



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**May 22, 2025**

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

## Contents

<b>Annotated Agenda</b> .....	<b>4 -</b>
<b>Open Meeting</b> .....	<b>7 -</b>
A. Roll Call.....	8 -
B. Reports/Forums/Public Input .....	8 -
<b>Consent Agenda</b> .....	<b>8 -</b>
A. Approval of Agenda .....	8 -
B. Approval of Minutes from the April 24, 2025, Regular Board Meeting.....	10 -
C. Financial Reports .....	15 -
1. Purchases Greater than \$2,500 .....	15 -
2. Treasurer’s Cash Balance .....	17 -
3. Budget Control .....	18 -
D. Contract Revenue .....	19 -
E. Personnel Items .....	20 -
F. Forward Service Corporation Lease.....	20 -
G. United Migrant Opportunity Services/UMOS, Inc. Lease .....	26 -
H. Jim’s Building Center Lease .....	32 -
<b>Other Items Requiring Board Action</b> .....	<b>43 -</b>
A. Approval of 2025-26 Compensation Recommendation.....	43 -
B. Approval of Bid 2425-04: Concrete Maintenance .....	44 -
C. Dodgeville Family Chiropractic, S.C. Lease (Dodgeville Outreach Lease).....	45 -
<b>Board Monitoring of College Effectiveness</b> .....	<b>51 -</b>
A. 2025-26 Budget Update.....	51 -
B. Review 10-Year Facilities Plan (Draft).....	57 -
C. Staffing Update .....	59 -
D. SWTC Foundation FY25 3rd Quarter Report .....	61 -
E. SWTC Real Estate Foundation FY25 3rd Quarter Report .....	64 -
<b>Information and Correspondence</b> .....	<b>67 -</b>
A. FTE Comparison and Student Success Scoreboard .....	67 -
1. FTE Comparison Report .....	67 -

2. Student Success Scoreboard .....	- 70 -
B. Chairperson’s Report .....	- 71 -
1. May 2025 WTCS Board Meeting Update .....	- 71 -
2. District Boards Association Update .....	- 71 -
C. Acting College President’s Report .....	- 71 -
1. Aspen Award Updates.....	- 71 -
2. Project RISE ERP / Anthology Update .....	- 71 -
3. SWTC Clay Target Team – Conference Championship .....	- 71 -
4. SWTC Golf Team – Regional Championship .....	- 71 -
5. College Happenings.....	- 71 -
D. Other Information Items.....	- 71 -
<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>- 71 -</b>
A. Agenda .....	- 71 -
B. Date, Time, & Place .....	- 71 -
<b>Adjourn to Closed Session.....</b>	<b>- 71 -</b>
A. Consideration of adjourning to a closed session for the purpose of .....	- 71 -
B. Approval of Closed Session Minutes from April 24, 2025 .....	- 72 -
<b>Reconvene to Open Session .....</b>	<b>- 72 -</b>
A. Action, if necessary, on Closed Session Item.....	- 72 -
<b>Adjournment .....</b>	<b>- 72 -</b>

## **Annotated Agenda**



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

Thursday, May 22, 2025

6:00 p.m. – Regular Board Meeting

Southwest Tech ~ Room 430

1800 Bronson Boulevard, Fennimore, WI 5380

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s May 22, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore’s City Office, and on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) in an attempt to make the general public aware of the time, place, and agenda.”

#### **OPEN MEETING**

##### **A. Roll Call**

##### **B. Reports/Forums/Public Input**

#### **CONSENT AGENDA**

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

The May 22, 2025, regular board meeting agenda is included in the electronic Board material.

##### **B. Minutes of the April 24, 2025, Regular Board Meeting**

The minutes of the April 24, 2025, Board meeting are included with the electronic Board packet.

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

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

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

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

Each report is available electronically within the Board material. Caleb White, Vice President for Administrative Services, will be available for questions.

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

20 contracts totaling \$172,112.21 in April 2025 are presented for Board approval. The Contract Revenue Report is included within the electronic Board packet of materials.



**E. Personnel Items**

The Personnel Report includes one new hire, one promotion/transfer, and two resignations. The report is included in the electronic Board packet.

**F. Forward Service Corporation Lease**

A 12-month lease (July 1, 2025 – June 30, 2026) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$348.00 per month is included within the Board material.

**G. United Migrant Opportunity Services/UMOS, Inc. Lease**

A 12-month agreement (July 1, 2025 – June 30, 2026) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for \$380.89 per month is included within the Board packet of materials.

**H. Jim's Building Center Lease**

The electronic Board packet includes a 3-year agreement (July 1, 2025 – June 30, 2028) for the College to lease a commercial parcel of land to Jim's Building Center, Inc. for \$3,000 the first year, \$3,150 the 2<sup>nd</sup> year, and \$3,300 the 3<sup>rd</sup> year. The property location: Southwest One-Quarter of Section Twenty, Town Six North, Range Two West of the 4th P.M., in Grant County, Wisconsin, described as commencing at the Southwest corner of said Section Twenty, thence running East along the South boundary line of said section 1,650 feet, thence running North 1,806 feet, thence running West 75 feet to the place of beginning, thence West 138.31 feet, thence North 365.93 feet to the center line of U. S. Highway No. 18, thence South 53 degrees 35 minutes East 171.61 feet along the center line of U. S. Highway No. 18, thence South 264 feet to the place of beginning.

**Recommendation** – *Approve, as presented, the May 22, 2025, Consent Agenda.*

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Approval of 2025-26 Compensation Recommendation**

Krista Weber, Chief Human Resources Officer and Acting President, and Caleb White, Vice President for Administrative Services, will present the 2025-26 employee compensation recommendation. The information is included in the electronic Board packet.

**Recommendation** – *Approve, as presented, the Recommendation for 2025-26 Compensation.*

**B. Approval of Bid 2425-04: Concrete Maintenance**

Bids were solicited for concrete maintenance for multiple areas around the campus. The public opening of bids was held on May 1, 2025. One vendor attended the optional pre-bid meeting, and two vendors submitted a bid. Dan Imhoff, Executive

Director of Facilities, Safety, and Security, will present the bidding summary, which is also included in the electronic Board materials.

**Recommendation** – *Award a contract for Concrete Maintenance to Roy's Concrete of Bagley, WI, for \$44,100.*

**C. Dodgeville Family Chiropractic, S.C. Lease (Dodgeville Outreach Lease)**

Mr. Imhoff will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement is included with the electronic Board meeting information.

**Recommendation:** *Approve the lease agreement with Dodgeville Chiropractic and Wellness Center for Southwest Tech to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI, for \$800 monthly from July 1, 2025, through June 30, 2026.*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. 2025-26 Budget Update**

Mr. White will present information on the 2025-26 budget development. Each of the fund accounts is summarized in the electronic packet of Board materials.

**B. Review 10-Year Facilities Plan (Draft)**

The draft of the 10-Year Facilities Plan is included in the electronic Board packet. Mr. Imhoff will answer any questions the Board may have.

**C. Staffing Update**

Ms. Weber will provide an update on College staffing. A summary is included in the electronic packet of materials.

**D. SWTC Foundation FY25 3<sup>rd</sup> Quarter Report**

Dennis Cooley, Executive Director of Advancement, will update the District Board on recent Foundation activities and results of fundraising efforts and other initiatives. The FY25 3rd Quarter report is included within the Board packet.

**E. SWTC Real Estate Foundation FY25 3<sup>rd</sup> Quarter Report**

The Real Estate Foundation's FY25 3<sup>rd</sup> Quarter report is included in the electronic packet of materials. Mr. Cooley will be present for questions on the report highlighting student resident life, board members, and future investments.

**INFORMATION AND CORRESPONDENCE**

**A. FTE Comparison Report and Student Success Scoreboard**

**1. Enrollment/FTE Comparison Report**

**2. Student Success Scoreboard**

These reports are within the Board's packet of electronic materials. Holly Clendenen, Chief Student Services Officer, and Katie Glass, Chief Communications Officer, will summarize the reports.

- B. Chairperson's Report**
  - 1. May 2025 WTCS Board Meeting Update**
  - 2. District Boards Association Update**
- C. Acting College President's Report**
  - 1. Aspen Award Updates**
  - 2. Project RISE ERP/Anthology Update**
  - 3. SWTC Clay Target – Conference Championship**
  - 4. SWTC Golf Team Update – Regional Championship**
  - 5. College Happenings**
- D. Other Information Items**

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

- A. Agenda**
  - 1. 2025-26 Public Budget Hearing and Approval**
- B. Time and Place**

**6:00 p.m. on Thursday, June 19, 2025, at Southwest Tech, Room 430**

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of**
  - 1. Discussing a contract provision in an administrative contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}**
- B. Approval of Closed Session Minutes from April 24, 2025**

**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 May 22, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore's City Office, and on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) in an attempt to make the general 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, May 22, 2025

6:00 p.m. – Regular Board Meeting

Southwest Tech ~ Room 430

1800 Bronson Boulevard, Fennimore, WI 53809

**AGENDA**

**OPEN MEETING**

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**OPEN MEETING**

A. Roll Call

B. Reports/Forums/Public Input

**CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the April 24, 2025, Regular Board Meeting

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

D. Contract Revenue

E. Personnel Items

F. Forward Service Corporation Lease

G. United Migrant Opportunity Services/UMOS, Inc Lease

H. Jim’s Building Center Lease

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Approval of 2025-26 Compensation Recommendation
- B. Approval of Bid 2425-04: Concrete Maintenance
- C. Dodgeville Family Chiropractic, S.C. Lease (Dodgeville Outreach Lease)

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

- A. 2025-26 Budget Update
- B. Review 10-Year Facilities Plan (Draft)
- C. Staffing Update
- D. SWTC Foundation FY25 3<sup>rd</sup> Quarter Report
- E. SWTC Real Estate Foundation FY25 3<sup>rd</sup> Quarter Report

### **INFORMATION AND CORRESPONDENCE**

- A. FTE Comparison Report and Student Success Scoreboard
  - 1. FTE Comparison Report
  - 2. Student Success Scoreboard
- B. Chairperson's Report
  - 1. May 2025 WTCS Board Meeting Update
  - 2. District Boards Association Update
- C. Acting College President's Report
  - 1. Aspen Award Updates
  - 2. Project RISE ERP/Anthology Update
  - 3. SWTC Clay Target Team – Conference Championship
  - 4. SWTC Golf Team – Regional Championship
  - 5. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. 2025-26 Public Budget Hearing and Approval
- B. Time and Place

6:00 p.m. on Thursday, June 19, 2025, at Southwest Tech, Room 430

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of
  - 1. Discussing a contract provision in an administrative contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from April 24, 2025

### **RECONVENE TO OPEN SESSION**

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

## **ADJOURNMENT**

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

### ***B. Approval of Minutes from the April 24, 2025, Regular Board Meeting***



#### **MINUTES OF REGULAR MEETING FOR THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 24, 2025**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:05 p.m. on April 24, 2025, in Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin.

The following members were present:

David Blume, Charles Bolstad, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson, and Jane Wonderling (arrived at 6:51 p.m.). Absent: Tracy Fillback

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

Krista Weber, Chief Human Resources Officer and Acting President, and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Cynde Larsen, Kim Maier, Lori Needham, Amy Seeboth-Wilson, Dan Wackershauser, and Caleb White

Student Senate Representatives: Kajal Patel and Megan Stauffacher

Chairperson Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:



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

Thursday, April 24, 2025

5:15 p.m. – Solar Panel Ribbon Cutting Ceremony and Dinner

6:00 p.m. – Regular Board Meeting

Southwest Tech ~ Room 430

1800 Bronson Boulevard, Fennimore, WI 53809

#### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: “The Southwest Wisconsin Technical College District Board’s April 24, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore’s City Office, and on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings) in an attempt to make the general public aware of the time, place, and agenda.”

**OPEN MEETING**

- A. Roll Call
- B. Reports/Forums/Public Input
- C. Student Senate Update

**CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the March 27, 2025, Regular Board Meeting
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Cash Farm Lease – 4.1 acres, SW Corner of County F & Hwy 18, Fennimore, WI

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Approval of Board Resolution – 2025 Aspen Prize for Community College Excellence
- B. Approval of Board Monitoring Report – Financial Sustainability
- C. Approval of 2025-26 Board Monitoring Schedule

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. 2025-26 Budget Update
- B. Staffing Update

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report and Student Success Scoreboard
  - 1. Enrollment Report
  - 2. Student Success Scoreboard
- B. Chairperson's Report
  - 1. District Boards Association Update
  - 2. 2025 – 2028 Board Appointment Update
- C. Acting College President's Report
  - 1. 2025 DMI Risk Impact Award Recipient – Connie Haberkorn
  - 2. Spring Graduation – May 17, 2025
  - 3. Aspen Prize Recognition – Celebration Planning & Board Input
  - 4. College Happenings
- D. Other Information Items

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

- A. Agenda
  - 1. Proposed Budget for 2025-26
  - 2. SWTC Foundation and Real Estate Foundation 3<sup>rd</sup> Quarter Reports
- B. Time and Place
  - 6:00 p.m. on Thursday, May 22, 2025, at Southwest Tech, Room 430

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to a closed session for the purpose of
  - 1. Discussing a lawsuit per Wis. Stats. 19.85(1)(a) {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}

2. Discussing a contract provision in an administrative contract per Wis. Stats. 19.85(1)(c)  
{Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from February 27, 2025, and March 27, 2025

**RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

**ADJOURNMENT**

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

Student Senate Representatives Kajal Patel and Megan Stauffacher updated the Board on the Senate's role in funding club initiatives and campus improvements. Ms. Patel summarized her experiences as the College's representative at the April 10, 2025, Wisconsin Technical College System's Ambassador Banquet. The Board expressed gratitude for the work the Senate does.

After a review of the Consent Agenda, including the April 24, 2025, agenda; March 27, 2025, Board meeting minutes; financial reports; eight contracts totaling \$11,190.66 in March 2025; recommendations to hire Kasey Budack as Radiography Instructor/Clinical Coordinator and promote/transfer Jessica Guevara to Fiscal Services Assistant; and a five-month (June 1, 2025 – November 1, 2025) agreement for the College to lease for 4.1 acres of farmland on the southwest corner of County Road F and Highway 18 to Winch's Pine Grove Farms, LP, Fennimore, WI for \$125 per acre for a total amount of \$512.50; Mr. Blume moved, seconded by Ms. Enright, to approve the Consent Agenda, as presented. Motion adopted.

