$321,511	\$3,310
7 Financial Aid/Activities	\$170,244	\$54,264	\$115,980
Total	4,777,903	2,576,063	\$2,201,840
Bank Account	EOM Cash Balances		
-Midwest One Operating 0356	\$0		
-Midwest One Investment 7167	\$2,251,333		
-Cash on Hand	\$2,700		
-Local Government Investment Pool	\$13,087,327		
Ending Cash/Investment Balance	\$15,341,360.53		

3. Budget Control

Southwest Wisconsin Technical College YTD Summary for Funds 1-7 For 2 Months ended August 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	\$4,897,463.04	17.19%	15.90%	16.12%	15.63%	14.96%
General Fund Expenditures	29,149,800.00	\$4,764,763.06	16.35%	16.61%	16.28%	15.18%	14.07%
Capital Projects Fund Revenue	4,575,000.00	\$1,441.00	0.03%	0.03%	0.00%	0.03%	0.03%
Capital Projects Fund Expenditures	3,948,862.00	\$399,745.53	10.12%	2.45%	0.85%	7.81%	6.48%
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	\$703,323.38	30.19%	27.37%	26.40%	14.01%	7.38%
Enterprise Fund Expenditure	2,400,000.00	\$187,935.36	7.83%	17.86%	8.39%	13.99%	7.87%
Internal Service Fund Revenue	4,455,000.00	\$640,778.63	14.38%	13.31%	12.91%	13.99%	14.81%
Internal Service Fund Expenditures	4,455,000.00	\$664,847.05	14.92%	14.50%	15.71%	15.71%	15.75%
Trust & Agency Fund Revenue	9,100,000.00	\$398,803.25	4.38%	3.93%	4.58%	3.03%	5.69%
Trust & Agency Fund Expenditures	9,125,000.00	\$348,928.47	3.82%	3.73%	4.65%	2.96%	3.51%
Grand Total Revenue	56,110,230.00	\$6,641,809.30	11.84%	10.92%	10.99%	9.68%	9.94%
Grand Total Expenditures	56,177,562.00	\$6,366,219.47	11.33%	11.15%	10.81%	10.56%	9.66%

D. Contract Revenue

Two contracts representing \$6,610.00 in revenue, are presented for Board approval:

2026-2027 CONTRACTS									
8/1/2026 to 8/31/2026									
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	Indirect Cost Factor: On- Campus	Indirect Cost Factor: Off- Campus	Indirect Cost Factor: Waiver
Iowa Grant School District	03-2027-0016-I-11	Drivers Ed Theory	Joe Carl	47	\$ 6,110.00	No		X	
USA Clay Target League	03-2027-0071-T-42	WI League Director Duties - July	Caleb White		\$ 500.00	No		X	
Totals	Number Served	Price							
TOTAL of all Contracts	47	\$ 6,610.00							
Exchange of Services	-	\$ -							
For Pay Service	47	\$ 6,610.00							

E. Personnel Items

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



September 2026 Personnel Report Presented on September 24, 2026

Employment: New Hire

Name:	Carrie Wunderlin
Title:	Bookstore Assistant
How many applicants & interviewed:	18 applicants, 2 interviews
Start Date:	September 8th, 2026
Salary/Wages:	\$21.50/hour
Classification:	Part-Time
Education and/or Experience:	Currently enrolled in the Graphic & Web Design program at SWTC. 10+ years of experience across a variety of administrative settings, including business ownership.

Name:	Karen Luckey
Title:	Financial Aid Assistant/Accounting Bursar
How many applicants & interviewed:	19 applicants, 4 interviews
Start Date:	September 28th, 2026
Salary/Wages:	\$23.00/hour
Classification:	Full-Time
Education and/or Experience:	8+ years of experience in financial services, administrative support, and customer service.

Promotions / Transfer

Employee	New Position

Retirements / Resignations

Employee & Date	Position
Tyler Tollefson (September 22 nd , 2026)	Instructional Design Specialist

F. College Reports

1. Staffing

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

	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	Posted	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	Carrie Wunderlin	Posted 4/29/26	A13: \$19.56-\$23.11	Hired at \$21.50
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 Seebboth-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	Interviewing	Posted 7/29/26	A12: \$19.56-\$22.87	
17	Financial Aid Assistant/Accounting Bursar	Replacement	Replacing Stephanie Bernhardt	Karen Luckey	Posted 7/29/26	B22 Hourly: \$19.56-\$25.37	Hired at \$23.00
18	Financial Aid Specialist	New	New position supporting the Student Success Plan initiative and our goal of 100% financial plan completion.	Interviewing	Posted 8/13/26	B22 Hourly: \$19.56 - \$25.37	

2. Enrollments

		School Year 2026-27 Registration began on March 16, 2026									
FTE COMPARISON REPORT - SEPTEMBER 14, 2026		Headcount					FTE's				
Program Number	Program Name	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change
101011	Accounting	33	40	41	8	1	13.97	16.17	16.10	2.13	(0.07)
311011	Accounting Assistant	6	8	5	(1)	(3)	1.90	3.47	1.40	(0.50)	(2.07)
305316	Advanced EMT	-	12	4	4	(8)	-	1.60	0.53	0.53	(1.07)
100067	Agribusiness Science & Technology - Agribusiness Management	28	19	17	(11)	(2)	13.23	9.83	7.07	(6.17)	(2.77)
100939	Agronomy	22	26	20	(2)	(6)	10.77	13.67	9.47	(1.30)	(4.20)
310933	Agronomy Technician	1	-	1	-	1	0.50	-	0.50	-	0.50
100917	Animal Science	36	34	28	(8)	(6)	19.70	17.70	14.17	(5.53)	(3.53)
320701	Agricultural Power & Equipment Technician	32	26	26	(6)	-	16.73	13.27	13.87	(2.87)	0.60
303163	Artisanal Modern Meat Butchery (suspended 2627)	16	13	-	(16)	(13)	2.30	2.17	-	(2.30)	(2.17)
314051	Auto Collision Repair & Refinish Technician (suspended 2627)	13	9	1	(12)	(8)	7.07	5.03	0.10	(6.97)	(4.93)
106641	Automation Systems Technology	-	-	2	2	2	-	-	0.90	0.90	0.90
324042	Automotive Technician	34	35	33	(1)	(2)	14.63	14.00	14.43	(0.20)	0.43
314081	Bricklaying & Masonry (DOC)	-	-	14	14	14	-	-	5.40	5.40	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)	2.97	1.03	-	(2.97)	(1.03)
101023	Business Management	79	84	69	(10)	(15)	34.37	35.80	30.67	(3.70)	(5.13)
105305	Cancer Information Management	57	41	40	(17)	(1)	18.37	13.33	13.70	(4.67)	0.37
115301	Cancer Information Management (Advanced Technical Certificate)	9	23	38	29	15	2.30	5.73	9.60	7.30	3.87
313071	Child Care Services	3	2	3	-	1	0.80	0.60	1.40	0.60	0.80
305095	Clinical Medical Assistant	22	15	14	(8)	(1)	8.83	5.90	7.20	(1.63)	1.30
304204	CNC Setup Technician	1	6	2	1	(4)	0.07	1.80	0.60	0.53	(1.20)
315021	Cosmetology	43	44	54	11	10	20.30	22.77	24.20	3.90	1.43
105046	Criminal Justice - Law Enforcement 2	36	28	32	(4)	4	14.33	12.63	13.60	(0.73)	0.97
105045	Criminal Justice Studies	9	7	3	(6)	(4)	3.70	3.17	1.60	(2.10)	(1.57)
305042	Criminal Justice-Law Enforcement 720 Academy	6	-	-	(6)	-	1.60	-	-	(1.60)	-
310915	Dairy & Livestock Technician	1	-	2	1	2	0.50	-	0.60	0.10	0.60
305082	Dental Assistant	10	10	17	7	7	5.33	5.63	9.10	3.77	3.47
105106	Direct Entry Midwife	98	110	94	(4)	(16)	41.43	43.67	38.73	(2.70)	(4.93)
308121	Driver and Safety Education Certification	7	8	4	(3)	(4)	1.60	2.30	0.50	(1.10)	(1.80)
103071	Early Childhood Education	46	36	34	(12)	(2)	19.10	16.40	15.07	(4.03)	(1.33)