Chairperson Bolstad read the Board's Resolution: 2025 Aspen Prize for Community College Excellence. This resolution proudly proclaims the College's recent win of the national award. Mr. Tuescher moved, seconded by Mr. Prange, to approve, as presented, the Resolution recognizing Southwest Wisconsin Technical College as the Recipient of the 2025 Aspen Prize for Community College Excellence. Motion adopted.

The April 2025 Board Monitoring Report – Financial Sustainability was presented by Caleb White, Vice President for Administrative Services. Accomplishments linking finances to student learning were reviewed. Additional highlights include Moody's Investor Service Rating of Aa2 and a strong HLC Composite Financial Index of 4.6. A decline in FTEs was identified as a possible fiscal risk. Ms. Jordie moved, seconded by Mr. Williamson, to approve the April 2025 Board Monitoring Report – Financial Sustainability. The motion was adopted.

It was noted that the Board reviewed the draft of the 2025-26 Board Monitoring Schedule at their March 27, 2025, meeting. No further updates are recommended at



this time. Mr. Prange moved, seconded by Ms. Jordie, to approve, as presented, the 2025-26 Board Monitoring Schedule. The motion carried.

Mr. White provided an update on the College's 2025-26 operational budget. The proposed budget is being built to include a 2% wage increase for regular employees with an opportunity for a mid-year addition. The Board will review the proposed budget again next month, with the final adoption in June.

Krista Weber, Chief Human Resources Officer, delivered the monthly staff report. Current open positions include an Advanced Manufacturing Instructor, a temporary Digital Accessibility Project Assistant, and a Financial Aid Assistant/Accounting Bursar. The Instructional Designer position has been filled, with the new hire scheduled to begin in early May.

Ms. Glass summarized the College's projected Enrollment/FTE report. FY 2025-26 FTE's are reported to be 273.40 as of April 14, 2025. Registering new students continues. Dual enrollment registration opens on May 5, 2025.

Holly Clendenen, Chief Student Services Officer, updated the Board on the advancements made in Student Success Plans. As of April 14, 2025, the following portions have been completed: 2,121 career assessments, 2,152 academic maps with supports and services, and 1,132 financial budgets. 1,078 students have a completed plan. The current average 2024-25 student financial gap is \$6,485.

Under the Chairperson's Report:

- The District Boards Association (DBA) held Board elections last month. The association is exploring staffing a lobbyist.
- The Board Appointment Committee's annual hearing and meeting were held on April 2, 2025. The meeting determined the appointments for upcoming vacancies effective June 30, 2025. Chuck Bolstad and Jeanne Jordie were reappointed for another term. Theresa Braudt will be a new member (replacing Tracy Fillback.) They will be sworn in in July.

Under the Acting College President's Report:

- College staff Dan Imhoff and Joleen Oyen are attending the District Mutual Insurance awards ceremony in Rice Lake this evening with retiree Connie Haberkorn. Ms. Haberkorn is being awarded the 2025 DMU Risk Impact Award.
- Spring Graduation will be held on Saturday, May 17, 2025.
- The Board shared input on the Aspen Prize Recognition: Celebration and Planning. A "homecoming" event may be considered involving alumni, employers, and partners.
- College Happenings:
  - The Foundation Retiree Luncheon was held on April 4, 2025.

- The Real Estate Foundation successfully closed on an outreach property in Dodgeville. Development planning in partnership with the REF is underway.
- The Child Care Center and the Early Childhood Education Program celebrated the Week of the Young Child the week of April 7, 2025.
- Upcoming Aspen: Unlocking Opportunities site visit will be next week, April 29-30. A short celebratory reception is being planned.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss a lawsuit per Wis. Stats. 19.85(1)(a) {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.} and 2) a contract provision in an administrative contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.} Upon roll call vote, all present members voted affirmatively to move to closed session: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting went into closed session at 7:31. With no further business to discuss in closed or open sessions, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 9:35 p.m.

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*Kent Enright, Secretary*

## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE PURCHASES GREATER THAN \$2,500 FOR THE PERIOD 04/01/2025 - 04/30/2025			
Vendor	Expenditure Invoice #	Description	Amount
Vanguard	VCI-INV065911	STUDENT LAPTOPS	384,420.00
Sikich	4.4.25 HLTH INS	Health Insurance Premiums	282,567.84
WRS-PR	4.30.25 RETIREMENT	RETIREMENT	140,103.18
IRS	4.11.25 IRS	941 Deposit - Social Security	129,286.27
IRS	4.25.25 IRS	941 Tax Deposit - 2205	123,467.23
Fennimore Utilities	4.28.25 STMT	UTILITIES	27,907.90
CESA 3	4.9.25 WIG CLAIM	1.1.25-3.31.25 SAL/FRINGE	27,604.06
Fennimore Utilities	4.1.25 STMT	UTILITIES	25,882.40
Husch Blackwell	3725958	Legal	24,499.50
WI DOR- PR	4.11.25 DOR	WI State Tax Deposit	21,229.45
WI DOR- PR	4.25.25 DOR	WI State Tax Deposit	20,268.00
Associated - PAYROLL	4.11.25 ASSOCIATED	ER & EE HSA Contributions	18,408.63
Great West	4.14.25	EMPOWER	11,686.88
Great West	4.28.25 GREAT WEST	457 Employee Deductions	11,683.66
Kaltura	150801	ED MEDIA MGMT AND PUBLISHING	7,657.68
NAPA	781746	SUPPLIES	7,177.39
Constellation	4285758	UTILITIES	6,670.98
Delta	4.03.25-04.09.25	DENTAL CLAIMS	6,309.26
Delta	4.2.25 DENTAL	DENTAL CLAIMS	6,049.00
US Omni	4.28.25 ASCENSUS	403b Deductions	5,900.87
Fire Safety & Insp S	2505	INSPECTION OF BURN BLDG	5,850.00
US Omni	4.14.25 ASCENSUS	RETIREMENT	5,335.06
WE	5442734528	UTILITIES	5,217.58
DMI	21D31J944658	SETTLEMENT OF CLAIM	5,000.00
Associated - PR ADMI	4.15.25 ASSOC	04.15.25 Associated	4,946.68
Symetra	4.25.25	Life Insurance Deductions	4,917.03
Jostens	36921617 GOWN/TASSEL	GOWN/CAP/TASSEL	4,847.20
Fluid Minds LLC	2073	UPGRADE PAT TOOL	4,837.50
ZentnerAe	202401	SPEAKER/TRAVEL FEES	4,796.51
Madison National	1686714 4.1.25	INSURANCE LTD	4,182.37

Vendor	Expenditure Invoice #	Description	Amount
PCARD-Badger Welding	3878206	MIG GUNS	4,127.56
Trugreen	206230069	LAWN SERVICE	3,961.15
PCARD - Honors	4.22.24 FORTNEY	HONORS CORDS	3,754.00
Delta	4.16.25 DENTAL	Dental Claims	3,743.47
Hinge Properties	MAY 25 RENT	RENT	3,715.27
MCM Brands	538943	COOLERS	3,531.03
PCARD - Spectrum	103704	SOIL MOISTURE METER	3,310.00
Express	32149390	BUSINESS ANALYSTS	3,056.20
Jostens	37011947/36921617	CORDS/XTRA TASSELS/SHP/FULFILLMENT	3,049.80
Express	32181908	BUSINESS ANALYSTS	2,985.40
Trane	315309733	Ensemble SAML (SSO) License	2,857.14
Viking Electric	S009039592.003	POSTS/ANGLES	2,740.85
Konecranes	155168261	MARCH 2025 INSPECTION	2,680.00
Arthur J Gallagher R	5565121	INTERNATIONAL PKG RENEWAL	2,500.00
Total Invoices			\$1,384,721.98

Vendor	Bank Withdrawals Transaction Date	Audit Trail	Amount
U.S. BANK AUTOPAY ending 04.08.2025	4/23/2025	GNJL012801	87,751.26
U.S. BANK AUTOPAY ending 03.25.2025	4/9/2025	GNJL012706	46,154.81
WI DEPT REVENUE TAXPAYMNT - March 2025	4/18/2025	GNJL012756	4,292.64
Total Bank Withdrawals			\$138,198.71

Payroll Period	Payroll Payroll Date	Amount
04/11/2025 Payroll	4/11/2025	412,209.79
04/25/2025 Payroll	4/25/2025	394,607.51
Total Payroll		\$806,817.30
Total Purchases >= \$2,500		\$2,329,737.99

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 04/30/2025			
<b>Receipts</b>			
Fund			
1 General	301,590.00		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	104,529.00		
5 Enterprise	300,877.00		
6 Internal Service	27,195.00		
7 Financial Aid/Activities	-		
<b>Total Receipts</b>		<b>734,191.00</b>	
<b>Expenses</b>			
Fund			
1 General	1,881,619.00		
2 Special Revenue			
3 Capital Projects	4,950.00		
4 Debt Service	475.00		
5 Enterprise	107,667.00		
6 Internal Service	7,702.00		
7 Financial Aid/Activities	106,375.00		
<b>Total Expenses</b>		<b>2,108,788.00</b>	
<b>Net cash change - month</b>			<b>(1,374,597.00)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	31,636.10		
-Midwest One Investment 7167	2,369,903.87		
-Cash on Hand	2,700.00		
-Local Government Investment Pool	20,216,755.05		
<b>Ending Cash/Investment Balance</b>		<b>22,620,995.02</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 10 Months ended April 2025							
	<b>2024-25 Budget</b>	<b>2024-25 YTD Actual</b>	<b>2024-25 Percent</b>	<b>2023-24 Percent</b>	<b>2022-23 Percent</b>	<b>2021-22 Percent</b>	<b>2020-21 Percent</b>
General Fund Revenue	27,411,400.00	21,894,596.98	79.87	90.90	83.96	80.27	89.74
General Fund Expenditures	27,661,650.00	20,391,819.98	73.72	81.01	79.07	72.03	80.38
Capital Projects Fund Revenue	4,729,400.00	4,098,531.00	86.66	74.42	104.53	98.66	100.48
Capital Projects Fund Expenditures	3,810,365.00	2,682,366.85	70.40	71.98	45.94	38.54	53.13
Debt Service Fund Revenue	6,760,000.00	4,377,308.29	64.75	68.52	70.36	73.97	68.43
Debt Service Fund Expenditures	6,747,389.00	372,925.00	5.53	5.76	16.23	16.68	18.30
Enterprise Fund Revenue	2,300,000.00	2,031,757.75	88.34	147.16	68.69	112.74	84.37
Enterprise Fund Expenditure	2,400,000.00	1,364,707.65	56.86	65.97	69.75	134.67	73.65
Internal Service Fund Revenue	4,455,000.00	2,984,057.42	66.98	70.74	73.47	74.72	73.98
Internal Service Fund Expenditures	4,455,000.00	2,903,576.04	65.18	76.61	83.56	71.03	78.19
Trust & Agency Fund Revenue	9,100,000.00	7,040,000.82	77.36	60.58	76.98	79.42	62.58
Trust & Agency Fund Expenditures	9,125,000.00	7,497,246.96	82.16	83.14	76.91	74.68	70.90
<b>Grand Total Revenue</b>	<b>54,755,800.00</b>	<b>42,426,252.26</b>	<b>77.48</b>	<b>80.85</b>	<b>81.37</b>	<b>81.44</b>	<b>81.75</b>
<b>Grand Total Expenditures</b>	<b>54,199,404.00</b>	<b>35,212,642.48</b>	<b>64.97</b>	<b>69.72</b>	<b>66.54</b>	<b>64.23</b>	<b>66.99</b>

## D. Contract Revenue

There are 20 contracts totaling \$172,112.21 in April 2025 being presented for Board approval:

### 2024-2025 CONTRACTS 4/1/2025 to 4/30/2025

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
CESA 3	03-2025-0050-I-11	ColLEDGE Up Gear Up: English Composition 1	Bri Fortney	39	\$ 17,803.00	No			X
CESA 3	03-2025-0050-I-11	ColLEDGE Up Gear Up: Intro to Sociology	Bri Fortney	65	\$ 29,984.00	No			X
CESA 3	03-2025-0051-I-11	ColLEDGE Up Nursing: Developmental Psychology	Bri Fortney	22	\$ 9,838.50	No			X
CESA 3	03-2025-0052-I-11	ColLEDGE Up Healthcare: General Anatomy & Physiology	Bri Fortney	25	\$ 15,825.00	No			X
CESA 3	03-2025-0052-I-11	ColLEDGE Up Healthcare: Introductory Statistics	Bri Fortney	46	\$ 21,551.00	No			X
CESA 3	03-2025-0054-I-11	ColLEDGE Up: Criminal Justice: Intro to CJ Studies	Bri Fortney	12	\$ 5,622.00	No			X
CESA 3	03-2025-0056-I-11	ColLEDGE Up Agribusiness: Farm Animal Reproduction	Bri Fortney	8	\$ 3,798.00	No			X
CESA 3	03-2025-0056-I-11	ColLEDGE Up Agribusiness: Oral/Interpersonal Communication	Bri Fortney	14	\$ 6,559.00	No			X
CESA 3	03-2025-0056-I-11	ColLEDGE Up Agribusiness: Pest ID & Mgt/Crop Scouting	Bri Fortney	7	\$ 3,323.25	No			X
Platteville School District	03-2025-0097-I-11	ECE: Foundations of ECE	Bri Fortney	14	\$ 8,550.00	No		X	
Platteville School District	03-2025-0097-I-11	ECE: Infant & Toddler Development	Bri Fortney	15	\$ 9,150.00	No		X	
Riverdale School District	03-2025-0106-I-11	Nursing Assistant (WI DHS Allied Health Grant)	Bri Fortney	8	\$ 1,781.76	No		X	
Prairie du Chien School District	03-2025-0110-I-11	Introduction to Criminal Justice	Bri Fortney	16	\$ 9,750.00	No		X	
Kentucky Rural Broadband Assn	03-2025-0116-I-42	Leadership Academy 24	Holly Straka	12	\$ 8,280.00	No		X	
Minnesota Telecom Alliance	03-2025-0118-I-42	Servant Leadership	Holly Straka	7	\$ 5,565.00	No		X	
Minnesota Telecom Alliance	03-2025-0119-I-42	Leadership Academy 36	Holly Straka	11	\$ 9,900.00	No		X	
Mineral Point Family Dentistry	03-2025-0120-I-41	BLS for Healthcare Provider-CPR Recertification	Gin Reynolds	17	\$ 1,275.00	No		X	
Mineral Point Health Services	03-2025-0124-I-41	BLS For Healthcare Provider-CPR	Gin Reynolds	7	\$ 595.00	No		X	
Lactalis	03-2025-0126-T-41	Executive Coaching (WIG)	Holly Straka		\$ 1,778.00	No		X	
3M	03-2025-0128-I-41	Safety NFPA 70E Arc Flash (WIG)	Holly Straka	8	\$ 1,183.70	No		X	
TOTAL of all Contracts				353	\$ 172,112.21				
Exchange of Services				-	\$ -				
For Pav Service				353	\$ 172,112.21				

### **E. Personnel Items**

The Personnel Report includes one new hire, one promotion/transfer, and two resignations:



#### **PERSONNEL REPORT May 22, 2025**

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

Name:	Tyler Tollefson
Title:	Instructional Designer
How many applicants & interviewed	6 applicants; 3 interviewed
Start Date:	5/5/2025
Salary/Wages:	\$70,000
Classification:	Full Time
Education and/or Experience:	Master's Degree in Instructional Design and Learning Technologies from UW Whitewater. Previously an Instructional Designer at UW-Platteville. Many years of experience within this field.