FTE COMPARISON REPORT - SEPTEMBER 14, 2026		Headcount					FTE's				
Program Number	Program Name	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change
613073	Early Childhood Licensing Basic Ages 0-2	1	-	-	(1)	-	0.20	-	-	(0.20)	-
314132	Electrical Power Distribution	44	43	43	(1)	-	20.57	20.60	21.10	0.53	0.50
504132	Electricity (Construction) Apprentice	27	30	35	8	5	1.80	2.00	2.33	0.53	0.33
106201	Electromechanical Technology	14	18	21	7	3	7.73	9.10	9.90	2.17	0.80
305313	Emergency Medical Technician	60	65	84	24	19	4.50	5.47	7.40	2.90	1.93
104813	Energy Management Technology (suspended)	1	-	-	(1)	-	0.50	-	-	(0.50)	-
103251	Golf Course Management	20	15	22	2	7	9.23	7.20	10.83	1.60	3.63
102012	Graphic And Web Design	32	25	20	(12)	(5)	14.70	12.80	8.90	(5.80)	(3.90)
105301	Health Information Technology	34	25	19	(15)	(6)	10.70	8.47	7.20	(3.50)	(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	3	(3)	1	3.30	0.67	1.53	(1.77)	0.87
106203	Instrumentation and Controls Technology	1	-	-	(1)	-	0.03	-	-	(0.03)	-
101512	IT - Cybersecurity Specialist	30	25	23	(7)	(2)	14.93	11.17	9.57	(5.37)	(1.60)
311509	IT - Network Systems Technician	4	4	3	(1)	(1)	1.70	1.60	1.60	(0.10)	-
101521	IT - Software Developer	-	-	11	11	11	-	-	4.67	4.67	4.67
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	39	38	30	(9)	(8)	15.37	19.23	11.80	(3.57)	(7.43)
208002	Liberal Arts - Associate of Science	11	15	23	12	8	3.80	6.27	9.67	5.87	3.40
315302	Medical Coding Specialist	45	38	28	(17)	(10)	14.43	13.50	9.20	(5.23)	(4.30)
105131	Medical Laboratory Technician	7	9	14	7	5	2.80	3.80	5.27	2.47	1.47
305024	Nail Technician	3	4	9	6	5	0.50	0.67	3.00	2.50	2.33
101966	Nonprofit Leadership (suspended)	7	4	1	(6)	(3)	3.50	2.00	0.20	(3.30)	(1.80)
105431	Nursing - Associate Degree	157	157	202	45	45	51.60	51.53	69.37	17.77	17.83
305431	Nursing Assistant	94	88	88	(6)	-	7.80	7.33	7.30	(0.50)	(0.03)
305132	Phlebotomist/Specimen Processor	-	9	6	6	(3)	-	0.93	0.60	0.60	(0.33)
105241	Physical Therapist Assistant	19	24	23	4	(1)	7.77	9.50	7.43	(0.33)	(2.07)
504275	Plumbing Apprentice	31	26	25	(6)	(1)	3.07	2.13	2.08	(0.99)	(0.06)
611824	Purchasing Agent/Buyer	-	1	-	-	(1)	-	0.27	-	-	(0.27)

FTE COMPARISON REPORT - SEPTEMBER 14, 2026		Headcount					FTE's				
Program Number	Program Name	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change	FY 24-25 09/16/24	FY 25-26 09/15/25	FY 26-27 09/14/26	25 to 27 Change	26 to 27 Change
105261	Radiography	17	27	19	2	(8)	6.63	10.93	8.43	1.80	(2.50)
311821	Supply Chain Assistant	1	-	1	-	1	0.67	-	0.27	(0.40)	0.27
101821	Supply Chain Management	23	23	16	(7)	(7)	9.10	9.30	6.80	(2.30)	(2.50)
105121	Surgical Technology	21	20	15	(6)	(5)	8.07	7.57	7.00	(1.07)	(0.57)
611012	Tax Preparer Assistant	-	3	-	-	(3)	-	0.73	-	-	(0.73)
104995	Technical Studies-Journeyworker	1	-	-	(1)	-	0.10	-	-	(0.10)	-
314421	Welding	37	29	28	(9)	(1)	18.73	15.33	13.40	(5.33)	(1.93)
TOTAL PROGRAM DEGREE SEEKING:		1,480	1,440	1,456	(24)	16	537.27	520.90	514.98	(22.30)	(5.92)
38.14	38.14 Contracted Courses*	-	34	-	-	(34)	-	3.70	-	-	(3.70)
COLEDG	ColLEDGE Up*	289	27	20	(269)	(7)	41.07	3.03	2.00	(39.07)	(1.03)
SCNOW	Start College Now*	194	533	540	346	7	34.30	85.87	90.20	55.90	4.33
UNDECIDE	Undecided*	1	-	-	(1)	-	0.13	-	-	(0.13)	-
UNDCL	Undeclared*	168	155	138	(30)	(17)	28.27	26.10	22.50	(5.77)	(3.60)
YOUTHAPP	Youth Apprenticeship*	4	46	76	72	30	0.37	4.60	8.03	7.67	3.43
TOTAL DEGREE COURSE STUDENTS/FTEs:		656	795	774	118	(21)	104.13	123.30	122.73	18.60	(0.57)
COMSRV	Community Service (60)	-	-	4	4	4	-	-	0.02	0.02	0.02
BAS-ED	Basic Education (73,74,75,76)	102	170	98	(4)	(72)	6.95	8.33	8.92	1.97	0.58
REMED	Basic Education Remedial/Developmental (77, 78)	104	122	136	32	14	0.07	2.02	-	(0.07)	(2.02)
NONDEG	Non-Degree**	1,190	1,168	1,290	100	122	24.28	23.71	27.73	3.45	4.02
UNDES	Undesignated**	5	2	5	-	3	0.37	0.33	0.60	0.23	0.27
TOTAL NON-DEGREE:		1,401	1,462	1,533	132	71	31.67	34.40	37.26	5.60	2.86
TOTALS:		3,537	3,697	3,763	226	66	673.07	678.60	674.97	1.90	(3.63)
					6.4%	1.8%				0.3%	-0.5%

Budgeted/Goal FTEs	1,355	1,300	1,300
% of Budgeted/Goal FTEs Achieved to date	49.7%	52.2%	51.9%
Final Actual FTEs Achieved	1,294	1,280	
% of Final Actual FTEs Achieved to date	52.0%	53.0%	
26/27 Projected Ending FTEs using historical trend	1,298	1,273	
Will budget be met	NO	NO	

*	Degree courses - Aid codes 10, 30, 31, 32, and 50
**	Non-degree courses - Aid Codes 42 and 47
CS	Community Service - Aid Code 60
GORY DEFINITIONS	
38.14	38.14 Contract is set up as a program in Anthology. Students apply and register in the program for billing and tracking purposes. They are degree level courses.
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	Transcripted Credit are high school courses that are also earning college credit through an agreement between SWTC and the high school.
UNDECIDE	Undecided is an option for prospective students to select when completing the application.
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.