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

##### **NEW POSITION**

Delanie Weber	Student Success Specialist
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##### **RETIREMENTS / RESIGNATIONS**

Karla Escobar	Academic Success Coach
Ross Martin	Director of Human Resources

### **F. Forward Service Corporation Lease**

A 12-month lease (July 1, 2025 – June 30, 2026) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$348.00 per month, follows.



## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this day by and between Southwest Wisconsin Technical College, Lessor, and Forward Service Corporation, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

100 square feet of office floor space plus nonexclusive use of common spaces in the Southwest Tech suite located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2025, and ending June 30, 2026.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. If lessee loses their contract to provide W-2 services, lessee may terminate the lease at any time with a 60 day written notice following notification requirements of paragraph 9.1

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred and Forty-Eight Dollars (\$348.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

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

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such

interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Financial Officer, Forward Service Corporation, 4600 American Parkway, Suite 301, Madison, WI 53718

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

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

12. MISCELLANEOUS PROVISIONS.

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

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

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this  
\_\_\_\_ day of \_\_\_\_\_ 2025.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

14 IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this  
\_\_\_\_ day of April \_\_\_\_\_ 2025.

FORWARD SERVICE CORPORATION

BY: Michelle Szabrowicz  
Michelle Szabrowicz (Apr 17, 2025 07:52 CDT)  
\_\_\_\_\_  
Michelle Szabrowicz, Chief Executive Officer







## Forward Service sublease 7.1.25-6.30.26

Final Audit Report

2025-04-17

Created:	2025-04-16
By:	Michelle Knutson (mknutson@fsc-corp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADei5L6s7keT3q1RDCU7SFR9qCFdh47rQ

### "Forward Service sublease 7.1.25-6.30.26" History

-  Document created by Michelle Knutson (mknutson@fsc-corp.org)  
2025-04-16 - 8:46:43 PM GMT
-  Document emailed to mszabrowicz@fsc-corp.org for signature  
2025-04-16 - 8:47:32 PM GMT
-  Email viewed by mszabrowicz@fsc-corp.org  
2025-04-17 - 12:51:42 PM GMT
-  Signer mszabrowicz@fsc-corp.org entered name at signing as Michelle Szabrowicz  
2025-04-17 - 12:52:38 PM GMT
-  Document e-signed by Michelle Szabrowicz (mszabrowicz@fsc-corp.org)  
Signature Date: 2025-04-17 - 12:52:38 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-17 - 12:52:38 PM GMT

 Adobe Acrobat Sign

### ***G. United Migrant Opportunity Services/UMOS, Inc. Lease***

A 12-month agreement (July 1, 2025 – June 30, 2026) for UMOs, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for \$380.89 per month follows.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2025 by and between Southwest Wisconsin Technical College, Lessor, and United Migrant Opportunity Services/UMOS, Inc, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

145 square feet of office floor space located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2025, and ending June 30, 2026.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. The term of the lease is contingent upon federal funding and targeted population for services. In the event that UMOS, a federal grantee of the National Farmworker Jobs Program (WIOA Adult Title I, Section 167) suffers a legislative or administrative funding loss of greater than 25% of its budget, or is not awarded a renewal grant, or sustains a loss of service area funding for this lease location due to a lack of eligible participants or service requirements of NFJP during the term of the lease, UMOS will provide Lessor 30 days written notice that it will be unable to meet its obligations under this lease agreement and vacate the site without further obligation under the lease terms.

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Eighty Dollars and Eighty-nine Cents (\$380.89) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

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

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

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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

5. ALTERATIONS.



5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Dr. Cynthia Galvan, United Migrant Opportunity Services/UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

12. MISCELLANEOUS PROVISIONS.

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

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time

on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this  
\_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this  
\_\_\_\_\_ day of \_\_\_\_\_ 2025.

United Migrant Opportunity Services/UMOS, INC.

BY: \_\_\_\_\_  
Cynthia Galvan, Vice-President of Social Services

## **H. Jim's Building Center Lease**

A 3-year agreement (July 1, 2025 – June 30, 2028) for the College to lease a commercial parcel of land to Jim's Building Center, Inc. for \$3,000 the first year, \$3,150 the 2<sup>nd</sup> year, and \$3,300 the 3<sup>rd</sup> year. The property location: Southwest One-Quarter of Section Twenty, Town Six North, Range Two West of the 4th P.M., in Grant County, Wisconsin, described as commencing at the Southwest corner of said Section Twenty, thence running East along the South boundary line of said section 1,650 feet, thence running North 1,806 feet, thence running West 75 feet to the place of beginning, thence West 138.31 feet, thence North 365.93 feet to the center line of U. S. Highway No. 18, thence South 53 degrees 35 minutes East 171.61 feet along the center line of U. S. Highway No. 18, thence South 264 feet to the place of beginning. to Jim's Building Center, Inc. The lease agreement follows.

### **COMMERCIAL LEASE AGREEMENT**

**THIS LEASE AGREEMENT** is entered into by and between:

1. **LANDLORD:** Southwest Wisconsin Technical College
2. **TENANT:** Jim's Building Center Inc.
3. **PREMISES:** In consideration of the rents, terms and covenants of this Commercial Lease Agreement (this "Lease"), Landlord hereby leases to Tenant certain premises (the "Premises") more particularly described in Attachment A, which is incorporated herein by reference as if fully set forth herein.
4. **TERM:**
  - (a) The term of this Lease shall be three years commencing on July 1, 2025, (the "Commencement Date") and terminating on June 30, 2028 (the "Termination Date").
  - (b) Tenant acknowledges that it accepts the Premises as suitable for Tenant's purposes.
  - (c) Tenant acknowledges that no representations or promises regarding condition of the Premises have been made by Landlord, its agents, employees, or other representatives, unless such are expressly set forth in this Lease or any Exhibit hereto. Tenant's taking possession of the Premises shall conclusively establish that the Premises are in good and satisfactory condition as of the date of Tenant's possession, unless Tenant notifies Landlord in writing specifying any bona fide deficiencies after taking possession.
  - (d) This Lease shall continue until the date specified in Paragraph 4(a) or thereafter as specified in Paragraph 4(e) until terminated in accordance with this Paragraph or as a result of default as provided under section 19 or 25.
    - (i) This Lease or any renewal thereof may be terminated by either party upon 90 days' written notice to the other party with or without cause as provided herein.
    - (ii) As of the effective date of the termination of this Lease, howsoever such termination shall occur under the terms of this lease, Lessee shall vacate the above-described premises, surrender the leased property to Lessor and remove any and all improvements, personal property or equipment belonging to him or her from said premises. Lessee shall restore premises to substantially the same condition as existed at the time he took possession.
  - (e) This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon

such terms and conditions as the parties shall agree. Unless terminated as provided in Paragraph 4(d) at the end of its initial term, this lease shall automatically renew for periods of five years under the same terms and conditions stated herein.

**5. RENT:**

(a) Tenant agrees to pay to Landlord the rental amount ("Rent") of \$3,000.00 for the first year, \$3,150.00 for the second year and \$3,300.00 for the third year. On the Commencement Date of the Lease Agreement the first year's rent shall be payable. All subsequent payments shall be made to Landlord annually on or before each anniversary of the Commencement Date, without demand, deduction or offset, in lawful money of the United States of America at the address stated below.

(b) Other remedies for nonpayment of Rent notwithstanding, if the annual Rent payment is not received by Landlord on or before the tenth (10th) day of the anniversary date on which such rent is due, or if any other Rent payment due Landlord by Tenant hereunder is not received by Landlord within ten (10) days of the due date, a service charge of fifty (\$50.00) dollars shall be additionally due and payable by Tenant as an administrative charge for the excess efforts necessitated by such tardiness in payment. Such service charge shall be cumulative of any other remedies Landlord may have for nonpayment of Rent and other sums payable under this Lease.

**6. TAXES:**

(a) Tenant shall pay all real estate taxes on the Premises, if any.

(b) Responsibility for the payment of any cost of special assessments made for the benefit of the real estate shall be mutually determined at the time of assessment.

(c) Tenant shall be responsible for paying all taxes upon Tenant's inventory, goods, supplies, fixtures, and other personal property on the Premises.

**7. REPAIRS AND MAINTENANCE:**

(a) Tenant shall maintain all parts of the Premises and their appurtenances in good, clean and sanitary condition, at its own expense. Tenant shall promptly make all necessary repairs and replacements to the Premise.

(b) At the termination of this Lease, Tenant shall deliver the Premises to Landlord in the same good order and condition as existed at the Commencement Date of this Lease, ordinary wear, natural deterioration beyond the control of Tenant, and damage by fire, tornado or other casualty excepted. Tenant shall give written notice to Landlord at least thirty (30) days prior to vacating the Premises and shall arrange to meet with Landlord for a joint inspection of the Premises prior to vacating. In the event of Tenant's failure to give such notice or arrange such

joint inspection, Landlord's inspection at or after Tenant's vacating the Premises shall be conclusively deemed correct for purposes of determining Tenant's responsibility for repairs and restoration.

(c) Not in limitation on the foregoing, it is expressly understood that Tenant shall repair and pay for all damage caused by the negligence of Tenant, Tenant's employees, officers, directors, partners, agents, invitees, licensees, contractors, representatives, or others for whom Tenant is legally responsible or caused by Tenant's default hereunder.

(d) If Landlord shall give Tenant written notice of defects or need for repairs for which Tenant is responsible under this Lease, and if Tenant shall fail to make same within 30 days of Landlord's written notification or such shorter time as reasonable if expedited repair is needed to avoid injury or damage, Landlord shall have the option to cure said defect or repair, and Tenant shall pay to Landlord all costs and expenses incurred on demand.

8. **UTILITY SERVICE:** Tenant shall pay the cost of all utility services used on the Premises.

9. **SIGNS:** No sign, door plaques, advertisement, or notice shall be displayed, painted or affixed by Tenant on any part of the Premises without prior written consent of Landlord, not to be unreasonably withheld. The color, size, character, style, material, placement and location and method of attachment to the Premises shall be subject to Landlord's approval, and to any applicable governmental laws, ordinances, regulations, project specifications, and other requirements. Tenant shall remove all such signs at the termination of this Lease. Such installations and removals shall be made in such manner as to avoid injury to the Premises, and Tenant, at its sole expense, shall repair any injury caused by such installation and/or removal.

10. **USAGE:** Tenant warrants and represents to Landlord that the Premises shall be used and occupied only for the purpose of storage, parking and other uses permitted on vacant land. No structures of any kind, whether temporary or permanent, shall be constructed or otherwise located on the Premises. Tenant shall occupy the Premises and conduct its business in a lawful and reputable way and as not to create any nuisance. Tenant shall not commit, or allow to be committed, any waste on the Premises. Tenant may not use the Premises for the use, storage, or distribution of hazardous or environmentally offensive substances, for underground storage, or for any unlawful purposes.

11. **COMPLIANCE WITH LAWS, RULES AND REGULATIONS:** Tenant shall comply with all applicable laws, ordinances, orders, rules and regulations of state, federal, municipal, or other agencies or bodies relating to the use, condition and occupancy of and business conducted on the Premises.

12. **ASSIGNMENT AND SUBLETTING:** The Tenant agrees not to assign, transfer, or mortgage this Lease or any right or interest therein or sublet the Premises or any part thereof.

13. **ALTERATIONS AND IMPROVEMENTS:** All appurtenances, fixtures and other property attached to or installed in the Premises, whether by Landlord or Tenant or others, and whether at Landlord's expense or Tenant's expense, or the joint expense of Landlord and Tenant, shall be and remain the property of Landlord, except that any such fixtures, improvements, additions, and other property which have been installed at the sole expense of Tenant and which are removable without material damage to the Premises shall be and remain the property of Tenant. If no event of default has occurred, Tenant may, and if Landlord so elects Tenant shall, remove any property belonging to Tenant at the end of the term hereof, and Tenant shall repair or, at Landlord's option, shall pay to Landlord the cost of repairing any damage arising from such removal.

14. **FIRE AND CASUALTY:** Tenant shall be responsible for insuring its personal property against fire or other casualty.

15. **PREMISES LIABILITY INSURANCE:** Tenant shall at all times during the term of this Lease maintain a policy or policies of insurance insuring the Premises against public liability.

16. **HOLD HARMLESS:** Landlord shall not be liable to Tenant or any other person for any injury to person or damage to property on or about the Premises caused by the negligence or misconduct of Tenant or Tenant's employees. Tenant agrees to indemnify and hold Landlord harmless from any and all loss, attorney's fees, expenses, or claims arising out of any such damage, loss or injury. Tenant shall not be liable to Landlord, Landlord's employees, agents, invitees, licensees or visitors for any injury to person or damage to property on or about the Premises or the Project caused by the negligence or misconduct of Landlord, its agents, employees or agents.

17. **QUIET ENJOYMENT:** Landlord warrants that it has full right to execute and to perform this Lease and to grant the estate demised herein and that Tenant, upon payment of the required Rent and performance of the covenants and agreements contained in this Lease, shall peaceably and quietly have, hold, and enjoy the Premises during the full term of this Lease, including any extensions or renewals thereof.

18. **LANDLORD'S RIGHT OF ENTRY:** Landlord shall have the right to enter the Premises for the following reason: inspection. Landlord shall attempt to give twenty-four (24) hours verbal notice to Tenant prior to such entry, except in cases of emergency, in which case Landlord may enter the Premises at any time and without prior notice.

19. **DEFAULT BY TENANT:** The following shall be events of default by Tenant under this Lease:

(a) Tenant's failure to pay, within ten (10) days after it is due, any installment of Rent or other payment required pursuant to this Lease;

(b) Tenant's abandonment or vacation of the Premises, and Tenant is in default of the Rent payments due under this Lease;

(c) Tenant's failure to comply with any term, provision or covenant of this Lease, other than the defaults listed in the other subparagraphs of this Paragraph 19, and the failure is not cured within ten (10) days after written notice thereof to Tenant;

(d) Tenant's filing of a petition or adjudication as a debtor or bankrupt insolvent under the Bankruptcy Code or any similar law or statute of the United States or any state; or appointment of a receiver or trustee for all or substantially all of the assets of Tenant; or Tenant's transfer in fraud of creditors or assignment for the benefit of creditors of all or substantially all of Tenant's assets;.

(e) Tenant doing or permitting to be done any act which results in a lien being filed against the Premises and the same is not removed within sixty (60) days after Landlord's notice thereof to Tenant.

**20. REMEDIES FOR TENANT'S DEFAULT:** Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies without any prior notice or demand:

(a) Landlord may terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord. Tenant agrees to pay on demand the amount of all losses, costs, expenses, deficiencies, and damages which Landlord may incur or suffer by reason of Tenant's default or the termination of this Lease under this subparagraph, whether through inability to rent the Premises on satisfactory terms or otherwise.

(b) Landlord may pursue any remedy provided at law or in equity.

**21. WAIVER OF DEFAULT OR REMEDY:** Failure of Landlord to declare a default immediately upon its occurrence, or delay in taking any action in connection with an event of default, shall not be a waiver of the default. Landlord shall have the right to declare the default at any time and take such action as is lawful or authorized under this Lease. Pursuit of any one or more of the remedies set forth in Paragraph 20 above shall not preclude pursuit of any one or more of the other remedies provided therein or elsewhere in this Lease or as provided by law, nor shall pursuit of any remedy be a forfeiture or waiver of any Rent or damages accruing to Landlord by reason of the violation of any of the terms of this Lease. Failure by Landlord to enforce one or more of its remedies upon an event of default shall not be construed as a waiver of the default or of any other violation or breach of any of the terms contained in this Lease.

**22. CHOICE OF LAW; VENUE; ATTORNEY'S FEES:** It is specifically stipulated that this Lease shall be interpreted and construed according to the laws of the State of Wisconsin and any suit brought on this Lease shall be maintained in Grant County, Wisconsin. Further, the prevailing party in any such litigation between the parties shall be entitled to recover, as a part of its judgment, reasonable attorney's fees and costs and expenses incurred therein.



23. **HOLDING OVER:** Tenant will, at the termination of this Lease by lapse of time or otherwise, surrender immediate possession to Landlord. If Landlord agrees in writing that Tenant may hold over after the expiration or termination of this Lease and if the parties do not otherwise agree, the hold over tenancy shall be subject to termination by Landlord or by Tenant at any time upon not less than thirty (30) days advance written notice. No holding over by Tenant, whether with or without consent of Landlord, shall operate to extend this Lease except as otherwise expressly agreed by the parties.

24. **SUCCESSORS:** This Lease shall be binding upon and inure to the benefit of Landlord and Tenant and their respective heirs, personal representatives, successors and assigns.

25. **DEFAULT BY LANDLORD:** Landlord shall not be in default, and Tenant shall have no right to any remedy at law or in equity, unless the act, omission, or condition allegedly giving rise to such default shall have continued uncured or unabated for a period of thirty (30) days following written notice to Landlord or, if such cure or abatement cannot be accomplished within said 30-day period, then, so long as Landlord has commenced such cure or abatement within such 30-day period and diligently pursues same, such period shall be extended a reasonable time to allow completion of the cure or abatement.

26. **LIENS AND ENCUMBRANCES:**

- (a) Tenant shall have no authority, express or implied, to create or place any lien or encumbrance of any kind or nature whatsoever upon, or in any manner to bind, the interest of Landlord in the Premises. Tenant covenants and agrees that it will pay or cause to be paid all sums legally due and payable by it on account of any labor performed or materials furnished in connection with any work performed on the Premises on which any lien is or can be validly and legally asserted against its leasehold interest in the Premises or the improvements thereon. Tenant further agrees to save and hold Landlord harmless from any and all loss, cost, or expense based on or arising out of claims or liens asserted by parties by virtue of their dealings with Tenant and encumbering the leasehold estate or the right, title and interest of the Landlord in the Premises. Under no circumstances shall Tenant be or hold itself out to be the agent or representative of Landlord with respect to any alterations of the Premises whether or not consented to or approved by Landlord hereunder.
- (b) Landlord and Tenant both acknowledge that Tenant has an easement over a portion of the Premises, which easement is dated June 4, 1991, and was recorded in the Office of the Register of Deeds for Grant County, Wisconsin, on June 7, 1991, at Volume 680 of Records at Page 281 as Document No. 544032. Both parties further acknowledge that the easement is for storage and access purposes. Both parties further acknowledge that a storage building is located on the easement and that the storage building also encroaches on the Premises outside of the easement area and that by letter dated October 13, 2010, Landlord, by its

counsel, informed Tenant that it would permit the storage building to remain on the Premises outside the easement area until such time as the storage building becomes functionally obsolete, at which time the building must be removed from the Premises outside the easement area provided Tenant makes no improvements or enlargements to the building on the Premises outside the easement area; ordinary maintenance excepted.

27. **HAZARDOUS SUBSTANCES:** The term "Hazardous Substances," as used in this Lease shall mean petroleum and petroleum products and by-products, crude oil, pollutants, contaminants, toxic or hazardous wastes, or any other substances, the use of which is regulated, restricted, prohibited or penalized, or the removal or disposal of which is required, by any "Environmental Laws," which term shall mean any and all federal, state or local law, ordinance or other statute of a governmental or quasi-governmental authority relating to the pollution or protection of the environment. Tenant hereby agrees that (i) no activity will be conducted on the Premises that will produce any Hazardous Substances; (ii) the Premises will not be used in any manner not in compliance with local and federal laws for the storage of any Hazardous Substances; (iii) no portion of the Premises will be used as a landfill or a dump; (iv) Tenant will not install any underground tanks of any type; (v) Tenant will not allow any surface or subsurface conditions to exist or come into existence that constitute, or with the passage of time may constitute, a public or private nuisance, (vi) Tenant will not permit any Hazardous Substances to be brought onto the Premises, and if so brought thereon, then the same shall be stored and used in compliance with all local and federal laws regarding same. Landlord or Landlord's representative shall have the right but not the obligation to enter the Premises for the purpose of ensuring compliance with all Environmental Laws. If Tenant in any manner contaminates the Premises, then Tenant shall promptly and diligently institute proper and thorough clean-up procedures at Tenant's sole cost. Tenant hereby agrees to defend, indemnify and hold Landlord, its employees, agents and officers or their successors, and assigns harmless from any and all costs (including costs of litigation), reasonable attorneys' fees, expenses, liabilities, claims, damages or judgments arising or alleged to occur, and that result, or are alleged to result from the actual, or threatened discharge, dispersal, disposal, release or escape of Hazardous Substances or other wastes or pollutants (including, but not limited to asbestos, solid, liquid, gaseous or thermal irritants or contaminants, smoke, vapor, soot, fumes, acids, alkalis, chemicals, and water materials to be recycled, reconditioned or reclaimed), but only as the same are a direct result of any act or omission of Tenant or Tenant's Representatives.

28. **ENTIRE AGREEMENT AND LIMITATION OF WARRANTIES:** It is expressly agreed by Tenant, as a material consideration for the execution of this Lease, that this Lease is the entire agreement of the parties and that there are and were no verbal representations, warranties, understandings, stipulations agreements, or promises pertaining to this Lease not incorporated in this Lease. Tenant expressly agrees that there are and shall be no implied warranties of merchantability, fitness, habitability, or of any other kind and that Tenant's acceptance of the Premises shall be "as is." It is likewise agreed that this Lease may not be altered, waived, amended, or extended except by an instrument in writing signed by both Landlord and Tenant.

29. **FORCE MAJEURE:**

(a) Landlord shall not be required to perform any covenant or obligation of this Lease or be liable in damages to Tenant for that time period during which the performance or non-performance of the covenant or obligation is delayed, caused by, or prevented by Tenant or Tenant's Representatives or by an act of God or force majeure.

(b) Except with respect to the payment of Rent or any other sum due hereunder, Tenant shall not be required to perform any covenant or obligation of this Lease or be liable in damages to Landlord for that time period during which the performance or non-performance of the covenant or obligation is delayed, caused by, or prevented by Landlord or Landlord's Representatives or by an act of God or force majeure.

30. **MISCELLANEOUS:**

(a) The captions inserted in this Lease are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Lease or any provision hereof, or in any way affect the interpretation of this Lease.

(b) If any clause or provision of this Lease is illegal, invalid, or unenforceable under present or future laws effective during the term of this Lease, then and in that event, it is the intention of the parties hereto that the remainder of this Lease shall not be affected thereby; and it is also the intention of the parties to this Lease that in lieu of each clause or provision of this Lease that is illegal, invalid, or unenforceable there be added as a part of this Lease a clause as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

(c) Landlord does not in any way or for any purpose become a partner with Tenant in the conduct of its business or otherwise, nor a member of a joint venture with Tenant.

(d) Time is of the essence in the performance of all the covenants, conditions, and agreements contained in this Lease.

(e) Any duty, obligation, or debt and any right or remedy arising hereunder and not otherwise consummated and/or extinguished by the express terms hereof at or as of the time of termination of this Lease, whether at the end of the term hereof or otherwise, shall survive such termination as continuing duties, obligations, and debts of the obligated party to the other or continuing rights and remedies of the benefited party against the other.

(f) This Agreement may be executed in one or more counterparts, each of which counterpart shall for all purposes be deemed to be an original; but all such counterparts together shall constitute but one instrument.

31. **NOTICE:**

(a) All Rent and/or notices required to be made by Tenant to Landlord shall be payable to Landlord at the address set forth below or any other address that Landlord may specify from time to time by written notice delivered to Tenant.

(b) All notices required to be made by Landlord to Tenant shall be payable to Tenant at the address set forth below or at any other address that Tenant may specify from time to time by written notice delivered to Landlord.

(c) Any notice or document required or permitted to be delivered by this Lease shall be deemed to be delivered (whether or not actually received) when deposited in the United States Mail, postage prepaid, addressed to the parties at the respective addresses set forth below or such other address as hereinafter specified by notice given in accordance with this paragraph.

**IN WITNESS WHEREOF**, the Grantor and Grantee have hereunto set their hands and seals as of this \_\_\_\_ day of \_\_\_\_\_ 2025.

**LANDLORD:**

Southwest Wisconsin Technical College  
1800 Bronson Blvd.  
Fennimore, WI 53809

**TENANT:**

Jim's Building Center Inc.  
4427 U. S. Hwy. 18  
Fennimore, WI 53809

\_\_\_\_\_  
By: Caleb White  
Vice President for Administrative Services

\_\_\_\_\_  
John. Kohlenberg

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

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

#### **ATTACHMENT A**

A parcel of land in the Southwest One-Quarter of Section Twenty, Town Six North, Range Two West of the 4th P.M., in Grant County, Wisconsin, described as commencing at the Southwest corner of said Section Twenty, thence running East along the South boundary line of said section 1,650 feet, thence running North 1,806 feet, thence running West 75 feet to the place of beginning, thence West 138.31 feet, thence North 365.93 feet to the center line of U. S. Highway No. 18, thence South 53 degrees 35 minutes East 171.61 feet along the center line of U. S. Highway No. 18, thence South 264 feet to the place of beginning.

**Recommendation:** *Approve, as presented, the May 22, 2025, Consent Agenda.*

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

#### **A. Approval of 2025-26 Compensation Recommendation**

Krista and Caleb will present the 2025-26 compensation recommendation. The recommendation follows.

**Recommendation** – *Approve, as presented, the Recommendation for 2025-26 Compensation.*



### **2025-26 Employee Compensation Recommendation**

July 1, 2025 – 2% base wage increase for all regular employees, plus market/band reclass adjustments reflective on the first payroll in July 2025.

Additional mid-year compensation adjustment to be considered at the November 2025 board of directors meeting, subject to final fall enrollments and 6/30/25 financial results.

## **B. Approval of Bid 2425-04: Concrete Maintenance**

Bids were solicited for concrete maintenance for multiple areas around the campus.

The public opening of bids was held on May 1, 2025. One vendor attended the optional pre-bid meeting, and two vendors submitted a bid. Dan will present the following bidding summary.

**Recommendation** – Award a contract for Concrete Maintenance to Roy's Concrete of Bagley, WI, for \$44,100.

### **Bid # 2425-04 Concrete Maintenance**

Southwest Wisconsin Technical College (SWTC) solicited bids for Concrete Maintenance located at the college's Fennimore campus.

#### **Scope**

Southwest Wisconsin Technical College accepts bids for sidewalk replacement in multiple locations at the Fennimore campus. The Project consists of four different areas that need to have the existing concrete removed, re-poured and sealed. Each area is listed below with a rough estimate of length, width, and thickness but should be field verified. The finished product shall also include backfilling to the existing grade. All work is to be completed by 10/01/2025.

#### **Material:**

- Color of new sidewalks to match existing ones as close as possible.
- Concrete shall be six bag mix, 28 Day strength of 4,000 PSI.
- 6" concrete driveway or other vehicular areas (wire mesh #10; 6 x 6).
- 4" concrete for pedestrian areas.

#### **Forms and Methods:**

- Wood or steel forms, free from warping or other defects.
- Match existing concrete with tooled joints and edges.
- Expansion joints 1/2" every 10' maximum.
- Float finish for proper traction.
- The Contractor shall always maintain a clean job site.
- No concrete truck washout of chutes will be allowed.