3. Student Success Scoreboard

Student Success Scoreboard - September 16, 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	1,090	1,098	1,075	1,050	1,069	1,099	1,099	100%	96%
Applicant & Accept: Program Students	124	124	85	78	-	139	205	68%	38%
All Statuses: Program Students	2,073	1,980	1,808	1,715	2,157	2,251	7,185		
Active Status: Dual Enrollment Students	-	-	-	235	-	237	1,297	18%	18%
All Statuses: Dual Enrollment Students	-	-	-	432	-	446	3,991	11%	11%
All Statuses: Adult Education Students	-	-	-	55	-	88	476	18%	12%

Goal = 100%

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	9/16/2026	
Active Students: Plan Started	934	1,195	1,063	1,066	1,063	764	688	658	1,049	1,099	
% Active Students: Plan Started	76%	97%	91%	91%	91%	85%	100%	100%	100%	100%	Goal = 100%
Active Students: Complete Plan	297	380	634	761	774	650	626	605	982	1050	
% Active Students: Complete Plan	24%	31%	54%	65%	68%	72%	91%	92%	94%	96%	Goal = 100%
Active Dual Enrollment Students: Complete Plan	66	99	114	125	123	152	167	153	196	235	
All Dual Enrollment Students: Complete Plan	247	349	408	408	410	427	427	426	426	432	
All Adult Education Students: Complete Plan	-	-	15	20	29	34	43	44	44	88	
% Adult Education Students: Complete Plan	-	-	-	-	-	8%	9%	9%	9%	12%	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	9/16/2026
# Students with Initial Gap	61	164	280	357	422	480	541	513
Sum of Initial Gaps	\$ 700,160	\$ 1,708,004	\$ 3,146,125	\$ 3,976,047	\$ 4,570,476	\$ 5,043,470	\$ 5,667,729	\$ 5,377,330
Average Initial Gap	\$ 11,478	\$ 10,415	\$ 11,236	\$ 11,137	\$ 10,831	\$ 10,507	\$ 10,476	\$ 10,482
# of Students with Current Gap	67	197	316	399	467	527	582	571
Sum of Current Gaps	\$ 739,317	\$ 2,009,592	\$ 3,430,632	\$ 4,318,508	\$ 4,929,011	\$ 5,303,632	\$ 5,666,141	\$ 5,324,783
Average Current Gap	\$ 11,035	\$ 10,201	\$ 10,856	\$ 10,823	\$ 10,555	\$ 10,064	\$ 9,736	\$ 9,325

Note: Current gap decreased by 15.5% (\$1,710) from February to September.

Note: The average current gap is 11% lower (\$1,157) than the average initial gap.

- 100% of active students (taking a course this fall) have an SSP, and 96% have a complete SSP.
- 68% of our applied & accepted students have a plan started already, and 38% already have a complete plan. This includes apps that were carried over from 26/27 apps, and those applicants have until Oct. 1 to let us know if they want us to carry their app over to 27/28. If any applicants don't want to be carried over, those applicants & SSPs will drop off this count next month.
- We have the most active dual enrollment students with an SSP since we started the comparison report in Jan. 2026 – 235.
- The number of AE students with a complete plan **DOUBLED** from August to September.
- The current financial gap decreased by 15.5% (\$1,710) from Feb. to Sept.
- The average current gap is 11% less (\$1,157) than the average initial gap.

G. Approval of RFP: Website Design, Development, Hosting Solution and Content Management System (RFP 2627-09)

Request for Proposals (RFP) were sought from qualified, experienced vendors to design, develop, implement, host, and support a new institutional website built on a modern Content Management System (CMS). The recommendation to award the contract for Website Design, Development, Hosting Solution to Terminalfour, Inc. of Boston, MA for a 3-year agreement of \$192,763.42 is being brought forth for approval.

A summary including the RFP purpose, evaluation results, and recommendation are included within the electronic packet follows.

Recommendation: *Approve, as presented, the September 24, 2026, Consent Agenda.*

**RFP # 2627-09 Website Design, Development, Hosting Solution
and Content Management System**

The public opening of the request for proposals (RFP) for Website Design, Development, Hosting Solution and Content Management System. for the college was held on Monday, August 10, 2026, at 1:00 p.m. CST.

Purpose

Southwest Wisconsin Technical College ("SWTC," the "College") is soliciting proposals from qualified, experienced vendors to design, develop, implement, host, and support a new institutional website built on a modern Content Management System (CMS). The College intends to create a new website from the ground up rather than redesign or re-skin its current site, with the objective of delivering an accessible, mobile-first, and sustainable digital presence that serves the College's diverse audiences and supports enrollment growth and program discovery.

This Request for Proposals (RFP) describes the College's objectives, scope of work, functional and technical requirements, accessibility and compliance obligations, vendor qualifications, evaluation methodology, and submission requirements. Proposers are asked to present a complete solution that addresses discovery and research, information architecture, user experience (UX) and user interface (UI) design, CMS selection and configuration, content migration, accessibility validation, hosting, security, training, and ongoing post-launch support.

The College is seeking a collaborative partner that can effectively engage with internal stakeholders, leverage best practices from higher education and the public sector, and deliver a sustainable solution that can be managed by non-technical staff over the long term. The selected proposer will be determined through a competitive evaluation process in accordance with the Proposal Submission Requirements.

Twenty-eight (28) vendors submitted proposals for the RFP with twenty-two (22) responsive vendors. The evaluation team consisted of Matthew Baute, John Troxel, Dan Rogers, and Zach Stark. The evaluation team's composite scores ranking for the written proposal, demonstration and Best & Final Offer (BAFO) are as follows. The total cost represents a 3-year contract term. Not included in the cost are the two 1-year options to renew for up to a 5-year total contract.

Evaluation Results

Evaluation	Max Value	Digital United 360 Farmington, CT	Kwall LLC Irvine, CA	Terminalfour, Inc Boston, MA
Total Score (max 100)	100	87	87	91
One-time Implementation Cost		\$249,100	\$179,730	\$112,900.42
Annual cost x 3		\$210,600	\$108,000	\$79,863.00
Total Cost		\$459,700	\$287,730	\$192,763.42

Demonstration-Phase Vendors Not Selected for BAFO Submission

Evaluation	Max Value	Exemplifi LLC Palo Alto, CA	Juicebox Ankeny, IA	Leap Group Louisville, KY	Project6 Berkeley, CA
Total Score (max 100)	100	74.250	79.375	62.875	82.25
Total Cost		\$190,700	\$56,650	\$141,828	\$253,080

Recommendation: Award a contract for Website Design, Development, Hosting Solution to Terminalfour, Inc. of Boston, MA for a 3-year agreement of \$192,763.42.

Other Items Requiring Board Action

A. Approval of Board Monitoring Report: Compliance

Mandy Henkel, Executive Director of College Effectiveness/Accreditation, and Morgan Zach, Grants and Compliance Manager, will highlight the September 2026 Board Monitoring Report: Compliance. This report follows.

Recommendation: *Approve, as presented, the September 2026 Board Monitoring Report: Compliance.*

Board Monitoring Report Accreditation & Compliance

September 24, 2026

EXECUTIVE SUMMARY

Accreditation provides independent validation that the College's policies, practices, and operations effectively advance its mission, vision, values, and strategic goals. It establishes a framework for quality assurance and continuous improvement, helping ensure students receive a high-quality educational experience that meets recognized standards. Assessment plays a critical role in this process by providing evidence of student learning and institutional effectiveness, enabling the College to make data-informed decisions that strengthen outcomes and support ongoing improvement.

Higher education compliance ensures legal protection, secures funding, promotes safety and fairness, strengthens reputation and trust, and fosters an ethical organizational culture. Compliance is a structured approach to meeting legal, regulatory, and institutional requirements to secure and maintain Title IV financial aid funds, federal grants, and other public funding. Aligning compliance efforts with daily operations and accreditation processes helps the College stay true to its mission and strategic goals while upholding its core values.

ALIGNMENT WITH MISSION, VISION, VALUES, PURPOSES, AND STRATEGIC DIRECTIONS

Accreditation

Delivering high-quality education and workforce training throughout the College's district is central to Southwest Tech's mission, vision, values, and purposes. The Higher Learning Commission (HLC) serves as an external validator of institutional quality and effectiveness, providing a framework for continuous improvement and accountability. Accreditation through the HLC enables Southwest Tech to participate in federal financial aid programs, extends educational opportunities for students, and reinforces the College's reputation as a trusted provider of higher education. It also strengthens confidence among employers, students, and the communities we serve in the quality of the education and workforce training Southwest Tech provides.

Southwest Tech is accredited by the Higher Learning Commission (HLC) and follows the Standard Pathway, currently in Year 10 of the Ten-Year Cycle.

Board Monitoring Report

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Standard Pathway 10-Year Cycle			
Cycle Year	Institutional Activities	Peer Review	HLC Decision Making
Year 1	Institution prepares Assurance Filing and may contribute documents to Evidence File and begin writing Assurance Argument for Year 4 Comprehensive Evaluation.		
Year 2			
Year 3			
Year 4	Submit Comprehensive Evaluation materials	Conduct Comprehensive Evaluation (with visit)	Action on Comprehensive Evaluation
Year 5	Institution prepares Assurance Filing and may contribute documents to Evidence File and begin writing Assurance Argument for Year 10 Comprehensive Evaluation.		
Year 6			
Year 7			
Year 8			
Year 9			
Year 10	Submit Comprehensive Evaluation materials	Conduct Comprehensive Evaluation (with visit)	Action on Comprehensive Evaluation and Reaffirmation of Accreditation

Following the April 25-27, 2022, Comprehensive Evaluation visit, Southwest Tech is in good standing with the Higher Learning Commission. A reaffirmation of accreditation visit has been scheduled in the tenth year of the cycle. The dates for this on-site visit are November 30 – December 1, 2026.

Demonstrating a commitment to continuous improvement in student learning reflects the college's dedication to quality—an essential pillar of accreditation. Through the annual strategic planning and budgeting process, the institution intentionally aligns actions and allocates resources to advance its mission and fulfill its core purposes. This process ensures the most critical needs of students, employers, and communities are prioritized, reinforcing the college's role as a responsive and accountable educational leader. The 2026-2027 college strategic directions continue to be aligned with the Unlocking Opportunities project and initiatives (discussed later) and include:

- College 1.0 - Access: Create transformational student success plans to improve access for all students.
- College 2.0 - Completion: Enhance high-quality, work-based learning to improve course completion and graduation for all students.
- College 3.0 - Post-Graduate Success: Innovate the curriculum and workforce to improve wage and transfer for all graduates.

The Board of Directors reviews the mission, vision, purposes, values, strategic directions, and College Health Indicators annually during its April retreat. In addition, each monitoring report presented to the Board includes data and progress toward established goals and improvements in College Health Indicator performance. During the budget development process, which begins each November, the Executive Team,

Board Monitoring Report

Accreditation & Compliance

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with direction from the Board of Directors, establishes metric goals for the College Health Indicators. The strategic directions are aligned with these indicators and associated metrics, helping guide the work of councils, work groups, and project teams throughout the coming year. The ongoing development, review, and refinement of the College Health Indicators promotes accountability in establishing and evaluating annual college-wide performance goals. Through regular assessment of the indicators' effectiveness, relevance, and clarity, adjustments are made to ensure they accurately measure institutional success and support actionable improvement efforts. The College Health Indicators for the 2025-2026 academic year are shown below, including actual results compared to the established goals set by the Executive Team.

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

Programmatic accreditation provides an additional distinction that benefits both students and employers. For students, it offers assurance that their program meets industry-recognized standards and prepares them for success in their chosen career field, enhancing their ability to secure employment related to their training. For employers, programmatic accreditation validates the quality of the education and workforce preparation students receive, reinforcing confidence that Southwest Tech graduates possess the knowledge and skills needed to meet industry expectations. By aligning educational programs with industry standards, programmatic accreditation supports the development of a skilled and competitive workforce that contributes to the economic vitality of southwest Wisconsin. Programmatic accreditation places a strong focus on meeting the needs of students and employers through high-quality instruction and work-based learning opportunities, while enhancing student success and strengthening the College's overall economic impact.

Thirteen programs offered at Southwest Tech have third-party program accreditations, and another four have certifications, which require college accreditation as a prerequisite for consideration of program accreditation. These programs include:

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Program: Lead	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation Date	Outcome of Accreditation Review	Next Accreditation Review Date
Associate Degree Nursing: Justine Sparrgrove	Accreditation Commission for Education in Nursing (ACEN)	9 years	2025	Reaccredited with conditions and Standard 1 follow-up report	Fall 2033
Medical Laboratory Technician: Karen Farner	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	10 years	2023	Reaccredited for 10 years	2032
Clinical Medical Assistant: Kris Schoville	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the curriculum review board of the Association of Medical Assistants Endowment	10 years	2025	Reaccredited for 10 years	2034
Physical Therapist Assistant: Stacey Place	Commission on Accreditation in Physical Therapy Education (CAPTE)	10 years	2017	Reaccredited for 10 years	2027
Midwifery: Vanessa Caldari	Midwifery Education Accreditation Council (MEAC)	6 years	2025	Reaccredited for 6 years	2031
Automotive Technician: Tyson Larson	NATEF Master Automobile Service Technology Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2024	Accredited for 5 years	2029
Certified Firefighter Courses: Karl Sandry	International Fire Service Accreditation Congress (IFSAC)	5 years	2023	Accreditation renewed for 5 years	2028
Cancer Information Management: Sara Biese	National Cancer Registrars Association (NCRA)	3 years	2023	Accreditation renewed for 3 years	2027
Cancer Information Management – Advanced Technical Certificate (CIM-ATC): Sara Biese	National Cancer Registrars Association (NCRA)	3 years	2023	Accreditation for 3 years	2027
Health Information Technology: Jennifer Lane	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	10 years	2018	Initial Accreditation 2018	2028-29
Welding: Ed Anderson	American Welding Society (AWS)	3 years	2025	Reaccredited	2028

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Surgical Technology: Rachel Huber	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	5 years	2024	Initial Accreditation	2029
Radiography: Rachel Harris	Joint Review Committee on Education in Radiologic Technology (JRCERT)	3 years	2026	Initial Accreditation	2029

Program	Professional Certification	Cycle of Certification	Most Recent Certification Date	Outcome of Certification Review	Next Certification Review Date
Emergency Medical Training (EMS): Kris Schoville	Department of Health and Human Services license This is a certification to be a licensed training and exam provider.	3 years	2026	Licensed for 3 years	2029
Law Enforcement 720 Academy: Kris Wubben	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2024	No issues	Fall 2026
200 Hour Jail Academy: Kris Wubben	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2024	No issues	Fall 2026
Driver Safety Education Certification:	Wisconsin Department of Public Instruction – Educator Preparation Program	5 years	Initial Probationary Certification in 2022-23	No issues	2026-27

Accreditation Work Group

During the 2025-2026 academic year, the Accreditation Work Group continued its efforts to strengthen institution-wide understanding of accreditation requirements and quality assurance processes at both the institutional and programmatic levels. The Work Group reviewed timelines, requirements, and preparation activities to support ongoing compliance and readiness for future accreditation reviews.

Results:

- Accreditation Work Group members provided review and feedback on programmatic accreditation reports and supporting documentation, helping to improve the quality, consistency, and clarity of accreditation submissions.
- This collaborative review process strengthened cross-functional engagement in accreditation efforts and provided faculty with an additional support and guidance from a broader institutional perspective.
- The Work Group's efforts contributed to a more consistent approach to accreditation documentation and reinforced the College's commitment to continuous improvement and educational quality.

What's Next:

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- Continue alignment of all programmatic accreditations with the overarching college accreditation and include each faculty member responsible for these to be an active member on the Work Group.
- Engage Work Group members in the preparation for the Comprehensive Evaluation on-site visit.
- After the Comprehensive Evaluation, utilizing the feedback from the Higher Learning Commission and the Peer Reviewers, engage this Work Group as a resource for continuous improvement efforts.

Instructional/Institutional Vitality Process (IVP)

Institution-wide assessment is embedded with the College's annual Instructional/ Institutional Vitality Process (IVP). During IVP Days held each year, faculty and staff engage in a systematic review of College Health Indicator (CHI) data and other measures of institutional performance and effectiveness. Faculty analyze program-specific outcomes as part of the Program Review process, while staff evaluate department metrics, processes, and operational results that contribute to overall college performance.