#### **Safety:**

- Each area must be barricaded appropriately to protect pedestrians from harm and the work from getting physically damaged.
- The Contractor is responsible for preventative measures to control dust and debris.



The public opening of bids was held on May 1, 2025, at 11 a.m. in room #440. One vendor attended the optional pre-bid meeting with two vendors submitting a bid. A summary of the bid from the responsive bidders is included below.

Contractor	Location 1	Location 2	Location 3	Location 4	Total Cost
Roy's Concrete Bagley, WI	\$11,500.00	\$2,600.00	\$27,000.00	\$3,000.00	\$44,100.00
Top Notch Prairie du Cihien WI	\$16,785.00	\$3,365.00	\$38,270.00	\$3,268.00	\$61,688.00

*\*Top Notch: if all locations are done at the same time \$60,000*

**Recommendation:** Award a contract for Concrete Maintenance in the bid amount of \$44,100 to Roy's Concrete of Bagley, WI.

Southwest Tech Board Approval:

### ***C. Dodgeville Family Chiropractic, S.C. Lease (Dodgeville Outreach Lease)***

Dan will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement follows.

**Recommendation:** *Approve the lease agreement with Dodgeville Chiropractic and Wellness Center for Southwest Tech to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI, for \$800 monthly from July 1, 2025, through June 30, 2026.*

## LEASE

This lease entered into by and between Dodgeville Family Chiropractic, S.C. hereinafter referred to as 'Landlord', and Southwest Wisconsin Technical College, hereinafter referred to as 'Tenant'.

### WITNESSETH

The Landlord, for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Tenant, demises and leases unto the Tenant, and the Tenant does hereby hire and rent from the Landlord the premises hereinafter described, for the period, at the rental and upon the terms and conditions hereinafter specifically set forth.

#### I. DESCRIPTION OF LEASED PREMISES

The leased premises shall constitute 1 conference room approximate 24 ft. by 25 ft. in the Dodgeville Family Chiropractic and Wellness Center at 1206 N. Johns Street to be occupied up to 40 hours/week.

#### II. TERM OF LEASE

The term of the lease shall commence on the first day of July 1, 2025, and shall expire on June 30, 2026. (See Article VI General Provisions; paragraph E for continued tenancy beyond the expiration of this lease.)

#### III. RENTAL

The Tenant shall pay to the Landlord as rent for said premises the sum of \$800 monthly. Rent is due and payable on the first day of each month.

#### IV. OBLIGATION OF LANDLORD

##### A. Insurance Coverage

Landlord shall keep the rented premise insured against fire and extended risk for its full replacement cost under a policy written by a reputable company authorized to write such insurance in the state of Wisconsin. Landlord and Tenant hereby waive any and all right of recovery against each other for any loss to their respective property to the extent reimbursed by such insurance.

The parties hereto shall be liable for their own acts of negligence and agree to indemnify the other for any losses, damages, cost or expenses, including litigation expenses paid or sustained by reason of the act or negligence of the other, except to the extent such losses, damages, costs, or expenses are reimbursed by insurance.

##### B. Property repair, mechanical, ventilation, heating, lavatories

Landlord will at its expense maintain and keep in working order all the above listed systems or facilities. Any deficiencies or malfunctions should be reported to Landlord immediately. Tenant is responsible for general cleaning and garbage in their space.

#### C. Utilities

Landlord shall be responsible for all utilities including water, garbage, heat, and electric. Tenant is responsible for their own internet services.

#### D. Parking

Tenant shall be permitted to use a reasonable number of parking stalls outside the building for clients. Tenant should use the southern-most parking spots. The south entrance should be used only by landlord and tenants. All clients should enter the eastside entrance.

#### E. Building Entry

Tenant shall at all times have access to the leased premises. If tenant is the last one in the building, Tenant will be responsible for securing the building before leaving. Tenant will be provided with keys to the main access door and their conference room described in Section I. Copying keys is prohibited and all keys must be returned to Landlord at the cessation of the lease.

#### F. Additional Areas

Tenant will have access to the breakroom, connected closet space, and public bathrooms on site. In addition, microwave, refrigerator and other kitchen supplies are available for use by the tenant. Tenant should provide its own office supplies and other equipment necessary for its leased space. Any damage or injury related to any of Landlord's equipment on premises resulting from misuse by the Tenant must be repaired or replaced with items of similar quality by the Tenant. Landlord will be granted access to shared connected closet space as needed.

#### G. Scheduling

Tenant is responsible for providing a schedule of occupancy as they are modified in order for Landlord to manage other occupancy requests in the building and to allow management of items in the reception area.

### V. OBLIGATIONS OF THE TENANT

#### A. Payment of Rents

Tenant shall pay at the time and in the manner heretofore specified the rental amount, and such rental shall be payable at Landlord's office at 1206 N. Johns Street, Dodgeville, Wisconsin or at such other place as the landlord shall designate in writing. If rent is not received by the 5<sup>th</sup> of the month, the tenant will be assessed a \$50 late fee.

#### B. Insurance Coverage

Tenant shall provide liability insurance for its own business activities and any for its personal property located on the premises. A copy of such policy should be provided to Landlord prior to occupancy.

#### C. Use of Premises

Tenant shall not allow said premises to be used for any other purpose than that of educational services, nor shall it permit said premises to be used for any unlawful or immoral purpose, or any purpose that will injure the reputation of the premises, and it will not use or keep on the premises any article which would affect the validity of the standard fire policy of the state of Wisconsin. If tenant chooses to add additional services including classes, they must be approved by landlord and should not be distributed or performed until doing so.

#### D. Damage to Property

The tenant shall be responsible to restore any damage to items including interior walls, ceilings, paint and glass, to their former conditions with materials of equal quality that have resulted from misuse from the tenant; provided, however, that the damages were not a result from ordinary wear and tear.

#### E. Signs

Tenant must receive prior written approval of the Landlord, to place or install signs in or on the exterior of the premises. Signs must comply with local ordinances.

#### F. Advertising and Promotion

Tenant must receive prior approval of any advertising or promotional materials that include mention of the Landlord's business name, Dodgeville Family Chiropractic, S.C. or any form of the Landlord's name or title. All advertising costs will be the responsibility of the Tenant unless both parties agree otherwise in advance to publication. These include yellow page listings, business cards, billboards, newspaper, and radio advertising.

#### G. Personal Supplies and Equipment

Tenant shall be responsible for providing its own necessary supplies and equipment necessary to do their business beyond the materials listed above in the Landlord obligations. Any shared equipment will be designated here:

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#### H. Surrendering Premises on Termination of Lease

Tenant, upon termination of this lease in any manner, will surrender to the Landlord possession of the leased premises in good condition and repair, ordinary wear and tear and loss through fire or other insurable risk excepted, and will surrender the keys to the landlord.

#### I. COVID protocol

Tenant shall follow the current guidelines established by the Landlord in common spaces including the reception area and bathrooms.

### VI. GENERAL PROVISIONS

#### A. Damage by Fire or Other Casualty

If the premises or the building of which the premises are a part shall be damaged or destroyed by fire or other casualty to such an extent that Landlord is unable to repair, restore, or rebuild the premises within 10 days of such fire or casualty, this lease shall terminate and be of no effect as of the date of such damage or destruction. Landlord shall return any rent paid by tenant for any period beyond the date of loss to Tenant.

#### B. Condemnation

In the event of a taking under the power of eminent domain of any part of the building in which the leased premises are located, either Landlord or tenant shall have the right to terminate this lease by written notice to the other within sixty (60) days after the condemning authority takes possession. All rents and other charges shall be prorated as of the date of such termination.

#### C. Default of Either Party

If either party should be in default under any provision of this lease, the other party, prior to exercising any option arising upon such default, shall provide the defaulting party a written notice of thirty days of such default and the right to remedy such default, except only a ten-day notice need be given for a default in payment of rent under Article III.

#### D. Method of Giving Notices

Notices and demands to be given under this lease shall be given personally, or by registered or certified mail, addressed to the Tenant at 1206 N. Johns St, Dodgeville, WI 53533 and the Landlord at 1206 N. Johns St., Dodgeville, WI 53533 or such other place as either party shall from time to time designate in writing. It is recommended to that a 1 month notice be given if tenant chooses not to continue rental the subsequent month.

E. Holding Over

If tenant continues to occupy the leased premises after the last day of the term thereof, and the Landlord elects to accept rent thereafter, except any past due rent, then a tenancy from month to month shall be created until such time that a new lease is accepted.

F. Binding Effect

This lease and the provisions thereof shall be binding upon their respective parties and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

In Witness Whereof, Landlord and Tenant have executed this instrument as of the day and year written below.

Landlord: Dodgeville Family Chiropractic SC

By: Brenda J. White DC 4/24/25  
Name and Title Date

Tenant: Southwest Wisconsin Technical College

By: \_\_\_\_\_  
Name and Title Date

## **Board Monitoring of College Effectiveness**

### **A. 2025-26 Budget Update**

Caleb will provide an update on the College's 2025-26 budget development. Each fund account is summarized as follows:

Southwest Wisconsin Technical College General Fund July 1, 2025 - June 30, 2026 Resources, Uses, and Changes in Fund Balance				
	2023-24 <u>Actual*</u>	2024-25 <u>Budget</u>	2024-25 <u>Estimate**</u>	2025-26 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,163,093	5,267,000	5,300,000	5,434,000
State Aids	11,921,410	11,643,000	11,150,000	11,346,800
Program Fees	4,697,107	4,868,000	4,850,000	5,004,000
Material Fees	274,611	280,000	295,000	295,000
Other Student Fees	597,058	722,000	610,000	561,000
Institutional	3,053,207	2,917,700	2,883,000	2,747,200
Federal	<u>1,263,590</u>	<u>1,713,700</u>	<u>1,770,000</u>	<u>1,421,400</u>
Total Revenues	26,970,076	27,411,400	26,858,000	26,809,400
<b>EXPENDITURES</b>				
Instruction	14,334,699	15,824,800	15,000,000	15,625,100
Instructional Resources	246,727	295,100	255,000	308,900
Student Services	2,963,744	3,115,500	2,900,000	3,317,300
General Institutional	6,058,977	6,009,100	6,200,000	5,693,100
Physical Plant	<u>2,159,194</u>	<u>2,417,150</u>	<u>2,189,000</u>	<u>2,195,000</u>
Total Expenditures	25,763,341	27,661,650	26,544,000	27,139,400
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Net Revenue (Expenditures)	1,206,735	(250,250)	314,000	(330,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	156,983	280,764	250,000	540,800
Operating Transfer Out	<u>(51,093)</u>	<u>(52,000)</u>	<u>(51,000)</u>	<u>(58,000)</u>
Total Resources (Uses)	105,890	228,764	199,000	482,800
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	1,312,625	(21,486)	513,000	152,800
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	<u>1,312,625</u>	<u>(21,486)</u>	<u>513,000</u>	<u>152,800</u>
Beginning Fund Balance	<u>11,711,534</u>	<u>11,019,634</u>	<u>13,024,159</u>	<u>13,537,159</u>
Ending Fund Balance	<u>13,024,159</u>	<u>10,998,148</u>	<u>13,537,159</u>	<u>13,689,959</u>

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
July 1, 2025 - June 30, 2026  
Resources, Uses, and Changes in Fund Balance

	2023-24 <u>Actual*</u>	2024-25 <u>Budget</u>	2024-25 <u>Estimate**</u>	2025-26 <u>Budget</u>
REVENUES				
State Aids	681,369	700,000	650,000	700,000
Other Student Fees	281,767	400,000	300,000	400,000
Institutional	497,164	900,000	725,000	900,000
Federal	<u>5,226,799</u>	<u>7,100,000</u>	<u>6,000,000</u>	<u>7,100,000</u>
Total Revenues	6,687,099	9,100,000	7,675,000	9,100,000
EXPENDITURES				
Student Services	6,686,666	9,080,000	7,600,000	9,080,000
Auxiliary	<u>40,142</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
Total Expenditures	6,726,808	9,125,000	7,645,000	9,125,000
Net Revenue (Expenditures)	(39,709)	(25,000)	30,000	(25,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>51,093</u>	<u>52,000</u>	<u>57,000</u>	<u>56,000</u>
TRANSFERS TO (FROM) FUND BALANCES	51,093	52,000	57,000	56,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>11,384</u>	<u>27,000</u>	<u>87,000</u>	<u>31,000</u>
Total Transfers To (From) Fund Balance	11,384	27,000	87,000	31,000
Beginning Fund Balance	<u>627,111</u>	<u>654,111</u>	<u>638,495</u>	<u>725,495</u>
Ending Fund Balance	<u>638,495</u>	<u>681,111</u>	<u>725,495</u>	<u>756,495</u>

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.



Southwest Wisconsin Technical College  
Capital Projects Fund  
July 1, 2025 - June 30, 2026  
Resources, Uses, and Changes in Fund Balance

	2023-24 <u>Actual*</u>	2024-25 <u>Budget</u>	2024-25 <u>Estimate**</u>	2025-26 <u>Budget</u>
REVENUES				
Institutional	500,000	75,000	125,000	75,000
Federal	<u>93,715</u>	<u>654,400</u>	<u>654,400</u>	<u>-</u>
Total Revenues	593,715	729,400	779,400	75,000
EXPENDITURES				
Instruction	500,753	930,000	575,000	810,000
Instructional Resources	19,276	60,000	15,000	60,000
General Institutional	1,572,401	848,000	850,000	1,201,000
Physical Plant	<u>4,643,238</u>	<u>1,972,365</u>	<u>1,700,000</u>	<u>1,929,000</u>
Total Expenditures	6,735,668	3,810,365	3,140,000	4,000,000
Net Revenue (Expenditures)	(6,141,953)	(3,080,965)	(2,360,600)	(3,925,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(156,983)</u>	<u>(280,764)</u>	<u>(538,800)</u>	<u>(678,800)</u>
Total Resources (Uses)	3,843,017	3,719,236	3,461,200	3,321,200
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(2,298,936)</u>	<u>638,271</u>	<u>1,100,600</u>	<u>(603,800)</u>
Total Transfers To (From) Fund Balance	(2,298,936)	638,271	1,100,600	(603,800)
Beginning Fund Balance	<u>689,489</u>	<u>(1,250,511)</u>	<u>(1,609,447)</u>	<u>(508,847)</u>
Ending Fund Balance	<u>(1,609,447)</u>	<u>(612,240)</u>	<u>(508,847)</u>	<u>(1,112,647)</u>

Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Debt Service Fund  
July 1, 2025 - June 30, 2026  
Resources, Uses, and Changes in Fund Balance

	<u>2023-24</u> <u>Actual*</u>	<u>2024-25</u> <u>Budget</u>	<u>2024-25</u> <u>Estimate**</u>	<u>2025-26</u> <u>Budget</u>
REVENUES				
Local Government	6,600,000	6,700,000	6,600,000	6,700,000
State Aids	24,536	24,000	24,600	24,000
Institutional	145,637	36,000	119,000	36,000
Total Revenues	<u>6,770,173</u>	<u>6,760,000</u>	<u>6,743,600</u>	<u>6,760,000</u>
EXPENDITURES				
Physical Plant	<u>6,707,491</u>	<u>6,747,389</u>	<u>6,688,492</u>	<u>6,800,000</u>
Total Expenditures	<u>6,707,491</u>	<u>6,747,389</u>	<u>6,688,492</u>	<u>6,800,000</u>
Net Revenue (Expenditures)	62,682	12,611	55,108	(40,000)
OTHER SOURCES (USES)				
Refunding Debt Issued	-			
Premium Issuance of Debt	<u>162,920</u>	<u>140,000</u>	<u>143,920</u>	<u>140,000</u>
Total Resources (Uses)	<u>225,602</u>	<u>140,000</u>	<u>143,920</u>	<u>140,000</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>225,602</u>	<u>152,611</u>	<u>199,028</u>	<u>100,000</u>
Total Transfers To (From) Fund Balance	<u>225,602</u>	<u>152,611</u>	<u>199,028</u>	<u>100,000</u>
Beginning Fund Balance	<u>1,661,062</u>	<u>1,777,490</u>	<u>1,886,664</u>	<u>2,085,692</u>
Ending Fund Balance	<u><u>1,886,664</u></u>	<u><u>1,930,101</u></u>	<u><u>2,085,692</u></u>	<u><u>2,185,692</u></u>

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt and long-term lease purchase principal and interest.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Enterprise Fund  
July 1, 2025 - June 30, 2026  
Resources, Uses, and Changes in Fund Balance

	2023-24 <u>Actual*</u>	2024-25 <u>Budget</u>	2024-25 <u>Estimate**</u>	2025-26 <u>Budget</u>
REVENUES				
Federal	50,147	30,000	50,000	30,000
Institutional	<u>2,149,104</u>	<u>2,300,000</u>	<u>2,100,000</u>	<u>2,300,000</u>
Total Revenues	2,199,251	2,330,000	2,150,000	2,330,000
EXPENDITURES				
Auxiliary Services	<u>1,950,781</u>	<u>2,400,000</u>	<u>2,000,000</u>	<u>2,400,000</u>
Total Expenditures	1,950,781	2,400,000	2,000,000	2,400,000
Net Revenue (Expenditures)	248,470	(70,000)	150,000	(70,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>248,470</u>	<u>(70,000)</u>	<u>150,000</u>	<u>(70,000)</u>
Total Transfers To (From) Fund Balance	248,470	(70,000)	150,000	(70,000)
Beginning Fund Balance	<u>2,969,034</u>	<u>3,149,034</u>	<u>3,217,504</u>	<u>3,367,504</u>
Ending Fund Balance	<u>3,217,504</u>	<u>3,079,034</u>	<u>3,367,504</u>	<u>3,297,504</u>

Enterprise Funds are used to account for operations where the costs of providing goods or services to the student body, faculty and staff, or the general public are financed primarily through user fees.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
July 1, 2025 - June 30, 2026  
Resources, Uses, and Changes in Fund Balance

	2023-24 <u>Actual*</u>	2024-25 <u>Budget</u>	2024-25 <u>Estimate**</u>	2025-26 <u>Budget</u>
REVENUES				
Institutional	<u>3,752,752</u>	<u>4,455,000</u>	<u>3,694,600</u>	<u>4,455,000</u>
Total Revenues	3,752,752	4,455,000	3,694,600	4,455,000
EXPENDITURES				
Auxiliary Services	<u>3,916,631</u>	<u>4,455,000</u>	<u>3,650,000</u>	<u>4,455,000</u>
Total Expenditures	3,916,631	4,455,000	3,650,000	4,455,000
Net Revenue (Expenditures)	(163,879)	-	44,600	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(163,879)</u>	<u>-</u>	<u>44,600</u>	<u>-</u>
Total Transfers To (From) Fund Balance	(163,879)	-	44,600	-
Beginning Fund Balance	<u>2,245,263</u>	<u>2,365,263</u>	<u>2,081,384</u>	<u>2,125,984</u>
Ending Fund Balance	<u>2,081,384</u>	<u>2,365,263</u>	<u>2,125,984</u>	<u>2,125,984</u>

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

\*Actual is presented on a budgetary basis.

\*\*Estimate is based upon 10 months of actual and 2 months of estimate.

\*\*\*Our self-funded health insurance and dental insurance programs are processed through the Internal Service Fund.

## B. Review 10-Year Facilities Plan (Draft)

Dan will present the draft of the 10-Year Facilities Plan. The plan follows.

Capital Spending			2025-26		2026-27		2027-28		2028-29
Instruction (program equipment)			820,000		1,000,000		1,100,000		1,100,000
Instruct. Resources (library/media equipment)			75,000		75,000		75,000		100,000
General Institutional (IT equipment)			1,223,000		1,200,000		1,200,000		1,200,000
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)			725,000		200,000		200,000		250,000
Required Maintenance Items									
		Building 1600 flooring	120,000	Bldg 500 electrical service	100,000	Bldg 100 Electrical Service	100,000	Bldg 200 electric serv	100,000
		Lenz roof and rooftops units	250,000	Batteries in UPS system 1700	65,000	Building 500 Roof	750,000	Bldg 300 Electric	100,000
		400 Main Entrance Doors	15,000	Family Restroom in Health	50,000	Bldg 100 Remodel Offices	400,000		
		Data Center UPS Cooling System	150,000	Parking lot restripe and	20,000	Jeidy Property Improve /	125,000		
		Building 400 Roof top unit	200,000			Student Colab Space/ Student Space revitalize	225,000		
		Energy monitoing	150,000			Building 500 Restroom	100,000		
		Cafe Patio Space Revitalization (student senate)	75,000						
		Building Lighting Control System	200,000						
New Construction									
				Dodgeville Outreach Site	1,500,000			Manufacturing Building Addition/Remo	1,500,000
Remodeling									
			4,003,000		4,210,000		4,275,000		4,350,000

Capital Spending	2029-30		2030-31		2031-32		2032-33		2033-34		2034-35
Instruction (program equipment)											
	1,200,000		1,200,000		1,300,000		1,200,000		1,300,000		1,200,000
Instruct. Resources (library/media equipment)											
	100,000		100,000		100,000		150,000		150,000		150,000
General Institutional (IT equipment)											
	1,200,000		1,200,000		1,300,000		1,300,000		1,300,000		1,300,000
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)											
	250,000		250,000		300,000		300,000		300,000		300,000
Required Maintenance Items											
150 Roof Replacement	200,000	Building 500 sprinkler	250,000	200/300 elevator	300,000	Health Science HVAC Equip	850,000	100 Roof Replacement	900,000	Building 200 roof replace	800,000
Ag/Auto HVAC Equipment	750,000			Building 300 roof	850,000	Upgrade clock system	150,000	Childcare Roof Replace	400,000	Building 200 rooftop	650,000
Building 400 Roof Replacement	650,000			Parking Lot replacements	200,000	Farmette improvements	150,000	Bldg 100 Roof Unit Replace	650,000		
Burn Building - repair padgenite	50,000			Room 430 Roof Replacement	250,000						
				Bldg 100,200,300 Clearstory	350,000						
				Bldg Automation	400,000						
				Dining Servery	450,000						
				Interior Campus Signage Project	500,000						
		Bldg 1600 Add/ Sustainabilit	1,500,000			Agricultural Center	1,500,000			New EPD/Fire Building	1,500,000
				100 classroom, restroom, office space	850,000	Building 200 remodel	750,000	Building 2000 upgrades	750,000	Knox renovation	850,000
						2200 storage, scenarios, showers	550,000	Childcare renovation	500,000		
						IT office suite remodele	250,000	Building 500 Renovation	850,000		
	4,400,000		4,500,000		7,150,000		7,150,000		7,100,000		6,750,000

### C. Staffing Update

Krista will provide an update on College staffing:

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement	Mathematics Instructor	Elizabeth Moellers	7/1/2024	MS: \$56,533 – \$89,888 Hired at \$64,000
2	Replacement	Communication Instructor	Anna Dickman	7/1/2024	AS: \$53,878 – \$85,666 Hired at \$60,000
3	Replacement	Nursing Instructor	Katie Greve	11/1/2024	MS: \$56,533 - \$89,888 Hired at \$75,000
4	Replacement	Cosmetology Instructor	Lauren Runde	8/6/2024	AS: \$53,878 - \$85,666 Hired at \$62,000
5	Replacement	IT Support Specialist	Janet Adalance	8/12/2024	C42: \$24.88 - \$34.83/hr Hired at \$30/hr
6	Replacement	Advisor	Roberta Koch	7/25/2024	C42: \$51,741.76 - \$72,438.46 Hired at \$67,000
7	Replacement	Student Engagement Coordinator and Athletic Director	McKenzie Graf	8/19/2024	C41 \$48,908.24 - \$68,471.54 Hired at \$49,000
8	Replacement	Foundation Director	Hold	8/9/2024	D62: \$67,359.08 - \$97,670.88
9	Replacement	Agriculture Instructor	Kaley Nelson	8/8/2024	BS: \$51,221 - \$81,444 Hired at \$64,000
10	New	SMART Manufacturing Engineer & Trainer	Silas Bernardoni	9/3/2024	C45: \$58,124.23 - \$89,888 Hired at \$85,000
11	Replacement	Business Analyst - Student Information System	Brad Fox	10/14/2024	C42: \$24.88 - \$34.83/hr Hired at \$34.75/hr
12	Replacement	Foundation Development Officer	Adam Phillips	Transfer	C42: \$51,741.76 - \$72,438.46 Hired at \$58,000
13	Replacement	Bookstore Manager	Nicole Nelson	Transfer	B24 Hourly: \$22.00 - \$28.61 Hired at \$26/hr
14	Replacement	Nursing Assistant Instructor and Program Lead	Christy Chappell	10/4/2024	BS: \$51,221 - \$81,444 Hired at \$66,500
15	Replacement	Director of Human Resources	Ross Martin	10/14/2024	D63: \$70,133.94 – \$101,695.41 Hired at \$96,000
16	Replacement	Budget and Finance Assistant	Hold	10/4/2024	B22 Hourly: \$19.56 - \$25.37
17	Replacement	Human Resources Generalist	Isabelle Manning	10/7/2024	B24 Hourly: \$22.00 - \$28.61 Hired at \$26.50/hr
18	New	Dual Enrollment Student Success Specialist	Brooke Marcue	10/4/2024	C43: \$54,575.27 - \$76,406.43 Hired at \$59,000
19	Replacement	Administrative Assistant (Facilities)	Morgan Zach	10/7/2024	B22 Hourly: \$19.56 - \$25.37 Hired at \$21.00/hr
20	New	Artificial Intelligence Training Coordinator	Hold	Posted: 10/28/2024	C42: \$51,741.76-\$72,438.46



	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
24	Replacement	Associate Degree Nursing Instructor	Kami Ivey	Posted: 10/17/2024	BS: \$51,221-\$81,444. Hired at \$69,000
21	Replacement	Adult Education Instructor-Platteville	Samuel Burke	Posted: 10/17/2024	B33 Hourly: \$24.88-\$34.83 Hired at \$25/hour
22	Replacement	Adult Education Instructor-Richland Center	Roberta Koch	Transfer	B33 Hourly: \$24.88-\$34.83 Hired at \$33/hour
23	Replacement	Business Analyst- Finance/HR/Payroll	On Hold	Posted: 11/20/2024	C43 Hourly: \$26.24-\$36.73
25	Replacement	Nursing Assistant Instructor	Hold	Reposted: 2/27/2025	BS: \$51,221-\$81,444
28	Replacement	Electromechanical Trainer and DOE Grant Coordinator	Nick Raaum	Posted 12/11/2024	D63: \$70,133.94 – \$101,695.41
26	Replacement	Academic Success Coach-Tutor [Health and Science]	Posted	Posted: 12/19/2024	B24 Hourly: \$22.00-\$28.61
27	Replacement	Academic Success Coach-Tutor [General]	Erika Brunson	Posted: 12/19/2025	B24 Hourly: \$22.00-\$28.62 Hired at \$27/hour
28	Replacement	Radiography Instructor/Clinical Coord	Kasey Budack	Posted 2/06/25	Bachelors: \$51,221-\$81,444 Hired at: \$62,500
29	New	Human Resource Generalist	Laura Sturtz	Transfer	B24 Hourly: \$22.00-\$28.61 Hired at \$25.49
30	Replacement	Student Success Specialist	Delanie Weber	Posted: 3/7/2025	B23 Hourly: \$42,711.17 - \$55,525.35 Hired at \$24.50
31	Replacement	Advanced Manufacturing Instructor	Posted	Posted: 4/4/2025	D63 Salary: \$70,133.94-\$101,695.41
32	New	Digital Accessibility Project Assistant-Temporary	Isabel Bowers	Posted: 4/7/2025	A11 Hourly: \$19.56-\$22.33 Hired at \$21.00
33	Replacement	Financial Aid Assistant/Accounting Bursar	Posted	Posted 4/7/2025	B22 Hourly: \$18.26-\$23.74
34	Replacement	Instructional Designer	Tyler Tollefson	Posted: 4/4/2025	C44: \$58,124.23-\$81,373.72 Hired at \$70,000
35	Replacement	Academic Success Coach	Posted	Posted 5/9/2025	C41 \$48,908.24 - \$68,471.54
36	New	Manufacturing Education Specialist	Posted	4/20/2025	C44: \$58,124.23 - \$81,373.72



#### **D. SWTC Foundation FY25 3rd Quarter Report**

Dennis will be at the meeting to answer questions on the following report:



### **Southwest Tech Foundation FY25 Third Quarter Report**

**Fundraising Totals 01/01/25 - 03/31/2025 & YTD**

**\$164,739.37 total gifts received 3<sup>rd</sup> Qtr**

**\$469,496.44 total gifts received 2<sup>nd</sup> Qtr**

**\$279,938.58 total gifts received 1<sup>st</sup> Qtr**

**Year-to-Date (03.31.25): \$914,174.39**

(Goal \$1.8 million for fiscal year; \$1.25 million in budget)

**Outstanding Pledges = \$194,326.98\***

\*\$300,000 HUD Grant not included

#### **FY25 Gift Highlights of \$2,500-plus from 01.01.25 to 03.31.25**

- J.P. Morgan Charitable Giving Fund, \$70,000 to Raising Chargers Scholarship Fund
- Hartung Brothers, Inc. \$5,000 to the Hartung Brothers, Inc. Scholarship
- The Richland Hospital Foundation \$5,000 to The Richland Hospital Foundation Scholarship
- Shannon Schultz, \$4,000 gift-in-kind to the Industry, Trades & Agriculture Development Fund
- Nate Imobersteg, \$3,500 gift-in-kind to the Industry, Trades & Agriculture Development Fund
- Lamar Advertising, \$2,800 gift-in-kind to the Charger Annual Fund
- Chicago Community Trust, \$2,500 to the Compeer Financial Agriculture Scholarship
- Hartung Brothers, Inc. \$2,500 to the Hartung Brothers, Inc. Scholarship

#### **Southwest Tech News Releases**

[News Releases | Southwest Tech News \(swtc.edu\)](https://www.swtc.edu/news-releases)

Notes from the SWTC Foundation Executive Director

# Student-Success Plan Scholarships, Advanced Manufacturing headline list of SWTC Foundation fundraising priorities

Spring 2025 marks the first scholarship cycle where the Southwest Tech Foundation, in partnership with the College's Financial Aid Office, has awarded scholarships through its alignment around Student Success Plan Scholarships.

The College's recent Aspen Award victory highlighted the three main focal points for campus: 1.0 Access, 2.0 Completion, 3.0 Post-Graduate Success. By aligning the Foundation's scholarship efforts around these three goals, the fundraising effort has successfully shifted to enhance efforts for recruitment and retention of our students.

Most of the hundreds of scholarships the Foundation offers to SWTC students center around 1.0 Access, what we now call "First Step" scholarships. These are also most of the scholarships students



**Melinda Terrell, here with SWTC instructor Ryan Weigel, received the Lenz Scholarship at the Platteville High School Scholarship Reception. Terrell is planning to study agriculture at Southwest Tech.**

receive from local scholarship programs as they help students move beyond high school to the next level of education. The Lenz Scholarship, for example, provides a \$2,000 scholarship for one graduating senior from each of our 30 school districts that fall within the SWTC 5-county district of Grant, Iowa, Lafayette, Richland and Crawford counties.

One of the keys to the Aspen Award victory was Southwest Tech's strengths when it comes to helping students with 2.0 Completion. Our graduation rate is among the top 2-year colleges in the country. The James and Grace Thiele Scholarship in Boscobel has been the blueprint for the 2.0 Completion effort as it focuses on STEP Scholarships that incentivize students to move toward completion. The James and Grace Thiele Scholarship is available to any graduate of Boscobel High School who is pursuing a program degree from Southwest Tech. The program consists of three steps with monetary rewards at each step. First, when a student reaches 15 credits in their respective programs, each gets a \$500 scholarship. When the student tops 30 credits,

## Foundation's 5-Year Fundraising Plan Goals

The Foundation has completed a comprehensive five-year fundraising plan that focuses on three main areas of support.

### College Priorities Create Foundation Opportunities to Help

1. Create financial support for needs identified in the Student Success Plans.
2. Provide resources for academic programming (increase enrollments in high-wage programs, innovate low/medium wage programs, and start new high-wage programs)
3. Develop additional funds to help Special Populations achieve higher rates of access, completion, and post-graduate success.

another \$1,000 is earned and when 45 credits are surpassed, an additional \$1,500 is awarded. In Boscobel, this has led to 10.2 percent more students being retained and more than 9 percent more graduating. By taking what we've learned in Boscobel to the other 29 districts Southwest Tech serves, we are working toward helping each grow its respective retention and graduation percentages.

We have formed scholarship committees consisting of alumni, retirees, partners and friends of Southwest Tech in Platteville, Dodgeville, Richland Center, Fennimore and Boscobel and we've learned a lot from these meetings at school districts where our outreach sites are housed. We have initial meetings in Prairie du Chien and Darlington on the docket and we are expanding to include more than half of our schools by June 30. The next priority of schools is happening in areas where we have Student Success Plan Scholarship interest and they consist of Lancaster, Pecatonica, Argyle, Riverdale, Wauzeka-Steuben, Potosi and Iowa-Grant. Close behind are Mineral Point, Belmont, River Ridge, Southwestern and North Crawford.



The plan for 2025-26 is to expand to all other schools in the district (Barneveld, Benton, Shullsburg, Cassville, Cuba City, Highland, Blackhawk, Weston, Ithaca, Kickapoo and Seneca. There is also interest in school districts on the fringe of the SWTC District where we draw students to specific programs like agriculture, healthcare, electrical power distribution and golf course management or we have long-standing relationships with employers who recruit our graduates from these areas. They include River Valley, Hillsboro, Juda, Brodhead, Monroe, Mount Horeb and Iowa Schools, especially rural ones and Dubuque. Though we do not actively recruit students from these areas, our housing options and program mix lead students to our school.

These committees are important and take time to develop. But, by working in concert with the local scholarship programs, we are finding great synergies. We have also realized communication gaps that we can help to fix and efficiencies that can be gained in the scholarship application process. We are hearing throughout our district that getting students to apply for scholarships has become a real struggle. This is both a concern and an opportunity for Southwest Tech as we work on behalf of our students to lessen their individual financial burden.

### Advanced Manufacturing

Foundation members continue to work with campus leadership in order to develop the comprehensive case for support for our Advanced Manufacturing fundraising effort. As our College works to bolster the academic programs that help us supply workforce to area manufacturing operations, our industry partners are sharing critical information about what they need from the workforce today and into the future.

Early estimates suggest the fundraising needs for this effort to be between \$3.5-7.0 million, which would be a monumental effort for our Foundation. We are optimistic, though, that with the Aspen Award energy and our existing and new partnerships, we can find a way to successfully reach our goals.

Over the past year, the Foundation has met with several manufacturers in the district to understand their needs for the next 1-2 decades. In turn, this has led to a deeper dive into our academic programs to make sure they remain relevant in an ever-changing economic environment. Our College is creating a plan for meeting the workforce needs that includes an investment in Advanced Manufacturing. What that means remains to be seen, but the Foundation is readying itself for a multi-million effort, designed to help with space and equipment needs while building capacity within our donor partners' network. The Foundation is working with Southwest Tech's



grants area in order to create the budget for this effort and to strategically determine the right mix of grants and State funding compared with the needs for private support.

By studying the efforts of our Wisconsin Technical College System peers, many of which have been very successful in leveraging grants with private support, and deepening relationships with funders which have affinity toward Southwest Tech, we look to spend the next 3-4 years raising funding for this effort.



Members of the recently formed Boscobel Student Success Plan Scholarship Committee are setting goals and creating and executing a plan to help Southwest Tech create new scholarships designed to help students with 1.0 Access, 2.0 Completion and 3.0 Post-Graduate Success.

plans. That rollout is expected in mid-August, in time for a focused planned giving approach for next academic year.

All the best,

Dennis Cooley  
Executive Director of Advancement  
Executive Director of the Southwest Tech Foundation  
Southwest Tech

#### **Goals for 4th Quarter 2024-25**

We put the planning for a new version of “A Day for Southwest Tech” on the backburner while we worked on Student Success Plan Scholarship committees and the initial visits for Advanced Manufacturing. We are still hopeful for a celebration around fundraising this fall.

Other goals are to complete the Case for Support for Advanced Manufacturing by coupling a strong budget plan with data, metrics and a fundraising plan to help our partners get to new and exciting levels of support. As mentioned before, the goal is to have at least half of our school districts involved with our Student Success Plan Scholarship plans.

Also, this summer, will be the launch of our FreeWill Program that offers estate planning help to the more than 70 percent of our area residents and our alumni and friends who do not have a legally binding will or trust as part of their estate

#### ***E. SWTC Real Estate Foundation FY25 3rd Quarter Report***

Dennis will be present to questions on the following report:

## **Southwest Tech Real Estate Foundation**

### **FY25 Third Quarter Executive Director's Report**

#### **Significant progress on student-built duplex**

The new duplex being built by the Building Trades-Carpentry students continued forward ahead of budget and deadline as the students worked to complete the interior work of the project. The 8-bed duplex was significantly completed at the end of March 2025.

Not only are the students expected to finish this project by the end of classes, but the plan was to begin the preliminary prep work for the 2025-26 student duplex project. Instructors Andy



Reynolds and Tim Hoffman took advantage of unseasonably warm and dry conditions in late 2024, moved the construction schedule up, and took advantage of conditions in order to get ahead of schedule with the project.

It cannot be overstated how impressive it has been for the Building Trades-Carpentry Program to work with industry partners and suppliers in order to provide a top-notch, hands-on construction industry experience. Financial projections have the project coming in, once formally completed, at less than \$200,000 all-in. To put that in perspective, a couple of years ago, the SWTC Real Estate Foundation had a preliminary budget of \$350,000 for a similar project. These savings give the REF options when it comes to financing.

The combination of successful project management, when coupled with strong rental numbers, makes increasing the number of housing beds under management a lot less risky and helps the REF and College Housing to keep rates affordable to tenants. These factors also allow the REF Board to consider self-funding the projects if possible.

#### **HUD Grant 'financially loaded' in system**

As we continue to do the compliance work necessary upfront to receive the Housing and Urban Development (HUD) Grant, which allows the SWTC REF to outright purchase the property at the intersection of Hwys. 18 and 23 in Dodgeville, the side of the former Iowa County Sheriff's Department. REF attorney Ben Wood of Fennimore and Iowa County legal representative David Marzenti worked out the closing details on the proposed future site of Southwest Tech's Dodgeville Outreach Site.

Kim Govier and I have been working with HUD's Michael E. Martin and Hale Sargent, from the Milwaukee office, to complete the complex document. Significant progress was made by March 31, 2025, with Sargent reporting the \$300,000 grant proceeds have been "loaded" in the system for the SWTC Foundation to draw out. Closing was set for April 15 and was successfully executed.

### **Summer tenants: Migrant workers to return in July**

One of the lesser-publicized activities that contributes to the bottom line of the REF's financial statement is summer rents from special programs on campus and the month-long stay of 40-50 migrant workers. Housing manager Stephanie Brown verified that she expects "about 40" migrant employees to occupy about one-third of the available housing spaces in July 2025. Housing maintenance is moving away from carpeting in the units and moving toward luxury vinyl tile, which is more durable and allows for a quicker cleanup between the time the migrant workers use the housing and when full-time students move in two weeks later.

### **REF Board to retire two members in FY25**

Now 10 years old, the Southwest Tech REF has seen incredible stability in its board members, as well as the campus housing office and maintenance crew. That longevity has shown to be a significant advantage for all involved, and this is a true partnership between the College, the Foundation, and the Real Estate Foundation.

By the end of June, the REF will see the retirements of two board members whose passion for the work the REF performs is palpable. Last year, REF founding board members Ben Wood and Kevin Raisbeck retired from the board after filling three consecutive three-year terms. This year, we are losing current REF Board Chair Brad Biddick and officer Mindy Krantz. Mindy came to the board due, in part, to her experience as a renter of properties in the area.

Biddick, meanwhile, is a diehard Southwest Wisconsin advocate whose work with Sleep in Heavenly Peace has made hundreds of beds for needy children in Grant County. While we work to replace Krantz and Biddick, their legacy will live on with those of Woods and Raisbeck due to the sound fiscal management of the REF's finances and the ability to take appropriate risks in order to help move the College Forward.



**Members of the SWTC REF Board are, from left, Justin Smith, Ryan Rands, Sheila Ruchti, Mindy Krantz, Daniel Glass and Brad Biddick.**

### **Closing comments**

I had the pleasure of completing the nonprofit setup of the SWTC Real Estate Foundation 10 years ago. The work started under former President Duane Ford and was completed when Jason Wood took over as President. What I recall the best about the past decade:

- Meetings were and are never boring, and sometimes we didn't like one another. But we worked through that and had some tough, but necessary, discussions. The best part: Nobody held back their opinions in order to help the College, the Foundation, and the REF Board, in that order.
- Ben Wood and Kevin Raisbeck helped get us set up properly through our bylaws, and we added excellent board members over time. The liaison from the District Board has always been exceptional, too.
- To make this work, we had to undo a very low-interest loan (less than 2% annually) that tied up all of our collateral. By making the difficult decision to refinance that loan, essentially taking a small step backward on rate, the REF Board was positioned to take advantage of opportunities for growth and prosperity that would've been more difficult had the collateral not been freed up.
- The removal of the older, worn-out housing was another difficult decision, as those units were usually more cost-effective for students who had financial limitations. The REF Board decided that students needed a good home environment in which to live that would be beneficial to their academic careers. To prove the point, the housing students have a collective grade point average higher than non-renters.


*-- Respectfully submitted by Dennis R. Cooley*



## Information and Correspondence

### A. FTE Comparison and Student Success Scoreboard

#### 1. FTE Comparison Report

		<b>School Year 2025-26</b> <b>Registration began on March 17, 2025</b>									
FTE COMPARISON REPORT - MAY 12, 2025		Headcount					FTE's				
Program Number	Program Name	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change
101011	Accounting	20	25	35	15	10	9.47	10.83	14.53	5.07	3.70
311011	Accounting Assistant	6	1	7	1	6	2.57	0.63	3.20	0.63	2.57
305316	Advanced EMT	-	-	1	1	1	-	-	0.13	0.13	0.13
100067	Agribusiness Science & Technology - Agribusiness Management	16	23	17	1	(6)	8.30	11.43	8.80	0.50	(2.63)
310063	Agribusiness Science & Technology - Agronomy Tech	2	1	-	(2)	(1)	0.93	0.50	-	(0.93)	(0.50)
320701	Agricultural Power & Equipment Technician	32	31	25	(7)	(6)	15.97	16.63	12.90	(3.07)	(3.73)
100917	Animal Science	24	34	27	3	(7)	12.10	19.13	14.43	2.33	(4.70)
100939	Agronomy	11	17	23	12	6	5.43	8.77	12.26	6.83	3.49
303163	Artisanal Modern Meat Butchery	-	13	7	7	(6)	-	1.87	1.17	1.17	(0.70)
314051	Auto Collision Repair & Refinish Technician	8	8	4	(4)	(4)	4.47	4.20	2.27	(2.20)	(1.93)
324042	Automotive Technician	30	26	25	(5)	(1)	13.90	11.77	11.97	(1.93)	0.20
314751	Building Trades-Carpentry	12	7	5	(7)	(2)	5.80	3.43	2.43	(3.37)	(1.00)
101021	Business Analyst / Data Analyst	2	3	2	-	(1)	1.07	0.90	1.03	(0.03)	0.13
101023	Business Management	60	56	52	(8)	(4)	27.33	25.10	22.93	(4.40)	(2.17)
105305	Cancer Information Management	53	42	30	(23)	(12)	20.97	12.60	9.90	(11.07)	(2.70)
115301	Cancer Information Management (Advanced Technical Certificate)	-	6	22	22	16	-	1.67	6.17	6.17	4.50
313071	Child Care Services	3	1	2	(1)	1	1.40	0.30	0.60	(0.80)	0.30
314441	CNC Machine Operator/Programmer	-	-	-	-	-	-	-	-	-	-
315021	Cosmetology	30	30	38	8	8	14.70	13.87	20.07	5.37	6.20
105046	Criminal Justice - Law Enforcement 2	23	28	18	(5)	(10)	9.50	11.13	8.73	(0.77)	(2.40)
105045	Criminal Justice Studies	12	5	5	(7)	-	5.50	2.03	2.30	(3.20)	0.27
305042	Criminal Justice-Law Enforcement 720 Academy	-	4	-	-	(4)	-	1.07	-	-	(1.07)
310915	Dairy & Livestock Technician	-	1	-	-	(1)	-	0.50	-	-	(0.50)
305082	Dental Assistant	3	10	6	3	(4)	1.60	4.83	3.47	1.87	(1.37)
105106	Direct Entry Midwife	65	71	82	17	11	22.40	29.07	30.40	8.00	1.33
308121	Driver and Safety Education Certification	3	2	2	(1)	-	0.70	0.40	0.60	(0.10)	0.20
103071	Early Childhood Education	35	33	27	(8)	(6)	15.40	14.27	12.30	(3.10)	(1.97)

Program Number	Program Name	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change
314132	Electrical Power Distribution	39	42	39	-	(3)	19.30	20.70	18.97	(0.33)	(1.73)
504132	Electricity (Construction) Apprentice	-	-	16	16	16	-	-	1.07	1.07	1.07
106201	Electromechanical Technology	16	11	11	(5)	-	8.87	6.17	5.57	(3.30)	(0.60)
305313	Emergency Medical Technician	-	1	16	16	15	-	0.37	1.37	1.37	1.00
104813	Energy Management Technology (suspended)	1	1	-	(1)	(1)	0.47	0.50	-	(0.47)	(0.50)
320804	Farm Operations & Management - Ag Mechanics (suspended)	1	-	-	(1)	-	0.53	-	-	(0.53)	-
320803	Farm Operations & Management - Dairy (suspended)	2	-	-	(2)	-	1.13	-	-	(1.13)	-
310803	Farm Operations & Management - Dairy Technician (suspended)	1	-	-	(1)	-	0.10	-	-	(0.10)	-
310802	Farm Operations & Management - Farm Ag Maint. (suspended)	3	-	-	(3)	-	0.30	-	-	(0.30)	-
320806	Farm Operations & Management - Livestock (suspended)	3	-	-	(3)	-	1.23	-	-	(1.23)	-
103251	Golf Course Management	11	11	9	(2)	(2)	5.77	5.90	4.33	(1.43)	(1.57)
102012	Graphic And Web Design	31	30	19	(12)	(11)	14.77	13.73	9.37	(5.40)	(4.37)
105301	Health Information Technology	16	26	21	5	(5)	6.50	8.80	7.50	1.00	(1.30)
105203	Human Services Associate	19	14	11	(8)	(3)	10.00	7.30	4.70	(5.30)	(2.60)
316201	Industrial Mechanic	2	-	1	(1)	1	1.13	-	0.57	(0.57)	0.57
106203	Instrumentation and Controls Technology	-	1	-	-	(1)	-	0.60	-	-	(0.60)
101512	IT - Cybersecurity Specialist	8	27	19	11	(8)	3.63	13.70	9.40	5.77	(4.30)
311509	IT - Network Systems Technician	3	3	2	(1)	(1)	1.47	1.57	0.77	(0.70)	(0.80)
311546	IT-Computer Support Technician (suspended)	3	-	-	(3)	-	1.40	-	-	(1.40)	-
101961	Leadership Development (suspended)	3	3	3	-	-	0.77	1.73	0.70	(0.07)	(1.03)
208001	Liberal Arts - Associate of Arts	25	28	24	(1)	(4)	6.13	12.13	11.63	5.50	(0.50)
208002	Liberal Arts - Associate of Science	11	4	6	(5)	2	2.90	1.30	2.37	(0.53)	1.07
315091	Medical Assistant	15	10	15	-	5	5.77	4.43	6.63	0.87	2.20
315302	Medical Coding Specialist	39	28	23	(16)	(5)	14.57	9.30	9.47	(5.10)	0.17
105131	Medical Laboratory Technician	7	2	6	(1)	4	3.07	1.00	2.90	(0.17)	1.90
305024	Nail Technician	2	3	1	(1)	(2)	0.33	0.50	0.17	(0.17)	(0.33)
101966	Nonprofit Leadership (suspended)	3	4	4	1	-	1.20	2.00	2.00	0.80	-
105431	Nursing - Associate Degree	151	123	123	(28)	-	49.13	39.53	39.43	(9.70)	(0.10)
305431	Nursing Assistant	26	16	60	34	44	2.43	1.20	4.33	1.90	3.13
305132	Phlebotomist/Specimen Processor	-	-	1	1	1	-	-	0.10	0.10	0.1
105241	Physical Therapist Assistant	3	11	8	5	(3)	0.43	4.43	3.07	2.63	(1.37)
504275	Plumbing Apprentice	14	22	23	9	1	1.40	2.17	1.83	0.43	(0.33)
105261	Radiography	-	10	20	20	10	-	4.47	9.07	9.07	4.60
311821	Supply Chain Assistant	1	1	-	(1)	(1)	0.37	0.20	-	(0.37)	(0.20)
101821	Supply Chain Management	16	10	17	1	7	6.50	3.63	5.87	(0.63)	2.23
105121	Surgical Technology	11	14	17	6	3	5.10	5.97	7.13	2.03	1.17
611012	Tax Preparer Assistant	-	-	2	2	2	-	-	0.60	0.60	0.60
104995	Technical Studies-Journeyworker	1	1	-	(1)	(1)	0.10	0.10	-	(0.10)	(0.10)
314421	Welding	29	33	22	(7)	(11)	14.63	16.80	11.13	(3.50)	(5.67)
	<b>TOTAL PROGRAM DEGREE SEEKING:</b>	<b>966</b>	<b>968</b>	<b>1,001</b>	<b>35</b>	<b>33</b>	<b>390.93</b>	<b>397.16</b>	<b>384.63</b>	<b>(6.30)</b>	<b>(12.53)</b>



Program Number	Program Name	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change	FY 23-24 05/15/23	FY 24-25 05/13/24	FY 25-26 05/12/25	24 to 26 Change	25 to 26 Change
COLEDG	ColLEDGE Up*	-	-	15	15	15	-	-	1.57	1.57	1.57
SCNOW	Start College Now*	-	3	255	255	252	-	0.73	45.43	45.43	44.70
UNDEC	Undeclared*	106	18	44	(62)	26	16.17	2.73	7.67	(8.50)	4.93
YOUTHAPP	Youth Apprenticeship*	-	-	1	1	1	-	-	0.20	0.20	0.20
	<b>TOTAL DEGREE COURSE STUDENTS/FTEs:</b>	<b>106</b>	<b>21</b>	<b>315</b>	<b>209</b>	<b>294</b>	<b>16.17</b>	<b>3.47</b>	<b>54.87</b>	<b>38.70</b>	<b>51.40</b>
REMED	Basic Education Remedial/Developmental (77, 78)	102	32	27	(75)	(5)	-	-	-	-	-
NONDEG	Non-Degree**	424	314	232	(192)	(82)	9.56	6.77	4.72	(4.85)	(2.05)
UNDES	Undesignated**	80	-	8	(72)	8	10.53	-	1.03	(9.50)	1.03
	<b>TOTAL NON-DEGREE:</b>	<b>606</b>	<b>346</b>	<b>267</b>	<b>(339)</b>	<b>(79)</b>	<b>20.10</b>	<b>6.77</b>	<b>5.75</b>	<b>(14.35)</b>	<b>(1.02)</b>
	<b>TOTALS:</b>	<b>1,678</b>	<b>1,335</b>	<b>1,583</b>	<b>(95)</b>	<b>248</b>	<b>427.20</b>	<b>407.40</b>	<b>445.25</b>	<b>18.05</b>	<b>37.85</b>
					<b>-5.7%</b>	<b>18.6%</b>	-			<b>4.2%</b>	<b>9.3%</b>
					Budgeted/Goal FTEs		1,300	1,355	1,300		
					% of Budgeted/Goal FTEs Achieved to date		32.9%	30.1%	34.2%		
					Final Actual FTEs Achieved		1,312	1,300			
					% of Final Actual FTEs Achieved to date		32.6%	31.3%			
					25/26 Projected Ending FTEs using historical trend		1,367	1,421			
					Will budget be met		YES	YES			
*	Degree courses - Aid codes 10, 30, 31, 32, and 50										
**	Non-degree courses - Aid Codes 42 and 47										
CS	Community Service - Aid Code 60										
	<b>CATEGORY DEFINITIONS</b>										
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.										

## 2. Student Success Scoreboard

2024-25 Student Success Scoreboard	7/8/2024	8/14/2024	9/18/2024	10/7/2024	11/7/2024	12/9/2024	1/15/2025	2/17/2025	3/19/2025	4/14/2025	5/12/2025
Career Assessments Completed ^	460	645	926	1,235	1,457	1,558	1,691	1,821	2,069	2,121	2,325
Financial Budget Completed	496	694	709	711	745	831	958	957	978	1,132	1,221
Academic Map w/Supports & Services Completed	981	1,153	1,277	1,387	1,459	1,551	1,625	1,846	2,098	2,152	2,358
Completed Students Success Plans	415	621	663	663	695	787	876	918	934	1,078	1,166
Completed Students Success Plans BEFORE Fall 2024/Spring 2025 classes started	384	451	486	526	605	683*	763	763	763	763	763
Special Population Students with Completed Plan	34	61	62	63	325**	341	381	325	369	404	418
Non-Special Population Student with Completed Plan		560	601	600	370	446	487	377	408	479	533
2/17/25 note: Data cleaning continues with the transition to a new tracking list with Anthology integration in an effort of continuous improvement and data accuracy.											
^ tracking was updated in Sept											
**Tracking sheet was updated with accurate Special Population data that had been missing											
<b>Financial Gaps 25-26</b>			9/18/2024	10/7/2024	11/7/2024	12/9/2024	1/15/2025	2/14/2025	3/19/2025	4/11/2025	5/12/2025
# of Students with <u>Initial</u> Gap Greater than 0					33	136	240	278	282	455	522
Sum of Identified <u>Initial</u> Gaps					\$ 294,365	\$ 689,981	\$ 1,558,606	\$ 1,906,385	\$ 2,459,129	\$ 3,876,455	\$4,408,106
Average <u>Initial</u> Gap (of students with a gap)					\$ 8,920	\$ 5,073	\$ 4,766	\$ 6,858	\$ 8,720	\$ 8,520	\$8,445
# of Students with <u>Current</u> Gap Greater than 0											521
Sum of Identified <u>Current</u> Gaps											\$4,246,891
Average <u>Current</u> Gap (of students with a gap)											\$8,151
<b>Financial Gaps 24-25</b>			9/18/2024	10/7/2024	11/7/2024	12/9/2024	1/15/2025	2/14/2025	3/19/2025	4/11/2025	5/12/2025
# of Students with <u>Initial</u> Gap Greater than 0			351	350	402	433	453	454	486	486	486
Sum of Identified <u>Initial</u> Gaps			\$ 2,624,380	\$ 2,590,845	\$ 3,073,753	\$ 3,205,886	\$ 3,275,088	\$ 3,284,672	\$ 3,405,580	\$ 3,405,580	\$3,405,580
Average <u>Initial</u> Gap (of students with a gap)			\$ 7,477	\$ 7,402	\$ 7,646	\$ 7,403	\$ 7,230	\$ 7,235	\$ 7,007	\$ 7,007	\$7,007
# of Students with <u>Current</u> Gap Greater than 0					355	388	437	437	440	440	440
Sum of Identified <u>Current</u> Gaps					\$ 2,570,380	\$ 2,696,836	\$ 2,857,762	\$ 2,834,404	\$ 2,853,465	\$ 2,853,465	\$2,853,465
Average <u>Current</u> Gap (of students with a gap)					\$ 7,241	\$ 6,951	\$ 6,540	\$ 6,486	\$ 6,485	\$ 6,485	\$6,485

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

1. May 2025 WTCS Board Meeting Update
2. District Boards Association Update

## ***C. Acting College President's Report***

1. Aspen Award Updates
2. Project RISE ERP / Anthology Update
3. SWTC Clay Target Team – Conference Championship
4. SWTC Golf Team – Regional Championship
5. College Happenings

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

### **Establish Board Agenda Items for Next Meeting**

#### ***A. Agenda***

1. 2025-26 Public Hearing and Approval

#### ***B. Date, Time, & Place***

6:00 p.m. on Thursday, June 19, 2025, Southwest Tech, Room 430

### **Adjourn to Closed Session**

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

1. **Discussing a contract provision in an administrative contract per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

***B. Approval of Closed Session Minutes from April 24, 2025***

***Reconvene to Open Session***

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

***Adjournment***