This assessment process provides an opportunity to reflect on strengths, identify areas for improvement, and evaluate progress toward institutional goals. Findings from these reviews inform the development of Team Action Plans (TAPs), which align with the College Health Indicators and Strategic Directions and guide improvement efforts throughout the academic year. Through this cyclical process of assessment, reflection, planning, and action, Southwest Tech fosters a culture of continuous improvement and accountability focused on advancing student success and institutional effectiveness.

Results:

- The Teaching and Learning TAP Rubric was utilized again in 2025-2026, which serves as a real-time assessment tool during the development of TAPs on IVP Day. The use of the rubric meets the intent to improve the quality and clarity of the TAPs.
- Continuing the practice from the previous year, Deans met individually with each of their assigned programs during Faculty IVP Day, providing a valuable opportunity for one-on-one feedback.
- The expectation was for each program to create two to three goals, one to strengthen student learning, one to strengthen Core Ability learning, and the third goal was dependent on various needs of the programs. These goals are intended to improve student wages post-graduation, tracked by College Health Indicators, where faculty are allowed the creativity to individualize their goals specific to their program. Documentation of these goals is collected and monitored on the Hub Assessment page.

What's Next:

- The Assessment Work Group will conduct an audit of all program TAPs and provide feedback and recommendations to the Academic Council.
- The College Effectiveness team will monitor progress in achieving the goals outlined in the TAPs throughout the academic year.
- In September 2026, all non-instructional staff will participate with their respective departments in their own Institutional Vitality Process training that includes data review and goal setting for the upcoming academic year. Goals will be aligned with improving a Strategic Direction, College Value, or Core Ability.
- A mid-year review and all-campus IVP event is planned for January.

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Accreditation Items of note:

- The following new program was submitted to HLC, communication was received that no further individual approval from HLC was required:
 - February 16, 2026, Clinical Medical Assistant, Pre-Associate's Certificate
- On October 21, 2025, Southwest Tech was notified by the HLC with the name of our new institutional staff liaison, Dr. Linnea Stenson.

Compliance

Higher education compliance encompasses the policies, procedures, training, and monitoring of activities necessary to meet federal and state laws, regulations, accreditation standards, and institutional policies and expectations. Effective compliance practices protect institutional funding, promote safety and fairness, reduce organizational risk, and foster a culture of ethics and accountability. Compliance is not only about meeting the letter of the law but also supporting the values and principles that guide the College's mission and operations.

Compliance with federal and state requirements is necessary to maintain eligibility for Title IV financial aid, federal and state grants, and other funding sources. Failure to comply, or to demonstrate a comprehensive approach to compliance, may result in significant financial penalties, reputational harm, loss of funding, and accreditation risk. For instance, current penalties for Clery Act violations are up to \$71,545 per violation, while penalties associated with the Stop Campus Hazing Act may range from \$71,545 to \$1,000,000. Integrating compliance efforts with institutional operations, strategic planning, and accreditation activities helps ensure the College remains aligned with its mission, vision, strategic directions, and core values.

Southwest Tech has continued to strengthen and centralize its compliance function to support institutional accountability and compliance with federal and state laws and regulations. During 2025-26, the College focused on responding to several significant regulatory requirements and compliance initiatives, including the following:

Title IX

Title IX of the Education Amendments of 1972 (Title IX) is a civil rights act that prohibits sex-based discrimination in educational institutions that receive federal funds for any part of their programs or activities. In January 2025, the US Department of Education vacated the 2024 Title IX Guidelines and reinstated the 2020 Title IX Guidelines. This protection also extends to any minor participating in a campus program, such as a K-12 student enrolled at the College or participating in recruitment activities.

Title II, ADA, Digital Accessibility

Title II of the ADA Regulations for Web and Mobile App Accessibility (Digital Accessibility) was published in the Federal Register on April 24, 2024, updating the Department of Justice's final rule for Title II of the American with Disabilities Act (ADA). The final rule specifies requirements about how to ensure that web content and mobile applications are accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological

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disabilities. These guidelines also make web content more usable by older individuals with changing abilities due to aging and often improve usability for users in general.

The regulations require state and local governments to ensure that their services, programs, and activities, including online and through mobile apps, are accessible to people with disabilities. The Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, developed by the World Wide Web Consortium, have been determined as the technical standard state and local governments must use to achieve compliance. On April 20, 2026, the Federal Register published the Department's Interim Final Rule extending the compliance date for state and local government entities with a total population of 50,000 or more. The date of compliance Southwest Tech must meet is now April 26, 2027.

Stop Campus Hazing Act

The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amends the Clery Act to strengthen hazing prevention efforts and increase transparency regarding hazing incidents at institutions of higher education. The Act requires colleges and universities to establish processes for reporting, documenting, and publicly disclosing hazing incidents while promoting education and awareness among students and employees.

The College must comply with several requirements, including:

1. Reporting hazing incidents in annual crime statistics submitted to the U.S. Department of Education.
2. Informing the campus community of hazing policies and procedures through the Annual Security Report.
3. Providing hazing prevention, awareness, and education initiatives for students and employees.
4. Developing and maintaining a Campus Hazing Transparency Report that summarizes findings related to hazing incidents involving student organizations and is updated at least twice annually.

The 2026 Annual Security Report, published in October 2026, will be the first Annual Security Report required to include statistics and disclosures related to the Stop Campus Hazing Act. Ongoing efforts will focus on ensuring compliance with reporting, education, transparency, and recordkeeping requirements established under the Act.

Initiatives

In 2025-26 new systems, policies and procedures, and other compliance requirements, including training, were to enhance and address compliance-related requirements. Goals for 2025-26 were:

1. A centralized system to be built for employees to notify the Compliance Office of any youth program or activity that will be offered. This will allow the Compliance Officer to meet with employees to ensure they fully understand the legal requirements, policies, procedures, and guidelines that must be followed when offering the activity. This will also ensure the College has a central repository of youth activities/programming for compliance-related federal requirements.
2. A centralized system will be developed and implemented to monitor Clery Act requirements for students off campus on field trips and attending conferences, workshops, etc.
3. Align policies and procedures with Strategic Directions.

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4. Implement a plan to ensure compliance with the federal training requirements.

The goals outlined above were initially established in 2024-25 and carried into 2025-26. While progress was made on each initiative, completion timelines were impacted by the long-term medical leave, then retirement of the previous Compliance Officer and the subsequent internal transition to a new Grants & Compliance Manager. Despite these changes, significant progress has been achieved in several key areas, and work will continue to advance the College's compliance infrastructure.

1. Youth Activity Tracking & Training System

- a. A centralized process has been added to the event/room reservation system on the College's intranet to monitor youth programs and activities offered by the College, including, but not limited to, group visits and recruitment events. This process will provide a mechanism for notifying the Compliance Office of youth programming and require event coordinators to review and acknowledge the Youth Protection Policy. While the tracking system has been implemented, additional work is needed to develop annual training for applicable employees to further strengthen compliance.

2. Clery Act Compliance Off-Campus Field Trip Tracking System

- a. Clery-related off-campus student travel has been included in the Student Event/Travel tracking system to monitor off-campus student field trips, conferences, workshops, etc. This process improves the ability to monitor Clery-reportable locations and supports compliance with federal requirements. This goal has been completed and will continue to be maintained as part of ongoing compliance operations.

3. Policy Alignment with Strategic Directions

- a. Considerable progress has been made in reviewing and aligning College policies with the Strategic Directions. Policy reviews and revision efforts will continue in accordance with the College's policy guidelines and review schedule, or as changes are needed. Rigorous policy evaluation will also support the College's preparation for the Higher Learning Commission's (HLC) federal compliance review and accreditation visit.

4. Federal Compliance Training Requirements Procedure Improvements

- a. Additional work and collaboration with the Training & Development Coordinator is needed to implement a system for monitoring and documenting required compliance training. Efforts will focus on establishing a process to track completion of required training and ensure employees complete all required federal and institutional compliance training within established timelines. This goal will carry over to 2026-27.

The College remains committed to building a sustainable culture of compliance through effective systems, training, policy review, and ongoing oversight. These efforts will continue during 2026-27 as the College further strengthens its compliance framework and supports regulatory, accreditation, and operational requirements. Defined goals for 2026-27 are:

1. Create a Compliance Workgroup that is responsible for and prepares back-up coverage for all College compliance including Clery Act, Title IX, VAWA, Student Conduct, Training, federal/accreditation requirements, and institutional risk.
2. Align policies and procedures with Strategic Directions.

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3. Update policy guidelines & Standard Operating Procedures SOP to current processes.
4. Implement a plan to ensure compliance with the federal training requirements.

In addition to developing processes and reviewing policies, the College must ensure employees receive training necessary to meet federal, state, and institutional compliance requirements. Training is a key component of maintaining a culture of compliance and reducing institutional risk. Although further work is needed to strengthen training tracking and monitoring processes, required training expectations have been established for employees across several compliance areas.

The required training is listed in the table below.

Required Compliance-Related Employee Training	
Requirement	Description
Cybersecurity	All employees are required to complete cybersecurity training annually.
Clery – Campus Security Authorities (CSAs)	All employees designated as a Campus Security Authority (CSA) under the Clery Act, must complete annual training.
Family Education Rights & Privacy Act (FERPA)	All employees, upon hire and biennially, must complete FERPA training.
Title IX	All employees, upon hire and annually, must complete Title IX training.
Violence Against Women Act (VAWA)	All employees, upon hire and annually, must complete VAWA training.
Sexual Harassment	All employees, upon hire.
Bloodborne Pathogens	All employees, upon hire; Annually for Healthcare Program Instructors and Students on Clinicals, EPD Students and Facilities Staff, Campus First Responders.
Hazard Communications	All employees, upon hire.
Ethical Practice for College Admissions	All employees in recruitment, admissions, enrollment, advising, financial aid, marketing, and advertising, upon hire – includes annual refresher.
Youth Protection	Annual training for any employee who serves as a lead/coordinator for an event that involves youth/minors on campus.

A 100 percent completion rate is required by the Department of Education and/or the College for the training outlined above. In 2026-27, a tracking system will be developed and implemented to ensure compliance with the training requirements.

Ethical Practice for College Admissions training was provided to applicable employees in August 2025 in support of compliance with Higher Learning Commission (HLC) policy FDCR.A.20.020, Recruiting, Admissions and Related Enrollment Practices. Beginning in 2026-27, the College is formalizing an ongoing training process for employees in recruitment, admissions, financial aid, advising, marketing, and advertising. Upon hire, applicable employees will acknowledge that they have read, understand, and agree to follow the principles addressed in the National Association for College Admission Counseling's (NACAC) Guide to Ethical Practice in

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College Admission. Additionally, a self-paced annual refresher course is now offered through the College's Learning Management System.

Ensuring the College complies with federal laws, regulations, and institutional policies creates an environment that improves quality, safety, and security. A key factor in providing high-quality education amidst a culture of caring and success is making sure students, employees, and the public feel safe on campus. Compliance with Title IX, Clery Act, Violence Against Women Act (VAWA), Stop Campus Hazing Act, weapons laws, financial regulations, etc. provides greater access to an environment that promotes quality education and safety.

COMPETITIVE POSITIONING STATEMENT

An annual College Planning Process calendar for continuous improvement is shown below. The annual calendar outlines the alignment of college operations to the strategic directions to enhance college accreditation, program accreditation, and compliance efforts. The annual calendar demonstrates the process the College follows for monitoring of strategic directions, college health indicators, and other metrics in the board monitoring reports.

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Month	Action	Assigned To	Where Shared with Stakeholders	Assessment / Outcome
July	Present Academic Master Plan	Chief Academic Officer	- Academic Council/ Executive Team - Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Approval of the 3-year and 10-year Facilities Master Plan	Executive Director of Facilities, Safety & Security	- Board Meeting / Board Packet on College Website - Submitted to the WI Technical College System	Approval by the District Board Approval by WTCS Personnel / Board
	Present the 3-year Technology Plan	Executive Director of Technology	Board Meeting / Board Packet on College Website	Acceptance by the District Board
August	Finalize Work Plan for Strategic Directions & Goals	President & President's Cabinet	College-wide In-Service	
	Announce Strategic Goals Aligned with Strategic Directions	President & President's Cabinet	College-wide In-Service	Acceptance by the District Board
	Review of College Health Indicators	President	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Present Board Monitoring Report – College Culture	Chief Human Resources Officer	Board Meeting / Board Packet on College Website	Approval by the District Board
	Present Foundation and Real Estate Foundation Quarterly Reports (Q4)	Executive Director of Advancement	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Convene Instructional Vitality Process	Executive Director of College Effectiveness / Chair of Assessment Work Group	College Intranet (Charger Hub)	
September	Present Board Monitoring Report – Compliance	Executive Director College Effectiveness/Compliance Officer	Board Meeting / Board Packet on College Website	Approval by the District Board
	Present Annual WTCS Outcome-Based Funding Report	Chief Financial Officer / Controller	Board Meeting / Board Packet on College Website	Acceptance by the District Board
October	Present College Priorities to Foundation Boards for their support	President	Joint Board meeting with District Board, Foundation Board, and Real Estate Foundation Board	Acceptance by the District Board
	Present Board Monitoring Report – Student Access and Success	Chief Student Services Officer	Board Meeting / Board Packet on College Website	Approval by the District Board

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	Convene Institutional Vitality Process	Executive Director College Effectiveness/ Chair of Assessment Work Group	College Intranet(Charger Hub)	
November	Budget Planning Process Kicks Off	Chief Financial Officer / Controller	Board Meeting / Board Packet on College Website	
	Present Foundation and Real Estate Foundation Quarterly Reports (Q1)	Executive Director of Advancement	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Present Academic Master Plan	Chief Academic Officer	- Academic Council/ Executive Team - Board Meeting / Board Packet on College Website	Acceptance by the District Board
December	Hold Meetings Regarding Capital and Operational Budgets	Budget Managers	- Supervisor / Staff Meetings - Department Meetings	
January	Present Board Monitoring Report – Safety & Security	Exec. Dir. of Facilities, Safety & Security / Exec. Dir. of Information Technology Services	Board Meeting / Board Packet on College Website	Approval by the District Board
	Joint Institutional and Instructional Vitality Process Meetings	Executive Director of College Effectiveness / Chair of Assessment Work Group	College Intranet (Charger Hub)	
February	1 st Review of Budget Assumptions & Parameters	Chief Financial Officer	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Present Foundation and Real Estate Foundation Quarterly Reports (Q2)	Executive Director of Advancement	Board Meeting / Board Packet on College Website	Acceptance by the District Board
March	Present Board Monitoring Report – Quality Teaching & Learning	Chief Academic Officer	Board Meeting / Board Packet on College Website	Approval by the District Board
	Present Preliminary Budget Review	Chief Financial Officer	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Present Academic Master Plan	Chief Academic Officer	Board Meeting / Board Packet on College Website	Acceptance by the District Board
April	Review ENDS Statements and Establish Goals for College, including College Health Indicators	President	- Board Retreat - Advisory Committee Meetings	Acceptance by the District Board
	Present Preliminary Budget Review	Chief Financial Officer	Board Meeting / Board Packet on College Website	Acceptance by the District Board

Board Monitoring Report

Accreditation & Compliance

September 24, 2026

May	Present Board Monitoring Report – Financial Sustainability	Chief Financial Officer	Board Meeting / Board Packet on College Website	Approval by the District Board
	1 st Reading of Revised ENDS Statements	President	Board Meeting / Board Packet on College Website	Approval by the District Board
	Present Preliminary Budget Review	Chief Financial Officer	Board Meeting / Board Packet on College Website	Acceptance by the District Board
	Present Foundation and Real Estate Foundation Quarterly Reports (Q3)	Executive Director of Advancement	Board Meeting / Board Packet on College Website	Acceptance by the District Board
June	Hold Budget Public Hearing, Board Approval of Budget, and Submittal of Budget to WTCS	Chief Financial Officer	- Board Meeting / Board Packet on College Website - Submitted to WI Technical College System	Approval by the Southwest Tech Board of Directors and submission to WTCS; Accepted by WTCS Personnel
	Approve Revised ENDS Statements	Board	Board Meeting / Board Packet on College Website	Approval by the District Board

Board Monitoring Report

Accreditation & Compliance

September 24, 2026

Unlocking Opportunities Project

Southwest Tech continues its active participation in the Aspen Institute's Unlocking Opportunities project. The 2025–2026 academic year marked the fourth year of this six-year project, which focuses on excellence and equity in post-completion outcomes. The college has prioritized institution-wide strategies to improve outcomes for all students, with particular emphasis on students of color and those from lower-income backgrounds.

The project's core team has worked toward key goals, including implementing Student Success Plans, launching new high-wage programs, increasing enrollment in those programs, and enhancing the quality and value of existing low-wage programs. In 2025-2026, the Executive Team assumed responsibility for ongoing efforts, collaborating with faculty and staff as needed.

The remaining two years of this project will continue with monitoring progress, tracking data, and evaluating results to ensure sustained impact.

RECOGNIZING AND VALUING PEOPLE

The Accreditation Core Team of Kim Maier, Holly Clendenen, and Amy Seeboth-Wilson. These individuals are leading the most important aspects of the preparation for the Comprehensive Evaluation. Serving in these roles creates a cross-functional framework critical to ensuring a successful outcome for the college.

- Appreciation goes to the Criterion Team members for their willingness to take part in this important work to ensure a quality self-study for the Comprehensive Evaluation: Criterion 1 Team includes Krista Weber, Nicole Nelson, Karen Farner, Adam Phillips, and Chantel Hampton. Criterion 2 Team includes Dan Imhoff, Katie Glass, John Troxel, Micheal Madsen, and Brian Molini. Criterion 3 Team includes Cynde Larsen, Margaret Garnder, Tyler Tollefson, Seth Henkel, Sara Biese, Holly Clendenen, Stephanie Brown, Cora Beth Schmitz, Isabelle Manning, Derek Dachelet, Joe Randall, and Ryan Weigel. Criterion 4 Team includes Caleb White, Dennis Cooley, Josh Bedward, Kelly Kelly, Christina Winch, Heath Ahnen, Kaye Woodke, and Katie Glass.

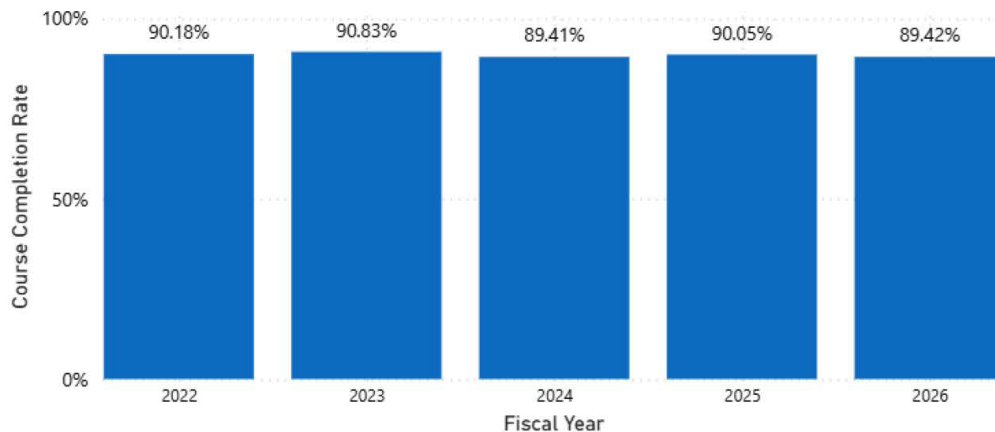
As of July 20, 2026, the College completed an internal promotion and transition of its grants and compliance functions following the retirement of the previous Compliance Officer. Morgan Zach will serve as the College's Grants and Compliance Manager.

The Executive Team members have all been supportive and proactive in ensuring accreditation and compliance related efforts are communicated and resourced. The input and accountability from this team is key in ensuring the college meets requirements with a focus on student success and continuous improvement.

All employees are involved with accreditation, assessment, and compliance efforts at the college. It takes everyone's focus, commitment, and engagement to ensure the College meets all accreditation and compliance requirements.

CHI2: Course Completion Rate

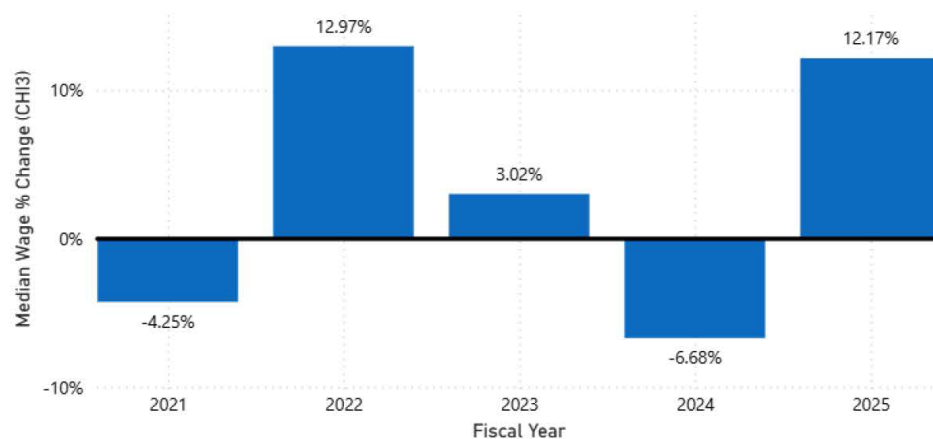
Course Completion Rate for All Courses by Fiscal Year



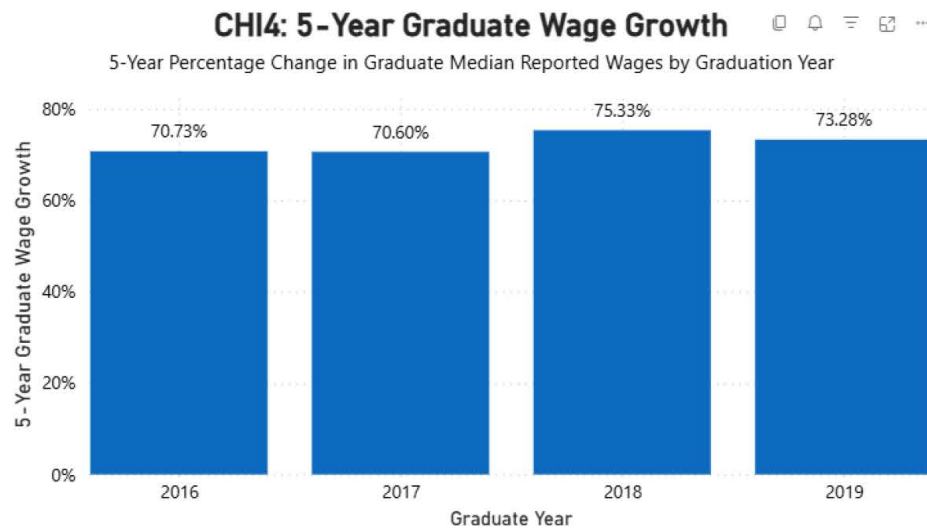
CHI #3 provides the percentage change in median annual salary between classes of graduates using reported earnings in both fields related to and unrelated to the graduate's earned credential.

CHI3: Year-to-Year Graduate Wage Growth

Year-to-Year Percentage Change in Graduate Median Reported Wages by Fiscal Year



CHI #4 provides the percentage change in median annual salary for the same class of graduates 1 and 5-years post-graduation in both fields related to and unrelated to the graduate's earned credential. Similar to CHI #3, this metric is looking at wages, but extends the timeline out five years, when we would expect to see an increase in wages due to promotions or job change.



STRENGTHS

1. Use of the Accreditation Core Team as a collaborative effort in preparations for the Comprehensive Evaluation and on-site visit from HLC. The cross-functional Criterion Teams helping in the development of the college's Assurance Argument (self-study) and collection of Evidence documentation.
2. Addition of a faculty member serving as part-time Assessment Coordinator in College Effectiveness. This position supports the coordination of program review and assessment processes.
3. Centralized system for compliance with federal regulations, laws, and institutional policies.

OPPORTUNITIES

1. Employee and leadership transitions present opportunities in maintaining continuity and ensuring readiness for a successful Comprehensive Evaluation and on-site visit.
2. Compliance-Related Training. There are numerous training requirements to meet federal regulations, laws, and institutional policies conducted throughout the year. A comprehensive review of all the training requirements and timelines will be completed in 2026-27 to ensure compliance with these requirements is a more efficient and streamlined process. The goal is to develop a system for compliance training that is constant, systematic, and more efficient for employees to complete the necessary training.

B. Second Reading/Approval of 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 First Reading of this policy was at the August 27, 2026, meeting. The Policy follows.
Recommendation: Approve, as presented, the Second Reading of the 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.

2.5 - 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 they 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 their supervisor in writing to the cabinet member responsible for the division. If their immediate supervisor is a cabinet member skip step 2.

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 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 the actions that gave rise to the complaint occurred, but whether the action underlying the complaint is within the scope of the complaint procedure. The President or designee shall establish validity upon determining 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 President or designee concludes that the complaint lacks validity, he or she shall dismiss the complaint.

B. In-Person Meeting regarding merits.

If the President or designee concludes the complaint is valid, they shall meet with the complainant within seven (7) days of receipt of the request for review to evaluate the merits. The 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 4

The complainant may submit a written request for a hearing on the President or designee's decision with regard to merit within seven (7) days of the written response

from the President or designee. The written request for the hearing shall state the specific basis for disagreement and shall be submitted to 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 their written decision, the IHO shall make relevant findings of fact, shall decide for or against the complainant, and state 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 5

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 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.

**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 President's Office. 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

C. Second Reading/Approval of Board Governance Policy 3.1: General Executive Constraint

The First Reading of this policy was at the August 27, 2026, meeting. The Policy follows. **Recommendation:** Approve, as presented, the Second Reading of the Board Governance Policy 3.1: General Executive Constraint.

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.1

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, 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

Information and Correspondence

A. Chairperson's Report

- 1. Southwest Tech District/Foundation/Real Estate Foundation Joint Meeting: Sept. 30, 2026, 3:00 – 5:00 p.m., Room 430, with Foundation's Donor Appreciation event to follow**
- 2. District Boards Association Fall Meeting: Oct. 8-10, 2026, Hybrid/Moraine Park Technical College**

B. College President's Report

1. Review Board Governance Policy 3.2: Human Relationships

The meeting materials include 1) the current policy and 2) updated recommended policy for Board consideration.

3.2 - HUMAN RELATIONSHIPS

Treatment of and interaction with students, staff, and persons from the community shall not be inhumane, unfair, or undignified and will not be in violation of the Wisconsin Code of Ethics for Public Officials and Employees.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules.
2. Fail to provide for effective handling of grievances.
3. Fail to insure due process.
4. Fail to protect against wrongful actions against or by staff or students.
5. Fail to comply with all state and federal laws, rules and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, sexual harassment, and rights of privacy.
6. Prevent students and staff from using established grievance procedures.
7. Fail to acquaint students and staff with their rights and responsibilities.
8. Fail to maintain confidentiality where appropriate.
9. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules or regulations or of Board policies.

Current

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

3.2 TREATMENT OF STUDENTS, EMPLOYEES, AND COMMUNITY MEMBERS

The President shall cultivate and sustain an institutional culture in which all students, employees, and members of the community are treated with dignity, fairness, respect, and humanity. The President is responsible for modeling, communicating, and embedding these values throughout the College and for ensuring that College practices are consistent with the Wisconsin Code of Ethics for Public Officials and Employees.

Proposed

Accordingly, the President shall:

1. Establish, maintain, and communicate policies and procedures that clearly define the rights, responsibilities, and expectations of students and employees.
2. Ensure accessible, timely, and effective grievance processes that provide students and employees with fair opportunities to raise and resolve concerns.
3. Promote and safeguard due process in College decision-making and disciplinary procedures.
4. Maintain systems, practices, and safeguards that protect students and employees from wrongful, inappropriate, or unlawful actions and support a safe and respectful learning and working environment.
5. Ensure compliance with all applicable federal and state laws, regulations, and Board policies, including those governing equal opportunity, nondiscrimination, harassment prevention, accessibility, privacy, and employee and student rights.
6. Support and protect the right of students and employees to use established grievance, complaint, and appeal procedures without fear of retaliation.
7. Foster awareness and understanding of rights, responsibilities, and expectations among students and employees through ongoing communication, education, and training.
8. Promote the responsible stewardship of confidential information and ensure that privacy is respected and protected in accordance with legal and ethical standards.
9. Take prompt, appropriate, and transparent action when violations of law, regulation, or Board policy are identified, and ensure appropriate corrective measures are implemented.
10. Actively inculcate a culture of ethical conduct, respect, accountability, and care by setting expectations for behavior, recognizing and reinforcing positive practices, and ensuring that these values are reflected in leadership actions, institutional policies, employee development, and student experiences.

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 8/25/22
Revised:	09/24/2026

2. Review Board Governance Policy 3.3: Compensation and Benefits

The meeting materials include 1) the current policy and 2) updated recommended policy for Board consideration.

*SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.3*

3.3 - COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

1. Change his or her own compensation and benefits.
2. Provide for or change the compensation and benefits of other employees except in accordance with policies of the Board.
3. Promise or imply permanent or guaranteed employment.
4. Employ persons not properly certified/certifiable for the position.
5. Grant fringe benefits not approved by the Board.

Current

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 9/22/22
Revised:	2/28/13, 4/23/15

3.3 COMPENSATION AND BENEFITS

The President shall ensure that compensation and benefits practices:

1. Support the attraction, retention, and development of a qualified workforce.
2. Are fiscally responsible and sustainable.
3. Comply with applicable laws, regulations, and Board policies.
4. Promote fairness, equity, and transparency.
5. Protect the College's reputation and public trust.
6. Provide the Board with recommendations and information necessary to make decisions regarding presidential compensation and Board-reserved compensation matters.

Proposed

Adopted:	1/24/02
Reviewed:	3/27/03, 3/22/07, 1/17/08, 10/15/10, 9/22/22
Revised:	2/28/13, 4/23/15, 09/24/26

3. Approval of First Reading of Governance Policies (As Needed)

4. College Happenings

C. Other Information Items

Establish Board Agenda Items for Next Meeting (Regular Meeting)

A. Agenda

- 1. Board Monitoring Report: Student Access and Success**
- 2. Resolution Authorization for the Issuance of General Obligation Promissory Notes and Setting the Sale**
- 3. Resolution for Adoption of 2026 Tax Levy**
- 4. Fund & Account Transfers (2025-26 Budget Modifications)**
- 5. Review of Purchasing Activity**
- 6. Review of Annual WTCS Outcome-Based Funding Report**
- 7. WI Code of Ethics Resolution**
- 8. Approval of RFP: CODA Consultant**
- 9. Approval of RFP: Advertising, Marketing, and Digital Sales**

B. Date, Time, & Place

Thursday, October 15, 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 the President's performance evaluation per Wisconsin Statutes 19.85(1)(c)**

{Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from August 27, 2026

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment