



Southwest Wisconsin Technical College

District Board Meeting

Annual Meeting

July 14, 2025

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

Conference Room 430

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Annotated Agenda



DISTRICT BOARD ANNUAL MEETING NOTICE/AGENDA

Monday, July 14, 2025

6:00 p.m.

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's July 14, 2025, annual meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and at the Fennimore City Office to make the general public aware of the time, place, and agenda."

A. Roll Call

B. Reports/Forums/Public Input

OPEN MEETING

A. Oath of Office – Recently Appointed Board Members

Chuck Bolstad, Jeanne Jordie, and Theresa Braudt will read the oath of office as 2025-2028 Trustees to the Southwest Wisconsin Technical College District Board.

ADJOURN TO CLOSED SESSION

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

1. Discussing potential candidates and evaluative criteria per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from June 19, 2025

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

The July 14, 2025, annual board meeting agenda is included in the electronic Board material.

B. Minutes of the June 19, 2025, Regular Board Meeting

The minutes of the June 19, 2025, regular Board meeting are included with the electronic Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

Each report is available electronically with all other Board materials.

D. Contract Revenue

There were 48 contracts totaling \$408,093.54 in June 2025 presented for Board approval. The Contract Revenue Report is included within the electronic Board packet of information.

E. Personnel Items

The Personnel Report includes a recommendation for one new hire and two resignations. The report is included in the electronic Board packet.

F. District Boards Association (DBA) 2025-26 Fee Assessment

The 2025-26 District Boards Association (DBA) fee assessment letter and invoice in the amount of \$24,487.80 are available within the electronic Board packet of materials.

Recommendation: Approve the July 14, 2025, Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Election of 2025-26 Board Officers

Election of District Board officers for the 2025-26 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office "upon adjournment" of the organizational meeting.

B. Approval of 2025-26 Signatory Authority Policy

Per Southwest Wisconsin Technical College District Board Governance Policies, only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement that defines who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2025-26 is available with all other electronic Board material.

Recommendation – Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2025-26 with the authority to sign official or legally binding documents.

C. Designation of 2025-26 College Legal Counsel

Letters of engagement were received from the following legal counsels and are included within the electronic Board packet of materials:

- *General Legal Services* – Boardman Clark, LLP, Fennimore, WI
- *Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law* – Jon Anderson of Husch Blackwell, LLP, Madison, WI
- *Bond Counsel* – Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI

Recommendation: Retain the following law firms for 2025-26: Boardman Clark, LLP, Fennimore, WI, for General Legal Services; Jon Anderson of Husch Blackwell, LLP, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel.

D. Designation of 2025-26 Depository

At the April 27, 2024, District Board meeting, the District Board awarded a contract for banking services through a joint Request of Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to MidWestOne Bank, Fennimore, WI, for a period beginning July 1, 2024, through June 30, 2029. The awarded contract is being honored by MidWestOne Bank, and the College is satisfied with the service level and products offered by MidWestOne Bank.

Recommendation: Designate the 2025-26 official depository as MidWestOne Bank, Fennimore, WI, for fiscal year 2025-26.

E. Approval of Three-Year Facilities Plan

The electronic Board information includes the Three-Year Facilities Plan 2025-2028. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and then submitted to the State Board. Dan Imhoff, Executive Director of Facilities, Safety, and Security, will present the report.

Recommendation – Approve, as presented, the Three-Year Facilities Plan 2025-2028.

F. Approval Ten-Year Facilities Plan

Mr. Imhoff will present the Ten-Year Facilities Plan, which is included with the electronic Board materials.

Recommendation – Approve, as presented, the Ten-Year Facilities Plan.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Presidential Search Process and RFP Update

Caleb White, Interim President and Vice President for Administrative Services, will present the presidential search's estimated timeline and RFP. The information is included in the electronic Board packet of information.

B. Academic Master Plan Update

Cynde Larsen, Chief Academic Officer, will provide an update on program mix and the Academic Master Plan.

C. Review Draft of 2025-26 Strategic Directions

Katie Glass, Chief Communications Officer, and Holly Clendenen, Chief Student Services Officer, will be available for questions regarding the draft of the College's 2025-26 Strategic Directions. The draft is included with the electronic Board information.

D. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is included with the Board material.

INFORMATION AND CORRESPONDENCE**A. Enrollment Report and Student Success Scoreboard****1. Enrollment/FTE Comparison Report****2. Student Success Scoreboard**

Ms. Glass and Ms. Clendenen will be available for a discussion and questions regarding the reports.

B. Chairperson's Report**1. District Boards Association (DBA) 2025-26 Committee Appointments**

Information about the District Boards Association Committees is within the electronic Board packet. Committee representatives will need to be determined at the Board meeting.

2. Nominations for 2025 District Boards Association (DBA) Awards

The District Board will seek staff input for this year's nominations for the DBA's Distinguished Alumni, Technical Education Champion (TECh), and Media awards. Nominations are due July 21, 2025.

3. Designate 2025-26 Southwest Tech Foundation Board and Real Estate Foundation Board Representatives

The Board will designate 2025-26 the representatives for the Southwest Tech Foundation Board and Real Estate Foundation Board.

4. Discuss 2025 ACCT Leadership Congress: October 22-25, 2025

This year's congress will be in New Orleans. The Board will discuss whether representative(s) will attend. This year's congress will be in New Orleans. The Board will discuss whether representative(s) will attend, noting that early bird price registration ends August 15.

C. Interim College President's Report**1. 2025-26 Calendar Update****2. OPEB Actuarial Update****3. College Happenings****D. Other Information Items**

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

A. Agenda

- 1. Approval of Board Monitoring Report: College Culture**
- 2. Foundation Quarterly Report & Real Estate Foundation Quarterly Report**

B. Time and Place

6:00 p.m., Thursday, August 28, 2025, Southwest Tech Conference Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

ADJOURNMENT

Open Meeting

The following statement will be read: “The July 14, 2025, Southwest Wisconsin Technical College Board annual meeting is called to order. This is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on the College’s website at www.swtc.edu/about/board/meetings. Notice is also posted on Campus, CESA3, and the Fennimore City Office to make the general public aware of the time, place, and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

Open Meeting

A. Oath of Office – Recently Appointed Board Members

Chuck Bolstad, Jeanne Jordie, and Theresa Braudt will read the oath of office as 2025-2028 Trustees to the Southwest Wisconsin Technical College District Board.

Adjourn to Closed Session

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

- 1. Discussing potential candidates and evaluative criteria per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}**

B. Approval of Closed Session Minutes from June 19, 2025

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda



DISTRICT BOARD ANNUAL MEETING NOTICE/AGENDA

Monday, July 14, 2025, 6:00 p.m.

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

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A. Roll Call

B. Reports/Forums/Public Input

OPEN MEETING

B. Oath of Office – Recently Appointed Board Members

ADJOURN TO CLOSED SESSION

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

1. Discussing potential candidates and evaluative criteria per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from June 19, 2025

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

CONSENT AGENDA

A. Approval of Agenda

- B. Minutes of the June 19, 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. District Boards Association (DBA) 2025-26 Fee Assessment

OTHER ITEMS REQUIRING BOARD ACTION

- A. Election of 2025-26 Board Officers
- B. Approval of 2025-26 Signatory Authority Policy
- C. Designation of 2025-26 College Legal Counsel
- D. Designation of 2025-26 Depository
- E. Approval of Three-Year Facilities Plan
- F. Approval of Ten-Year Facilities Plan

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Presidential Search Process and RFP Update
- B. Academic Master Plan Update
- C. Review Draft of 2025-26 Strategic Directions
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report and Student Success Scoreboard
 - 1. Enrollment/FTE Comparison Report
 - 2. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association (DBA) 2025-26 Committee Appointments
 - 2. Nominations for 2025 District Boards Association (DBA) Awards
 - 3. Designate 2025-26 Southwest Tech Foundation and Real Estate Foundation Board Representatives
 - 4. 2025 ACCT Leadership Congress: October 22-25, 2025
- C. Interim College President's Report
 - 1. 2025-26 Calendar Update
 - 2. OPEB Actuarial Update
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report: College Culture
 - 2. Foundation Quarterly Report & Real Estate Foundation Quarterly Report

B. Time and Place

6:00 p.m., Thursday, August 28, 2025, Southwest Tech Conference Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

ADJOURNMENT

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

B. Minutes from the June 19, 2025, Regular Board Meeting



**MINUTES OF REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 19, 2025**

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:00 p.m. on June 19, 2025, in Room 430 on the District Campus at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The College's Public Budget Hearing was also held.

The following members were present:

David Blume, Charles Bolstad, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher (arrived at 6:27 p.m.), and Jane Wonderling. Absent: Tracy Fillback and Steve Williamson.

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

Krista Weber, Chief Human Resources Officer and Acting President, and College Staff: Holly Clendenen, Katie Glass, Dan Imhoff, Lori Needham, Caleb White, and Kris Wubben

Dr. Doreen Larson, Southwest Tech's Aspen Unlocking Opportunity: The Post-Graduation Success and Equity Network Coach

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:



BOARD MEETING NOTICE/AGENDA

Thursday, June 19, 2025

6:00 p.m. – Budget Hearing

Regular Board Meeting - Immediately Following Budget Hearing

Southwest Tech Campus

1800 Bronson Boulevard, Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The June 19, 2025, Southwest Wisconsin Technical College Board regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, posted on campus, at CESA 3, and the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the May 22, 2025, Regular Board Meeting
- C. Minutes of the May 29, 2025, Special Board Meeting
- D. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- E. Contract Revenue
- F. Personnel Items
- G. Association of Community College Trustees (ACCT) 2025-26 Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of 2025-26 Budget
- B. Approval of Bid: EPD Digger Derrick Truck
- C. Approval of Bid: Building 300 Roofing Project

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Aspen Unlocking Opportunities Summary and Update
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment/FTE Comparison Report and Student Success Scoreboard
 - 1. Enrollment/FTE Comparison Report
 - 2. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association Update
- C. Acting College President's Report
 - 1. Southwest Tech Celebration & Open House – September 27, 2025
 - 2. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (ANNUAL MEETING)

- A. Agenda
 - 1. Oath of Office
 - 2. Election of 2025-26 Board Officers
 - 3. Approval of 2025-26 Signatory Policy
 - 4. Designation of 2025-26 College Legal Counsel
 - 5. Approval of the College's Financial Institution

6. Approval of 3-Year Facilities Plan
 7. Approval of 10-Year Facilities and Financing Plan
 8. Review 2025-2027 Strategic Directions (Draft)
 9. District Boards Association (DBA) 2025-26 Membership Renewal
 10. Designation of SWTC Foundation and Real Estate Foundation Representatives
- B. Time and Place
1. 6:00 p.m., Monday, July 14, 2025, Southwest Tech's Room 430, 1800 Bronson Blvd., Fennimore, WI 53809

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
1. Discussing a personnel issue per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 2. Discussing administrative contracts per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from April 24, May 22, and May 29, 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.}

After a review of the Consent Agenda, including the June 19, 2025, agenda; May 22, 2025 and May 29, 2025, Board meeting minutes; financial reports; 229 contracts totaling \$1,111,410.72 in May 2025; employment recommendation for Austin Yager, Advanced Manufacturing Instructor; resignation of Karyl Nicholson, Business Management and Economics Instructor; and the Association of Community College Trustees (ACCT) 2025 Membership Renewal, Mr. Prange moved, seconded by Ms. Jordie, to approve the Consent Agenda, as presented. Motion adopted.

Caleb White, Vice President for Administrative Services, presented the 2025-26 Budget. The budget had been outlined at the public hearing. The FY2026 budget was built on a slight decrease (estimated .1 %) in revenue levels, estimated enrollments of 1,300 FTEs, and estimated expenditures of \$27,283,200. The estimated projected tax effect on a \$200,000 home is \$164.60. Mr. Blume moved, seconded by Ms. Jordie, to approve the 2025-26 Budget as presented. Upon roll call vote, all present members voted affirmatively: Ms. Wonderling, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion was unanimously adopted.

Bids for a Digger Derrick Truck were summarized and examined. Mr. Enright moved, seconded by Ms. Jordie, to award the contract for a new Digger Derrick Truck to Utility Sales & Service of Appleton, WI, with a bid of \$314,615.50. Motion adopted.

Bids for the Building 300 Roofing Project were summarized and examined. Mr. Prange moved, seconded by Ms. Jordie, to award the contract for Building 300's Roofing Project to Jackson and Associates, LLC, of White Bear Lake, MN, with a bid of \$146,000. Motion adopted.

Dr. Doreen Larson, Southwest Tech's Aspen Unlocking Opportunity: The Post-Graduation Success and Equity Network Coach, summarized the College's participation in the program. The network is now in its third year, with a primary goal of helping students graduate into high-paying careers. Dr. Larson indicated that Southwest Tech has articulated clear goals and signified strong commitments to strengthening dual-credit, on-time graduation, and transfer opportunities.

Krista Weber, Chief Human Resources Officer and Acting President, delivered the monthly staff report. Current posted positions include a Manufacturing Outreach Coordinator and a Director of Human Resources.

Katie Glass, Chief Communications Officer, overviewed this month's FTE Comparison Report. A decrease in program degree-seeking students continues. An area of significant growth is within dual credit registration.

Holly Clendenen, Chief Student Services Officer, updated the Board on the advancements made in Student Success Plans. As of June 9, 2025, the following portions have been completed: 2,442 career assessments, 2,474 academic maps with supports and services, and 1,297 financial budgets. 1,221 students have a completed plan. The current average 2025-26 student financial gap is \$8,173.

Under the Chairperson's Report:

- The District Boards Association (DBA) Update:
 - A briefing about the insurance trust by committee member, Mr. Prange.
 - The 2025-26 assessment will not show an increase and will be brought to the July meeting.

Under the Acting College President's Report and College Happenings:

- The Southwest Tech Celebration & Open House is scheduled for Saturday, September 27, 2025. In recognition of faculty and staff participation on a weekend, there is discussion about closing the College on Wednesday, November 26, 2025. The Board responded with positive feedback and expressed full support should this decision be made.
- On June 18, the Wisconsin State Senate recognized Southwest Wisconsin Technical College as the #1 community college in the nation, celebrating our selection as the 2025 winner of the prestigious Aspen Prize for Community College Excellence.
- Aspen Award Fund Update: Proceeds will support the Student Success Endowment and seed money for strategic direction projects.

- The \$5000 checks were mailed to participating Dual Enrollment Success high schools this month.
- The SWTC Golf Team finished ninth out of 16 teams at the recent NJCAA national competition. The tournament was held June 3-6 at the Chautauqua Golf Club in New York.
- The SWTC Foundation was awarded a generous \$5,000 grant from the United Fund of Iowa County. These funds will directly support wraparound student success services for Iowa County students.

There was no discussion under the Other Information agenda item.

Mr. Tuescher moved, seconded by Mr. Blume, to enter into a closed session to discuss a personnel issue 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.} and to discuss administrative contracts 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 enter a closed session: Ms. Wonderling, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting went into a closed session at 7:05 p.m.

Ms. Wonderling moved to adjourn the closed session, with Mr. Enright seconding the motion. The meeting adjourned from closed session at 8:36 p.m. There being no further business, the open session adjourned without further action.

Kent Enright, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 06/01/2025 - 06/30/2025

Vendor	Expenditure Invoice #	Description	Amount
DTC	PRIN/INT 6.2.25	PRINCIPAL/INTEREST PMT	4,243,222.20
IRS	6.6.25 IRS	941 Form Tax Deposit - 2205	144,444.99
Trane	315443475	400 ROOFTOP UNIT	69,719.22
Fennimore Utilities	6.2.25 STMT	UTILITIES	26,937.84
WI DOR- PR	6.6.25 DOR	WI State Tax Deposit	23,386.29
Trane	315434706	MAINTENANCE	19,026.39
Associated - PAYROLL	6.6.25 ASSOC	HSA Contributions	18,331.71
Great West	6.9.25 GREAT WEST	Great West 457 Deductions	11,671.70
Foster & Foster	36618	24-25 OPEB Actuarial Valuation# 36618	6,900.00
Fluid Minds LLC	2147	PAT TOOL PROGRESS BILLING	6,300.00
Rave	INV-68057	RAVE RENEWAL	6,262.56
Husch Blackwell	3756866	LEGAL ADVICE	5,767.50
Delta	6.4.25	DENTAL CLAIMS	5,527.31
Symetra	6.6.25 SYMETRA	SYMETRA Basic Life Insurance	5,136.01
PCARD - EMBROIDERY E	18393	Bookstore Supplies	5,135.00
Madison National	1698764 JUNE	JUNE LIFE INS	4,251.03
WI Higher	24.25 JUNE REFUND	JUNE 2425 REFUND	3,755.00
US Omni	6.9.25 VANGUARD	403b Deductions-US OMNI	3,579.48
Associated - PR ADMI	6.4.25 HRA	06.04.25 HRA Charges	3,518.58
Delta	6.11.25	DENTAL CLAIMS	3,287.28
Van Meter	S013790679.001	HARDWARE	3,218.75
PCARD - CASE	0000549719	FUNDRAISING CLASS	2,755.00
Constellation	4331187	UTILITIES	2,746.16
Associated - PR ADMI	6.3.25 HRA	06.03.25 HRA Charges	2,724.24
Total Invoices			\$4,627,604.24

		Bank Withdrawals	
Vendor		Transaction Date	Audit Trail
OUTGOING WIRE TRANSFER State of Wisconsin Local Govt Inve		6/12/2025	GNJL013221
U.S. BANK AUTOPAY ending 05.20.2025		6/4/2025	GNJL013108
U.S. BANK AUTOPAY ending 06.03.2025		6/18/2025	GNJL013246
Total Bank Withdrawals			
			\$2,089,818.70
		Payroll	
Payroll Period		Payroll Date	Amount
06/06/2025 Payroll		6/6/2025	411,295.51
06/20/2025 Payroll		6/20/2025	381,837.43
06/27/2025 Payroll		6/27/2025	279,319.54
Total Payroll			
			\$1,072,452.48
Total Purchases >= \$2,500			
			\$7,789,875.42

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 06/30/2025			
Receipts			
Fund			
1 General	958,203.00		
2 Special Revenue			
3 Capital Projects	2,503.00		
4 Debt Service	-		
5 Enterprise	22,428.00		
6 Internal Service	295,693.00		
7 Financial Aid/Activities	18,314.00		
Total Receipts		1,297,141.00	
Expenses			
Fund			
1 General	2,260,392.00		
2 Special Revenue			
3 Capital Projects	70,418.00		
4 Debt Service	4,243,222.00		
5 Enterprise	85,115.00		
6 Internal Service	16,320.00		
7 Financial Aid/Activities	(16,577.00)		
Total Expenses		6,658,890.00	
Net cash change - month			(5,361,749.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 7167	2,678,473.58		
-Cash on Hand	2,700.00		
-Local Government Investment Pool	11,090,131.68		
Ending Cash/Investment Balance		13,771,305.26	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 12 Months ended June 2025							
	2024-25 Budget	2024-25 YTD Actual	2024-25 Percent	2023-24 Percent	2022-23 Percent	2021-22 Percent	2020-21 Percent
General Fund Revenue	27,411,400.00	23,697,310.00	86.45	101.65	91.30	84.39	94.88
General Fund Expenditures	27,661,650.00	25,239,501.46	91.24	99.43	91.74	84.00	95.99
Capital Projects Fund Revenue	4,729,400.00	4,100,605.11	86.70	74.74	104.19	99.11	101.09
Capital Projects Fund Expenditures	3,810,365.00	2,852,758.87	74.87	76.28	47.75	56.62	68.81
Debt Service Fund Revenue	6,760,000.00	4,377,308.29	64.75	68.52	70.43	74.05	68.92
Debt Service Fund Expenditures	6,747,389.00	6,731,897.20	99.77	99.68	100.28	87.49	87.89
Enterprise Fund Revenue	2,300,000.00	2,172,887.69	94.47	156.11	79.04	119.08	91.49
Enterprise Fund Expenditure	2,400,000.00	1,619,106.26	67.46	79.66	76.79	144.53	85.82
Internal Service Fund Revenue	4,455,000.00	3,577,333.60	80.30	84.18	84.19	85.80	88.75
Internal Service Fund Expenditures	4,455,000.00	3,554,651.33	79.79	77.74	92.03	72.71	93.58
Trust & Agency Fund Revenue	9,100,000.00	7,210,896.91	79.24	61.13	78.22	74.50	66.07
Trust & Agency Fund Expenditures	9,125,000.00	7,706,439.21	84.45	84.78	77.58	75.42	71.80
Grand Total Revenue	54,755,800.00	45,136,341.60	82.43	87.58	86.48	83.75	86.64
Grand Total Expenditures	54,199,404.00	47,704,354.33	88.02	92.06	85.99	81.48	87.37

D. Contract Revenue

There were 48 contracts totaling \$408,093.54 in June 2025 being presented for Board approval:

2025-2026 CONTRACTS

6/1/2025 to 6/30/2025

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
USA Clay Target League	03-2025-0037-T-42	Wisconsin League Director Duties - May	Caleb White		\$ 500.00	No		X	
Barneveld School District	03-2025-0001-I-11	Drivers Ed Theory	Logan Prochaska	22	\$ 2,750.00	No		X	
Barneveld School District	03-2025-0002-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	29	\$ 11,020.00	No		X	
Benton School District	03-2025-0003-I-11	Drivers Ed Theory	Logan Prochaska	9	\$ 1,125.00	No		X	
Benton School District	03-2025-0004-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	17	\$ 6,460.00	No		X	
Boscobel School District	03-2025-0005-I-11	Drivers Ed Theory	Logan Prochaska	39	\$ 4,875.00	No		X	
Boscobel School District	03-2025-0006-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	35	\$ 13,300.00	No		X	
Cassville School District	03-2025-0007-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	8	\$ 3,040.00	No		X	
Cuba City School District	03-2025-0008-I-11	Drivers Ed Theory	Logan Prochaska	20	\$ 2,500.00	No		X	
Cuba City School District	03-2025-0009-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	49	\$ 18,620.00	No		X	
Dodgeville School District	03-2025-0010-I-11	Drivers Ed Theory	Logan Prochaska	28	\$ 3,500.00	No		X	
Dodgeville School District	03-2025-0011-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	74	\$ 28,120.00	No		X	
Fennimore School District	03-2025-0012-I-11	Drivers Ed Theory	Logan Prochaska	23	\$ 2,875.00	No		X	
Fennimore School District	03-2025-0013-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	54	\$ 20,520.00	No		X	
Highland School District	03-2025-0014-I-11	Drivers Ed Theory	Logan Prochaska	14	\$ 1,750.00	No		X	
Highland School District	03-2025-0015-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	20	\$ 7,600.00	No		X	
Iowa Grant School District	03-2025-0016-I-11	Drivers Ed Theory	Logan Prochaska	53	\$ 6,625.00	No		X	
Iowa Grant School District	03-2025-0017-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	54	\$ 20,520.00	No		X	
Lancaster School District	03-2025-0018-I-11	Drivers Ed Theory	Logan Prochaska	53	\$ 6,625.00	No		X	
Lancaster School District	03-2025-0018-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	81	\$ 30,780.00	No		X	
Mineral Point School District	03-2025-0020-I-11	Drivers Ed Theory	Logan Prochaska	72	\$ 9,000.00	No		X	
Mineral Point School District	03-2025-0021-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	79	\$ 30,020.00	No		X	
Platteville School District	03-2025-0022-I-11	Drivers Ed Theory	Logan Prochaska	79	\$ 9,875.00	No		X	
Platteville School District	03-2025-0023-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	94	\$ 35,720.00	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange or Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Potosi School District	03-2025-0024-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	21	\$ 7,980.00	No		X	
Riverdale School District	03-2025-0025-I-11	Drivers Ed Theory	Logan Prochaska	16	\$ 2,000.00	No		X	
Riverdale School District	03-2025-0026-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	45	\$ 17,100.00	No		X	
River Ridge School District	03-2025-0027-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	50	\$ 19,000.00	No		X	
Southwestern School District	03-2025-0028-I-11	Drivers Ed Behind the Wheel	Logan Prochaska	43	\$ 16,340.00	No		X	
Grant County Sheriffs Department	03-2025-0039-I-21	Adult Education	Chantel Hampton		\$ 7,186.73	No		X	
Iowa County Sheriffs Department	03-2025-0040-I-21	Adult Education	Chantel Hampton		\$ 271.76	No		X	
Richland County Sheriffs Department	03-2025-0041-I-21	Adult Education	Chantel Hampton		\$ 1,139.62	No		X	
Upland Hills Health	03-2025-0112-I-41	Fire Service Training Refresher	Karl Sandry	50	\$ 2,475.00	No		X	
Boscobel School District	03-2025-0402-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 3,127.28	No	X		
Iowa Grant School District	03-2025-0410-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	2	\$ 3,994.80	No	X		
Lancaster School District	03-2025-0412-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 2,374.61	No	X		
Platteville School District	03-2025-0416-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	12	\$ 24,693.04	No	X		
Potosi School District	03-2025-0418-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	2	\$ 3,192.20	No	X		
Weston School District	03-2025-0428-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 1,912.48	No	X		
Seneca School District	03-2025-0432-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 355.10	No	X		
Wauzeka School District	03-2025-0434-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 1,522.03	No	X		
Benton School District	03-2025-0442-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 566.90	No	X		
Cassville School District	03-2025-0448-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 1,860.26	No	X		
Belmont School District	03-2025-0460-I-13	Spring 24/25 WI Statute 118.15	Chantel Hampton	1	\$ 1,205.83	No	X		

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
2025-2026 Contracts									
Boscobel School District	03-2026-0030-I-11	Heartsaver CPR/AED w/ First Aid	Gin Reynolds	23	\$ 958.33	Yes		X	
Rockwell Automation	03-2026-0033-I-41	Heartsaver CPR/AED w/ First Aid	Gin Reynolds	42	\$ 6,750.00	No		X	
Vortex Optics	03-2026-0034-I-41	Law Enforcement Inservice 6 Hr (Miniature Red Dot System Training)	Ken Straka	6	\$ 167.57	Yes		X	
Cardinal AG	03-2026-0068-I-41	FANUC Robotics (WIG)	Holly Straka	5	\$ 4,200.00	No		X	

TOTAL of all Contracts	1,331	\$ 408,093.54
Exchange of Services	29	\$ 1,125.90
For Pay Service	1,302	\$ 406,967.64

E. Personnel Items

The Personnel Report includes a recommendation for one new hire and two resignations:



EMPLOYMENT: NEW HIRE

Name:	Danielle Carlson
Title:	Academic Success Coach
How many applicants & interviewed	12 applicants; 4 interviewed
Start Date:	6/18/25
Salary/Wages:	\$66,500
Classification:	Full Time
Education and/or Experience:	Master's degree in Education, Bilingual. 15 years of teaching experience

PROMOTIONS/TRANSFER

NEW POSITION

None	
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RETIREMENTS / RESIGNATIONS

Shannon Cathman	Medical Lab Tech/Science Instructor
Jason S. Wood	President

F. District Boards Association (DBA) 2025-26 Fee Assessment

The 2025-26 District Boards Association (DBA) fee assessment letter and invoice for \$24,487.80 follow:



**WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION**

June 16th, 2025

President Jason Wood
Southwest Wisconsin Technical College

Attention: Invoice Enclosed

Dear President Wood,

The District Boards Association's Board of Directors approved a 2025 – 2026 operating budget for the year beginning July 1st, 2025. Please note that fees for the coming fiscal year are not due until August 1st, 2025.

Per Association bylaws, membership dues are based on a formula with 50% of the budget assessed as a flat fee and 50% assessed *pro rata* according to relative share of FTE enrollment. The Association approved keeping the total DBA budget flat, though individual assessments may vary with the formula.

Your college's continuing commitment to, and partnership in, this Association is deeply appreciated. We look forward to a year of strategic improvements, successful legislative advocacy and relevant professional development. Please contact me for additional information about the Association budget, membership dues, or the Association.

Sincerely,
Diane Handrick
Executive Director

encl. Invoice

cc: DBA Board of Directors Representative
District Board Chairperson

INVOICE

[View invoice online](#) **OR** [Download the PDF Version](#)

Wisconsin Technical College District Boards Association



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

Invoice Number: 00139

Issued: Monday, June 16, 2025

Bill to:

Dr. Jason Wood
jwood@swtc.edu
Southwest Wisconsin

Item	Amount
2025-2026 Southwest Wisconsin Fee Assessment Invoice	\$24,487.80

Total: \$24,487.80

Balance Due: \$24,487.80

Please make check payable to:

Wisconsin Technical College District Boards Association

Please mail your check, with a copy of this invoice to:

Wisconsin Technical College District Boards Association
104 King Street #202
Madison, Wisconsin 53703

Recommendation: Approve the July 14, 2025, Consent Agenda as presented.

Other Items Requiring Board Action

A. Election of the 2025-26 Board Officers

Election of District Board officers for the 2025-26 fiscal year will be conducted at this time.

Governance Policy 1.6 - The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July. The Chair for the past year shall conduct the entire organizational meeting. Newly elected officers take office “upon adjournment” of the organizational meeting.

B. Approval of 2025-26 Signatory Policy

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President’s designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board’s annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. The Signatory Authority Policy with those individuals designated to sign on behalf of the College for 2025-26 follows.

Recommendation – *Approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2025-26 with the authority to sign official or legally binding documents.*



GENERAL INSTITUTIONAL

2025-26 SIGNATORY AUTHORITY POLICY

Responsible Administrator: President

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College.

In 2024-25 the following people are authorized to sign the indicated documents:

Board Chairperson	<p>Governance Policy 1.7-8.b. "The Chairperson shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Chairperson signs:</p> <ul style="list-style-type: none">• Board resolutions• Financial borrowing documents• Property purchase agreements• President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Vice-President for Administrative Services – annual Budget Book• Chief Student Services Officer – Diplomas• Executive Assistant – As approved by the Board Chairperson
Board Vice-Chairperson	<p>Governance Policy 1.8-1. "The Vice Chairperson shall have all the authority and duties of the Chairperson in the absence of the Chairperson."</p> <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none">• Executive Assistant – As Approved by the Board Vice-Chairperson

Board Secretary	<p>Governance Policy 1.9-2. "The Secretary shall sign all official documents and contracts on behalf of the District as required by statute, WTCS policy, and the Board."</p> <p>Secretary signs:</p> <ul style="list-style-type: none"> • Board minutes • Board resolutions • Financial borrowing documents • Property purchase agreements • Annual levy statements (Governance Policy 1.9-6) • President's contract <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Required Public Notices • Executive Assistant – Required Public Notices and As Approved by the Board Secretary
Board Treasurer	<p>Governance Policy 1.10-2. "By resolution the Board may authorize other persons' signatures in addition to the Treasurer or the use of a facsimile signature."</p> <p>Governance Policy 1.10-3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</p> <p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – Financial Transactions • Executive Assistant – As Approved by the Board Treasurer

President	<p>Governance Policy 2.2-3. "The President may take actions based on any reasonable interpretation of the Board's Ends and Executive Limitations policies."</p> <p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts • Agreements • Memoranda of Understanding • Diplomas • Overload payments requests • Out-of-State travel requests • Grant applications • NJCAA agreements • Financial aid agreements and memoranda of understanding <p>Electronic signature approved for use by:</p> <ul style="list-style-type: none"> • Chief Human Resources Officer – Employment contracts • Chief Student Services Officer – Acceptance letters and diplomas • Director of Grants – Grant applications and grant-related memoranda of understanding • Chief Communications Officer – Publications • Executive Assistant- letters, publications, and other documents as approved by the President
President's designees	<ul style="list-style-type: none"> • Vice-Presidents – Non-employment contracts, agreements and memos of understanding • Vice President for Administrative Services – Bid documents and construction contracts • Executive Deans – Overload request for instructors with <20% overload • Business & Industry Services Director – Training & Technical Assistance Contracts • Chief Officers, Executive Deans, and Directors – Purchase Agreements Less than \$5,000 and All Training Contracts • Executive Director of Facilities, Safety & Security – Facilities Use Agreements • Student Success & Residence Life Manager – Housing Leases and Third-Party Housing Contracts

District Board of Directors Approval Date: 7/8/13

Revision Date: 7/14/14, 8/28/14, 7/11/16, 7/10/17, 7/9/18, 7/8/19, 7/13/20, 7/12/21, 7/11/22, 7/10/23, 7/8/24

C. Designation of College's 2025-26 Legal Counsel

Letters of engagement were received from the following legal counsels:

- *General Legal Services* – Boardman Clark, LLP, Fennimore, WI
- *Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law* – Jon Anderson of Husch Blackwell, LLP, Madison, WI
- *Bond Counsel* – Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI

Their letters follow.

Recommendation: *Retain the following law firms for 2025-26: Boardman Clark, LLP, Fennimore, WI, for General Legal Services; Jon Anderson of Husch Blackwell, LLP, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel.*

VIA ELECTRONIC MAIL

June 2, 2025

Krista Weber
Acting President
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

RE: Engagement of Legal Service

Dear Ms. Weber:

Thank you for engaging Boardman Clark as the attorneys to represent the Southwest Wisconsin Technical College ("College") as described below. This letter is being provided to you on behalf of the College because of the Rules of Professional Conduct that were issued by the Wisconsin Supreme Court in July 2007. These rules require lawyers to advise clients in writing of the basis or rate of the fee and costs to be charged and the scope of representation. This Engagement Letter describes the basis upon which Boardman Clark will provide legal representation to the College and how we will be compensated for the services we provide.

Scope of Engagement and Expectations

You have asked us to assist the College with general legal counsel services.

As the matter progresses, the scope of representation may be broadened to cover additional matters which arise in due course, and in that event, we will discuss how to proceed and obtain your agreement to provide additional services as needed.

No Conflicts

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation. If we should represent the College on matters in the future, we may review that issue again.

An important factor in maintaining the trust and confidence of our clients is clearly communicating the scope of our professional engagement and our procedures for billing and payment. This letter attempts to fulfill this objective. Please review the letter carefully. If you have any questions, please do not hesitate to contact me.

Fees, Costs, Billing and Payment

Fees. Our fees are based principally on the time expended by our attorneys, paralegals, legal assistants, and law clerks that work on your representation. We have established an hourly rate for each attorney, paralegal, legal assistant, and law clerk in our firm.

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matters will range from \$185.00 to \$255.00, our firm's rates for representation in these matters. This includes the rates of attorneys, paralegals, legal assistants, and clerks whom I may assign to work on matters. My hourly rate is \$255.00. Our firm reviews hourly rates periodically, and our rates may be adjusted from time to time. We typically review and change selected hourly rates effective January 1 of each year.

Other Fees, Costs and Expenses. Other out-of-pocket costs and expenses, such as travel, long-distance telephone, facsimile, photocopy, minor filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), computer research fees, and other miscellaneous expenses identifiable to this matter may be billed and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

Billing and Payment. Our standard practice is to bill each month for services we render, as well as out-of-pocket costs and expenses, during the previous month. Payment is due upon receipt of our billing invoice. Other payment arrangements can be made by mutual agreement, in writing.

The firm accepts credit cards for payment of invoices.

Additional Representation Terms

The College will at all times have the right to terminate our services upon prior written notice.

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of January 1, 2012. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call Richard Heinemann, the Chairperson of our Executive Committee, at (608) 257-9521.

Conclusion

We appreciate the opportunity to represent the College, and we look forward to working with you. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know.

Please acknowledge your agreement to these terms and your consent to our representation of you, as described above, by signing the enclosed copy of this letter and returning it to me at your earliest convenience.

Sincerely,

BOARDMAN & CLARK LLP

/s/ Richard F. Verstegen

Richard F. Verstegen

ACKNOWLEDGMENT AND CONSENT:

Date: _____

HUSCH BLACKWELL

Jon E. Anderson
Office Managing Partner

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

June 18, 2025

VIA E-MAIL

Ms. Krista Weber, Acting President
Southwest Wisconsin Technical College
1800 Bronson Blvd.
Fennimore, WI 53809

RE: Agreement for Legal Services

Dear Ms. Weber:

Thank you for selecting Husch Blackwell LLP to provide legal services. This letter is to confirm our engagement and to set forth the terms under which we will provide requested services.

Client and Scope of Representation. Our client for this engagement will be Southwest Wisconsin Technical College ("Client"). It is understood that, in the absence of written agreement to the contrary, our work in connection with this engagement shall not be considered to create an attorney-client relationship between us and any other persons or entities related to Client, including parents, subsidiaries, shareholders, partners, members, or other affiliates, and thus our sole client for this engagement shall be Client. We will not consider entities affiliated with Client as our clients for the purpose of checking future conflicts of interest.

We are being retained to represent you in general labor and employment matters, general corporate matters and education law matters. In the event that we are asked to provide additional services, we will confirm such engagement in writing. Absent specific modification, any additional services will be governed by the terms and conditions of this agreement.

Conflicts. As we have discussed, Husch Blackwell LLP has a number of offices and represents many clients on a regional or national basis. Some of the clients we represent may be your competitors, vendors or customers. It is possible that some of our present or future clients will ask us to represent them in disputes or other matters where their interests are adverse to Client's during the time we are providing legal services to you. It is also possible that we will represent, or be asked to represent (in other matters), parties whose interests are adverse to yours in this or a future matter in which we represent you. Both of these situations would create a conflict of interest under our ethical rules which would prohibit us from undertaking the simultaneous representations without the waiver and consent of both clients. Therefore, as a condition to our undertaking this engagement, you agree that our firm may represent existing or new clients whose interests are adverse to yours in all types of matters, including litigation, that are not substantially related to the

HUSCH BLACKWELL

June 18, 2025

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matters in which we represent you. You further agree that we may undertake to represent parties to whom you are adverse in matters in which we represent you, provided again that we do so only in matters that are not substantially related to our work for you. You could, of course, choose not to waive these conflicts of interest, in which case we could decline to undertake this representation of Client. Because the validity and enforceability of these conflict waivers are essential conditions to the firm's willingness to accept this engagement, and the firm would not accept the engagement but for these waivers, you agree that, if the validity or enforceability of these waivers is ever challenged or revoked, we may withdraw from representing you and continue to represent our other clients, even in matters directly adverse to Client, including litigation.

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

I will be the responsible attorney for this engagement but other attorneys and legal assistants may assist with the engagement. We ask that you agree that we may use such personnel as is appropriate in our professional judgment. Our hourly rates for attorneys range from \$460 to \$1,500. The firm also employs paralegals and their rates range from \$195 to \$485. Other professionals employed in certain specialty areas have rates that range from \$250 to \$650. Our hourly rates are reviewed and adjusted periodically. Adjusted rates will be applicable to any work done after the effective date of the adjustment.

In litigation and matters requiring document productions, including third party and government subpoenas, investigations, and regulatory matters, electronically stored information is almost always implicated. For these matters, the firm uses the services of its Litigation Technology Department to meet the demands of electronic discovery and document management using the latest technological tools. The services provided by the firm's Litigation Technology Department require significant expertise. Services may include coordination and consultation on discovery materials, development and hosting of document review databases. Pricing for this work is set forth in the attached schedule. Additionally, it is the firm's policy to bill for providing responses to audit letter requests. Should this type of work materialize, we charge a flat rate of \$250 to \$2,000 based on the complexity of the request and the time and resources expended by the members of the audit letter team. The flat fee covers all of the work of our centralized audit letter team to prepare the audit letter response. The flat fee does not include the time the attorneys handling your matter(s) spend preparing descriptions of actual or potential loss contingencies, which may be billed separately.

We will bill on a monthly basis for our professional fees and for reimbursement of expenses incurred in connection with this engagement. A schedule of our charges for various services and incidental items is attached. We will generally not pay the fees and expenses of other service providers, such as consultants, local counsel, deposition reporters, experts, and the like, but will forward those bills directly to you for payment.

HUSCH BLACKWELL

June 18, 2025

Page 3

Payment shall be due upon receipt of our invoice. If we do not receive comment about the invoice within twenty days of the date of the invoice, we will assume you have reviewed the invoice and find it acceptable. Invoices not paid within thirty days of the invoice date will be subject to a late charge of 1% per month on the unpaid balance, commencing from the date of the invoice and continuing until paid. If an invoice remains unpaid more than ninety days after the invoice date, we may, consistent with our ethical obligations and judicial requirements, cease performing services for you until arrangements satisfactory to us have been made for payment of arrearages and future fees. You agree that, in such an event, we have the right to withdraw as your attorneys from any matter or proceeding in which we may be engaged.

Communications. We understand that we are to report to and take direction from you, the board chair and others authorized by you for this engagement. We understand that you have approved the use of internet e-mail for communications concerning this matter. Our state ethics rules suggest that we remind you that the internet does not provide a totally secure method of communication, and e-mail may be copied and held by any computer through which it passes. Persons not participating in the communication may intercept e-mails, and e-mails stored on computers may be accessed by unauthorized parties. If you would prefer that we not communicate with you via e-mail, please advise me immediately.

Marketing Materials. Periodically, our firm prepares marketing materials in which we include the names and corporate logos of selected clients and sometimes a brief description of a significant project on which we worked. You agree that we may do so with regard to you and any matters we handle for you at this time or in the future. If we include our representation of you in these materials, we will not include information about any specific transaction that is not otherwise publicly available without your prior approval.

Document Retention. Some materials related to our representation of you (e.g., administrative records, time and expense reports, personnel materials, and credit and accounting records) belong to us and will be handled in accordance with our document retention policy. Other materials (i.e., documents provided to us by you and the final version of documents that you retain us to create) are considered client files and belong to you. We will retain your client file for ten years or such longer period as required by statute or our firm's document retention policy. At your request, we will return your file to you or any other person designated by you. If, at your request, we retain your client files beyond their normal period of retention, such long-term storage will be at your cost. If you have not requested that we return your file or made arrangements for long-term storage, we may destroy or otherwise dispose of your client files after the retention period.

Limited Liability Partnership. Husch Blackwell LLP is organized as a limited liability partnership under Delaware law. This means every attorney in our firm who either directly performs or supervises legal services for you will have full professional responsibility and legal liability for those services, in addition to the firm itself. However, individual attorneys in the firm who have no direct involvement or supervisory role in your representation will not have any personal liability for the legal services performed by others in the firm.

HUSCH BLACKWELL

June 18, 2025
Page 4

Conclusion of Representation. Our relationship with you will be concluded when we have completed our agreed-upon services. In addition, and without limiting the preceding sentence, in the event we have performed no work for you or on your behalf for six consecutive months, you agree that our attorney-client relationship with you will be terminated.

It is understood that the terms of this letter and its enclosures constitute the terms under which we will undertake this representation. If you find the proposed engagement terms acceptable, please execute and return a copy of this letter for our file. If you do not agree to any of the terms of this letter and its enclosures, please call me as soon as possible within the next ten days to discuss. If I do not hear from you, it is understood that these are the terms of our representation.

Thank you for selecting us for this engagement. We look forward to working with you and your team in addressing the needs of the college.

Very truly yours,

HUSCH BLACKWELL LLP



Jon E. Anderson

JA/co

AGREED:

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

By: _____
Ms. Krista Weber, Acting President

Dated: _____



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

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June 17, 2025

VIA EMAIL

Caleb White
Vice President for Administrative Services
Southwest Wisconsin Technical College District
1800 Bronson Boulevard
Fennimore, WI 53809

Scope of Engagement Re: Proposed Issuance of \$4,000,000 Southwest Wisconsin Technical College District (the "District") 2025-2026 General Obligation Promissory Notes (the "Securities")

Dear Caleb:

We are pleased to be working with you again as the District's bond counsel. Thank you for your confidence in us.

The purpose of this letter is to set forth the role we propose to serve and responsibilities we propose to assume as bond counsel in connection with the issuance of the above-referenced Securities. If you have any questions about this letter or the services we will provide, or if you would like to discuss modifications, please contact me.

Role of Bond Counsel

Our bond counsel engagement is a limited, special counsel engagement. Bond counsel is engaged as a recognized independent expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of municipal obligations. If you desire additional information about the role of bond counsel, we would be happy to provide you with a copy of a brochure prepared by the National Association of Bond Lawyers.

As bond counsel we will: examine applicable law; prepare authorizing and closing documents; consult with the parties to the transaction, including the District's financial advisor or underwriter or placement agent, prior to the issuance of the Securities; review certified proceedings; and undertake such additional duties as we deem necessary to render the bond counsel opinion described below. As bond counsel, we do not advocate the interests of the District or any other party to the transaction. We assume that the parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction.

QB\96997599.1

Quarles & Brady LLP

Subject to the completion of proceedings to our satisfaction, we will render our opinion that:

- 1) the Securities are valid and binding general obligations of the District;
- 2) all taxable property in the territory of the District is subject to ad valorem taxation without limitation as to rate or amount to pay the Securities; and
- 3) the interest paid on the Securities will be excludable from gross income for federal income tax purposes (subject to certain limitations which may be expressed in the opinion).

The bond counsel opinion will be executed and delivered by us in written form on the date the Securities are exchanged for their purchase price (the "Closing") and will be based on facts and law existing as of its date.

Upon delivery of the opinion, our responsibilities as bond counsel will be concluded with respect to this financing; specifically, but without implied limitation, we do not undertake (unless separately engaged) to provide any post-closing compliance services including any assistance with the District's continuing disclosure commitment, ongoing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Securities will continue to be excluded from gross income for federal income tax purposes, or participating in an Internal Revenue Service, Securities Exchange Commission or other regulatory body survey or investigation regarding or audit of the Securities.

In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation.

The services we will provide under this engagement are strictly limited to legal services. We are neither qualified nor engaged to provide financial advice and we will make no representation about the desirability of the proposed plan of finance, the feasibility of the projects financed or refinanced by the Securities, or any related matters.

A form of our opinion and a form of a Continuing Disclosure Certificate (which we may prepare) may be included in the Official Statement or other disclosure document for the Securities. However, as bond counsel, we will not assume or undertake responsibility for the preparation of an Official Statement or other disclosure document with respect to the Securities, nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document. If an Official Statement or other disclosure document is prepared and adopted or approved by the District, we will either prepare or review any description therein of: (i) Wisconsin and federal law pertinent to the validity of the Securities and the tax treatment of interest paid thereon and (ii) our opinion.

Diversity of Practice; Consent to Unrelated Engagements

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

We also want to advise you that from time to time we represent financial advisors, placement agents and underwriters of municipal obligations. In transactions that are not related to the issuance of the Securities and our role as bond counsel, we have served and presently serve as counsel to Robert W. Baird & Co. Incorporated ("Baird"). We expect to be asked to represent advisors, agents and underwriters, including Baird, in future transactions that are similarly unrelated to the issuance of the Securities and our engagement as bond counsel. We do not believe that our representation of such clients on unrelated matters will in any way limit our representation of the District. By engaging our services under the terms of this letter, the District consents to our firm undertaking representations of such clients on unrelated matters as described above now and in the future.

Fees

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee will be \$14,750. Such fee and expenses may vary: (i) if the principal amount of Securities actually issued differs significantly from the amount stated above, (ii) if material changes in the structure of the financing occur, or (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time, expenses or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. It is

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Limited Liability Partnership

Our firm is a limited liability partnership ("LLP"). Because we are an LLP, no partner of the firm has personal liability for any debts or liabilities of the firm except as otherwise required by law, and except that each partner can be personally liable for his or her own malpractice and for the malpractice of persons acting under his or her actual supervision and control. As an LLP we are required by our code of professional conduct to carry at least \$10,000,000 of malpractice insurance; currently, we carry coverage with limits substantially in excess of that amount. Please call me if you have any questions about our status as a limited liability partnership.

Conclusion and Request for Signed Copy

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning a copy of this letter dated and signed by an appropriate officer, retaining the original for your files. If we do not hear from you within thirty (30) days, we will assume that these terms are acceptable to you, but we would prefer to receive a signed copy of this letter from you.

We are looking forward to working with you and the District in this regard.

Very truly yours,

QUARLES & BRADY LLP



Allison M. Buchanan

AMB:TNA:crw

cc: Krista Weber (via email)
Kelly Kelly (via email)
Lori Needham (via email)
Taryn Alvin (via email)

Accepted and Approved:

SOUTHWEST WISCONSIN TECHNICAL
COLLEGE DISTRICT

By: _____

Its: _____
Title

Date: _____

D. Designation of 2025-26 Depository

At the April 27, 2024, District Board meeting, the District Board awarded a contract for banking services through a joint Request of Proposals (RFP) in conjunction with the Southwest Tech Foundation and Real Estate Foundation to MidWestOne Bank, Fennimore, WI, for a period beginning July 1, 2024, through June 30, 2029. The awarded contract is being honored by MidWestOne Bank, and the College is satisfied with the service level and products offered by MidWestOne Bank.

Recommendation: Designate the 2025-26 official depository as MidWestOne Bank, Fennimore, WI, for fiscal year 2025-26.

E. Approval of Three-Year Facilities Plan

The electronic Board information includes the Three-Year Facilities Plan 2025-2028.

This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and then submitted to the State Board. The report follows.

Recommendation – *Approve, as presented, the Three-Year Facilities Plan 2025-2028.*



SOUTHWEST WISCONSIN TECHNICAL COLLEGE THREE-YEAR FACILITIES PLAN

**To: Dan Scanlon
From: Caleb White
July 14, 2025**

Section 1 – Executive Summary

In the 2024/2025 fiscal year, Southwest Wisconsin Technical College (SWTC) completed remodeling the clinic space for Radiography, installed a solar array and battery storage for building 400, and upgraded the security camera system. SWTC also purchased 85 acres of farm ground adjacent to campus.

We are in the process of replacing the Lenz Center roof and rooftop units, updating the data center cooling system, updating the Café patio space, building 400 rooftop unit replacement, and replacing the flooring in building 1600.

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

2025-2026 - \$1,035,000

2026-2027 - \$1,735,000

2027-2028 - \$1,700,000

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

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

Section 2 – Existing Facilities

Owned Facilities

Campus	Location/Address	Site Size	Total Area	Value
SWTC	1800 Bronson Boulevard Fennimore, WI 53809	48 acres	380,489 sq. ft.	\$69,169,791
SWTC	4179 US Hwy 18 Fennimore, WI 53809	82 Acres	23,254 sq. ft.	\$2,142,000
SWTC	4022 US Hwy 18 Fennimore, WI 53809	85 Acres	13,600 sq. ft.	\$ 1,265,000

Leased Facilities

Location/Address	Lease Area	Lease Expiration
373 W. 6 th St., Richland Center, WI 53581	3,586 square feet	May 31, 2029
Dodgeville Family Chiropractic 1206 N Johns St. Dodgeville, WI 53533	600 square feet	June 30, 2026
627 Main St Darlington, WI	840 square feet	June 30, 2026
Prairie du Chien		Month to Month
General Capital Platteville, WI 53818	2,500 square feet	December 31, 2029

Section 3 – Three-Year Project Summary

2025-2026 Total - \$1,035,000

Remodeling- \$1,035,000

1. Building 1600 flooring replacement	\$ 120,000
2. Lenz Center rooftop HVAC unit replacement	\$ 285,000
3. Building Energy Monitoring System installation	\$ 25,000
4. Data Center UPS and Cooling System replacement	\$ 150,000
5. Lighting Control and lighting upgrade	\$ 200,000
6. Building 400 Rooftop Unit Replacement	\$ 200,000
7. Replace Main Entrance Doors	\$ 15,000
8. Café Patio Space Revitalization	\$ 40,000

Capital Improvements - \$0

2026-2027 Total - \$ 1,735,000

Remodeling- \$235,000

1. Building 500 electrical service upgrade	\$ 100,000
2. Ag/Auto Center UPS battery replacement	\$ 65,000
3. Install Family Restroom in Health Science	\$ 50,000
4. Parking Lot Restripe and Patching	\$ 20,000

Capital Improvements - \$1,500,000

1. Buildout of Dodgeville Outreach Site	\$ 1,500,000
---	--------------

2027-2028

Total - \$ 1,700,000

Remodeling- \$1,700,000

1. Building 100 Electrical Service Upgrade	\$ 100,000
2. Building 500 Roof Replacement	\$ 750,000
3. Building 100 Remodel	\$ 400,000
4. Highway 18 Farm Property Improvements	\$ 125,000
5. Student Collaboration/Activities Space Update	\$ 225,000
6. Building 500 Restroom Update	\$ 100,000

Capital Improvements - \$0

F. Approval of Ten-Year Facilities Plan

The Ten-Year Facilities Plan is included below with the electronic Board material. The report summarizes the current state and future needs of Southwest Wisconsin Technical College's buildings and grounds, along with the intended financing.

Recommendation – *Approve, as presented, the Ten-Year Facilities Plan.*

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 upgrade	100,000	Bldg. 100 Electrical Service upgrade	100,000	Bldg. 200 electric serv upgrade	100,000
		Lenz roof and rooftops units	285,000	Batteries in UPS system 1700	65,000	Building 500 Roof replacement	750,000	Bldg. 300 Electric upgrade	100,000
		400 Main Entrance Doors	15,000	Parking lot restripe and patching	20,000	Student Collaboration Space/ Student Space revitalize	225,000		
		Data Center UPS Cooling System Replacement	150,000						
		Building 400 Roof top unit	200,000						
		Energy monitoring system	25,000						
		Building Lighting Control System / Lighting upgrade	200,000						
New Construction									
				Dodgeville Outreach Site	1,500,000			Manufacturing Building Addition/Remod	1,500,000
Remodeling									
		Cafe Patio Space Revitalization (student senate)	40,000	Family Restroom in Health Science	50,000	Building 500 Restroom update	100,000		
						Bldg 100 Remodel	400,000		
						Highway 18 Farm Property Improvement/Signag	125,000		
			3,878,000		4,210,000		4,275,000		4,350,000
			4		4		4		4.2

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											
Roof Replacement	200,000	Building 500 sprinkler	250,000	200/300 elevator upgrade	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 replacement	850,000	Upgrade clock system	150,000	Childcare Roof Replace	400,000	Building 200 rooftop units	650,000
Building 400 Roof Replacement	650,000			Parking Lot replacements	200,000	Highway F Farm 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 Windows	350,000						
				Bldg Automation System Upgrade	400,000						
				Dining Servery	450,000						
				Interior Campus Signage Project	500,000						
		Bldg 1600 Add/ Sustainability	1,500,000			Agricultural Center	1,500,000			New EPD/Fire Building	1,500,000
				200 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 remodel	250,000	Building 500 Renovation	850,000		
	4,400,000		4,500,000		7,150,000		7,150,000		7,100,000	Page 52 of 56	
	4.4		4.5		7.1		7.2		7.2		7.2

Board Monitoring of College Effectiveness

A. Presidential Search Process and RFP Update

Caleb White, Interim President and Vice President for Administrative Services, will present the presidential search's estimated timeline and RFP. The information follows.

Southwest Tech College President Search Timeline

Phase 1: Planning & Preparation (July – August 2025)

- **July 2025**
 - Appoint search committee (maybe deferred until consultant is hired)
 - Finalize RFP for Presidential Search Services
- **August 2025**
 - Hire executive search consultant

Phase 2: Recruitment & Outreach (September – November 2025)

- **September 2025**
 - Conduct listening sessions with stakeholders (faculty, staff, students, alumni)
 - Finalize presidential leadership profile and job description
 - Launch official search website
 - Define search goals, timeline, and communication plan
 - Advertise position nationally and through targeted outreach
- **October – November 2025**
 - Begin accepting applications and nominations
 - Search firm and committee conduct initial screening of candidates

Phase 3: Evaluation & Interviews (December 2025 – February 2026)

- **December 2025**
 - Select long list of semi-finalists
 - Conduct confidential reference checks
- **January 2026**
 - Hold semi-finalist interviews (virtual or off-site)
 - Narrow down to 3–5 finalists
- **February 2026**
 - Invite finalists to campus for public interviews and forums

Phase 4: Selection & Transition (March – June 2026)

- **March 2026**
 - Gather feedback from campus community
 - Search committee recommends final candidate(s)
 - Board of Trustees makes final selection and extends offer
- **April – May 2026**
 - Public announcement of new president
 - Begin transition planning and onboarding
- **June 2026**
 - Outgoing president supports transition
 - New president prepares for official start

Start Date: July 1, 2026



REQUEST FOR PROPOSAL
RFP #2526-02

Presidential Search Services

Posted Date: July 15, 2025
Due Date: August 15, 2025, by 1:00 p.m. CST

Please be advised that all Proposers should register online <http://www.demandstar.com/app/wapp/registration> to receive future solicitation notices from the Wisconsin Technical Colleges Purchasing Consortium and its member colleges. For more information, please see the Section titled: "Bid Distribution Networks" in this document.

REQUEST FOR PROPOSAL

for

Southwest Wisconsin Technical College

Presidential Search Services

RFP #2526-02

Proposal due date:

Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, Wisconsin will be accepting sealed proposals via DemandStar only on or before 1:00 p.m. CST on August 15, 2025 for Presidential Search Services via [Teams](#).

Meeting ID: 217 092 736 985

Passcode: H8fF2nF2

Specifications will be available on TBD:

- www.DemandStar.com
- On the College website: <http://www.swtc.edu> under the "About" tab, Current Bids/RFPs

Kent Enright
Secretary of the Southwest Wisconsin Technical
College District Board

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Introduction

College Overview

Southwest Wisconsin Technical College (Southwest Tech) (College), is a municipal corporation of the State of Wisconsin primarily engaged in post-secondary and adult education.

Southwest Tech is located in Southwest Wisconsin that encompasses a geographical region of 3,800 square miles (80 miles east to west and 100 miles north to south). The district includes most of Crawford, Grant, Iowa, Lafayette, and Richland counties and part of Dane, Green, Sauk, and Vernon counties. Thirty public K-12 school districts comprise the Southwest Tech district. In 2024, the College served 7,189 students which computes to 1,312 full-time equivalents (FTEs). Additional information on Southwest Tech can be found on the College website at <https://www.swtc.edu/>.

Vision Statement

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

Mission Statement

Southwest Tech provides education and training opportunities responsive to students, employers, and communities.

College Purposes

- Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
- Provide customized training, retraining, and technical assistance to businesses and other organizations.
- Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education.
- Provide career pathways and transfer opportunities that enable graduates to continue their education.
- Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
- Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
- Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
- Provide community services and avocational or self-enrichment activities.

College Values

- **Inclusivity.** We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.
- **Learning.** We work together to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success. Through partnerships, we seek opportunities to improve lives.
- **Integrity.** We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.
- **Accountability.** We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.
- **Continuous Improvement.** We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college.

Definitions

Definition of College or Southwest Tech

The term “College” or “Southwest Tech” as used throughout this document shall mean Southwest Wisconsin Technical College.

Definition of the Southwest Tech Foundation and the Southwest Tech Real Estate Foundation

The term “Foundations” as used throughout this document shall mean the Southwest Tech Foundation and the Southwest Tech Real Estate Foundation.

Definition of supplier, vendor, proposer, offeror, applicant, agency, contractor, lessor and bidder

Although supplier, vendor, bidder, offeror, applicant, agency, contractor, lessor and proposer may have separate meanings, for this RFP they’re used interchangeably to represent any individual or entity seeking to or already doing business with Southwest Tech who, based on an assessment of that individual or entities has financial, technical, and/or business capability, is qualified to fulfill the requirements.

Overview of RFP #2526-02 Presidential Search Services

Purpose

Southwest Wisconsin Technical College, 1800 Bronson Blvd, Fennimore, WI 53809, is requesting proposals to contract with an executive search firm and/or consultant to assist with the hiring of a College President. The firm or consultant retained for the search will report to a search committee of the District Board. Proposals for the requested services will be accepted until the time and date noted on page one of this RFP.

The President of the College is the Chief Executive Officer of the College. The President derives authority from the Wisconsin Statutes and Board policy and is responsible to the Board of Trustees and the public. Southwest Tech practices policy governance. The primary responsibility of the President is to provide the leadership that enables the college to establish and achieve its mission, vision, and goals.

Contract Term

- Southwest Wisconsin Technical College intends to award a contract to span the duration of the presidential search process not to exceed one (1) year.

Scope

Provide presidential search services to the Board. These services may include but are not limited to the following:

1. Conduct necessary environmental scan to determine presidential qualifications.
2. Finalize the position specifications for the position of Southwest Tech President.
3. Assist with the cultivation of a search profile and selection criteria.
4. Assist with the development of appropriate communications with the Board search committee, stakeholders, and the public.
5. Execute a search for a candidate with qualifications meeting the position description.
6. Assist District Board with screening, candidate interviews and selection.
7. Debrief search committee following interviews and identify additional candidates if necessary.
8. Coordinate candidate interviews and travel as appropriate.
9. Screen candidates for conflict of interest.
10. Prepare EEO report (race and gender) of all qualified candidates for EEO reporting and monitoring purposes.

11. Conduct in-depth background checks of finalists (coordination of Board member inquiries and/or site visits to finalists' current and former positions) and submit to Board.
12. Perform such other services as are traditionally provided to conduct a Presidential level search.
13. Reinitiate additional executive searches at no cost to the District if successful candidate leaves employment (via resignation or termination with or without cause) within one year of placement defined by first day of work.
14. Service engagement will begin on or about September 1, 2025, and conclude no later than June 30, 2026.

Bid Submission Requirements

Please review the evaluation criteria below and provide information pertaining to your company's abilities and capabilities to successfully perform the scope of work. Your response to this RFP should highlight the items noted in the evaluation criteria and, in addition, your response should:

15. Include the name of the firm, its address, telephone numbers, email contact information, website
16. Contain a brief discussion of your understanding of the scope of the work.
17. Demonstrate expertise in managing and completing senior, executive level searches, including successful searches in higher education.
18. Provide evidence of conducting at least five (5) successful searches of a similar nature in the last five (5) years and that you have been in the search business for at least the last five years.
19. Provide evidence of your firm's commitment to diversity, equity, and inclusion in your firm and in the searches you conduct.
20. Indicate that you have adequate staff with time available to compete the search within the required service engagement time frame.
21. Provide an explanation of how your firm defines a failed search and provide a plan for mitigation same.

Payment Terms

- Standard payment terms are Net 30. While payment discounts or terms shorter than Net 30 may be offered, the college requires a minimum of thirty (30) days for processing payments.
- Payment discounts will be calculated from the date of satisfactory delivery and acceptance of goods or services, along with receipt of a correct invoice at the specified office.

This RFP invites all qualified bidders to provide competitive quotes aligned with these guidelines.

Response Requirements and Timeline

Due Date and Public Opening

Proposal due date:

Southwest Tech, 1800 Bronson Boulevard, Fennimore, Wisconsin will be accepting sealed proposals via DemandStar only on or before 1:00 p.m. CST on August 15, 2025 for Presidential Search Services via **Teams**.

Meeting ID: 217 092 736 985

Passcode: H8ff2nF2

Specifications will be available on TBD:

- www.DemandStar.com
- On the College website: <http://www.swtc.edu> under the "About" tab, Current Bids/RFPs

Proposals and all associated documentation shall be submitted using Electronic Bidding (e-bidding) in DemandStar. For instructions, please refer to Appendix A that has been uploaded into DemandStar. It is the responsibility of the Proposer to ensure that the proposal was submitted in full, complete, and on time. Proposers shall bring questions, inadequacies, omissions, or conflicts to the attention of the College through email rfp@swtc.edu.

Late proposals will not be accepted.

Proposal submissions are to be submitted through DemandStar.

Southwest Tech uses DemandStar.com as their automatic supplier registration, procurement notice and document distribution system.

Suppliers interested in receiving bid and proposal information from Southwest Tech must register online to access all bidding opportunities at the College.

[How to Register with DemandStar - DemandStar | Government Contract Bids, RFPs & Procurement](#)

Response Timeline

The College has established the following timeline in relation to the Presidential Search Services RFP. Please note that dates are subject to change. Vendors will be notified via email of any changes in the timeframe.

TIMELINE ACTIVITIES	DATE
RFP #2526-02 released	July 15, 2025
Questions due for RFP #2526-02 *email: rfp@swtc.edu with RFP# 2425-02 in the subject line	July 23, 2025 by 5 p.m.
Addendum for Questions/Answers Uploaded to DemandStar	July 30, 2025
RFP #2526-02 Due Date RFP Opening via Teams Meeting ID: 217 092 736 985 Passcode: H8fF2nF2	August 15, 2025 by 1 p.m.
Best and Final Offer (BAFO) if applicable	August 22, 2025 by 1 p.m.
Board Approval	August 28, 2025
Vendor Award Notification	September 1, 2025

Please note that dates are subject to change. Vendors will be notified via email of any changes in the timeframe.

Restrictions on Communications

During the time period from the date of release of this RFP until The College has notified all Proposers of its decision, all contact with any other employees of the College concerning this RFP is prohibited, except as authorized by the individuals named herein. Failure to adhere to this provision may be cause for disqualification of a Proposer's submission.

Addendum Process

All addenda will be supplied to Proposers of record via the College's e-bidding third party provider, Onvia DemandStar.

General

Addenda issued during the time of bidding shall become a part of the RFP documents. Respondents shall acknowledge receipt of such addendum in the appropriate space provided on the Proposal Submission Form. Failure to examine any and all documents will in no way relieve the successful Respondent from the necessity of performing any work that may be required to complete the work in accordance with this RFP. After downloading the RFP documents in DemandStar, proposers will become “plan holders” of the RFP and will automatically receive notice to any addenda and/or answers to questions. It is the responsibility of each bidder to check for any addenda posted to DemandStar before submitting their proposal.

The College shall not incur any liability for any costs incurred by the Respondent in submitting a proposal in response to this RFP.

Southwest Tech is an Equal Opportunity Employer and Educator operating under an Affirmative Action Plan.

Errors and Omissions in Proposal

Failure by the College to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract(s) awarded pursuant to the RFP.

Amendment of Proposals

Proposals may be amended by the College in response to a need for further clarification, specifications, and/or requirement changes, new opening date, etc. Copies of the amendment(s) will be sent to prospective Proposers and must be signed and returned by the Proposer as specified in the amendment. Proposals may only be amended, after receipt by the College, by submitting a later-dated proposal that specifically states that it is amending an earlier proposal. No proposal shall be amended after the opening date unless requested by the College.

Acceptance/Rejection

The College reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to best serve the interests and needs of the College. Proposals may be held by the College for a period not to exceed one hundred twenty (120) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the contractors, prior to the awarding of the contract.

Deviations from Proposal Specifications

Any deviations from proposal item specifications must be clearly documented on an attachment sheet to this proposal form and indicated as “Exceptions to Specifications”. The College reserves the right to determine if any noted deviations or qualifying statements indicated in a proposal are in the best interest of the College, and reserves the option to reject any proposal(s), all proposals, or a portion of a proposal(s), on that basis. The failure to identify exceptions or proposed changes with a full explanation will constitute acceptance by the Proposer of the solicitation as proposed by the College.

Withdrawals

Proposals may be withdrawn by written request received from Proposer or an authorized representative thereof prior to the time fixed for opening of proposals, without prejudice to the right of the Proposer to file a new proposal. Withdrawn proposals will be returned unopened. Negligence on the part of the Proposer in preparing their proposal confers no right for withdrawal of the proposal after it has been opened.

NO PROPOSAL MAY BE WITHDRAWN FOR A PERIOD OF ONE HUNDRED TWENTY (120) DAYS AFTER THE DATE SET FOR THE OPENING THEREOF. PROPOSED FEES MUST BE VALID FOR THIS ONE HUNDRED TWENTY (120) DAY PERIOD.

Lack of Competition

The College reserves the right to reject all proposals received and resubmit the RFP if it feels an adequate level of competition was not obtained, or if specifications/terms did not allow for a sufficient level of competing proposals to be received, or if desired specifications, features, or standards were not, in the opinion of the College, acceptable.

Evaluation and Selection Criteria

Selection committee

The evaluation team consisting of Southwest Tech Board Trustees and administrators will review all the proposals submitted by the deadline. A vendor recommendation will be submitted to the Board for approval on the date noted in the Timeline. Vendors will be notified of the award on or before the date noted in the Timeline.

Complete response

A complete response to all required items must be submitted by the scheduled due date and time.

Selection criteria

Scoring will be based on written proposals.

Evaluation Criteria and Scoring

Our team will evaluate all responses by assessment of how well the bidder completely and effectively responds to the RFP, as well as the degree of compliance requested, in addition to the affordability of the system proposed.

Scoring Criteria

1. 15% - Past performance as measured by the tenure and satisfaction of the selected candidate and the hiring institution.
2. 10% - Include a narrative description of the process to be used in proactively identifying and recruiting qualified candidates for this specific position. Include actions steps, deliverables, and proposed timelines.
3. 10% - Identify the firm's (and your proposed project team) recent experience in filling CEO positions, especially those in higher education (include both number and frequency).
4. 10% - Identify the individual who would be the principal in charge (main contact) assigned to provide services on behalf of the firm on this project along with others to be involved (provide detailed resumes).
5. 10% - Provide data defining the firm's success in recruiting and recommending qualified women and minorities as finalist for CEO positions.
6. 10% - Describe the firm's knowledge and experience in recruiting CEO positions and in particular, CEO positions at two-year vocations, technical and community colleges. Specifically, identify institutions for which you have provided these services within the last 5 years.
7. 10% - Provide copies of comparable environmental scans that the firm may have conducted/produced for other clients.
8. 10% - Provide the total anticipated fee for a search, the basis for the fee and include a statement of maximum fees and expenses related to this project. Also provide an example of total fees and expenses charged for a CEO search in the past 12 months.
9. 5% - Outline the resources of the firm available to help Southwest Tech identify and recruit the best pool of qualified candidates. Provide a complete list of publications to be advertised in

and details of electronic databases, websites or other internet resources to be used in seeking qualified candidates.

10. 5% - Outline the frequency of updates/status reports provided to clients (include standardized report forms used, if any).
11. 5% - Identify the procedures used in conducting reference and background checks (include forms, logs, sample records used in screening and verifying credentials) and details on database searches to be conducted.

Responses to the RFP and to the evaluation criteria shall be considered a part of the contract to be entered into with the firm selected. All communications with Southwest Tech shall be done exclusively with the appointed designee of the Board.

Some Respondents to this RFP may be invited to participate in an interview (in person, or virtual). Southwest Tech is not responsible for any expenses incurred by invited respondents related to the interview process.



[Southwest Tech maps of the region, our district and campus \(swtc.edu\)](http://swtc.edu)

Terms and Conditions

Reservations of Rights by the College

The issuance of this RFP does not constitute an agreement by the College that any contract will actually be entered into by the College. The College expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure.
2. Reject any or all proposals.
3. Reissue a request for proposal.
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the proposals.
5. Procure any materials, equipment or services specified in this RFP by any other means; or determine that no project will be pursued.

Contract Terms

The term of this contract may be awarded for three (3) year period. The College retains the right to exercise one (1) year period upon mutual agreement.

This RFP and the Proposer's response will become part of the contract with the College. The Supplier's pricing proposal form shall include all associated costs. The College reserves the right to add or delete items in this RFP based upon need at the time of purchase. The successful Supplier will be required to assume responsibility and liability for all services and actions provided by Supplier employees. The successful Supplier shall be the sole point of contact with regard to all contractual matters. Third parties or intermediaries are not acceptable. The contract survives acquisition by a Third Party.

Uniform Commercial Code

Contract terms will be the provisions of the Uniform Commercial Code (UCC) for the State of Wisconsin, and the College are entitled to all rights and remedies of contract as afforded under the provisions the UCC for the State of Wisconsin, not barring any and all state and federal contract provisions that would also apply and pertain to the College contract of this dollar magnitude and nature.

Binding Offer

Proposals shall be signed and dated by an engagement partner authorized to bind the Proposer in legal matters. A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgement of this condition is indicated on the "Proposal Submission Form" by the signature of the Proposer or an officer of the Proposer legally authorized to execute contractual obligations. By submitting a proposal, the Proposer affirms its acceptance of the terms and conditions of this RFP, including its attachments and exhibits, without exception, deletion or qualification, and without making its offer contingent.

Request for Financial Statements

The College may request financial statements containing three (3) years of P&L, Balance Sheet, and other financial documents for purposes of evaluating the financial ability of Proposer to provide the scope of service and support required by this RFP. Copies of supplier's Certified Auditor Statements may be requested. In the event such financial information is required for the evaluation of proposals; such will be requested in writing to the supplier by the College.

Right of Waiver

The College reserves the right to reject any or all proposals, to waive irregularities, whether minor or major, and to accept the proposal that is judged to be in the College's best interest based on the College's sole determination of the proposals received. All rights are reserved.

Best and Final Offer

The Best and Final Offer (BAFO) presents an optional step in the Request for Proposal (RFP) selection process and is not part of the contract negotiation process.

1. The BAFO process may be used when:
 - a. No single response addresses all the specifications.
 - b. The cost submitted by all proposers is too high.
 - c. The scores of two or more proposers are very close after the evaluation process.
 - d. All proposers submitted responses that are unclear or deficient in one or more areas.
2. Procedures for the use of the BAFO process shall be detailed in the Administrative Regulations and shall be compliant with Wisconsin Technical College System (WTCS) regulations.

Content of Proposal

All attachments, additional pages, addenda, or explanations supplied by the Proposer with this proposal shall be considered as part of the proposal response.

Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last three (3) years which involves your firm and all subcontractors involved in the project. List any contracts in which your firm and any subcontractor have been found guilty or liable, or which may affect the performance of the services to be rendered herein.

Nondiscrimination

In connection with the performance of work under this contract, the proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts. By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Affirmative Action

Proposer agrees to comply with the College's Equal Opportunity/Affirmative Action policy, which says the College does not discriminate based on age, race, color, sex, creed, disability, political persuasion, ancestry, or sexual orientation against students, employees, or service providers. By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Tobacco-Free Campus

The successful Contractor agrees to abide by the respective tobacco-free campus regulations pertaining to each respective college, if applicable, that awards a contract to that Contractor. By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Non-Collusion

In connection with the performance of work under this contract, the proposer has not either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in the restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

- That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.
- That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.
- That no attempt has been made to induce any other person or Contractor to submit or not to submit a proposal which may have led to this contract.
- That the above statement is accurate under penalty of perjury.

By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Americans with Disabilities Act

The proposer will comply with all access and accommodation requirements required by the Americans with Disabilities Act. By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Debarment & Suspension Certification

The Respondent certifies by signing the *SWTC Signature Document* that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or Respondent.

Diverse Supplier Preference

The College's may award a competitive solicitation to a certified diverse supplier (minority-owned, disabled veteran-owned, and woman-owned), if the supplier has submitted a bid that is no more than 5% higher than the lowest bid or the proposal is no more than 5% lower than the high point score. **An agreement/contract award based on diverse supplier preference may only be made if the business is certified at the time of bid/proposal opening.**

For consistency in calculating diverse supplier preference for bids and proposals, the following formulas will be used:

Competitive Bids

$[\text{Low non-diverse supplier bid(s)} \times 1.05] \text{ minus } [\text{lowest diverse supplier bid(s)}] = [\text{balance}]$

When the balance is a positive number, or 0, award may be made to the lowest diverse bidder.

Award is made at the bid cost.

Competitive Proposals

$[\text{High diverse supplier proposal(s) point total} \times 1.05] \text{ minus } [\text{high non-diverse supplier proposal(s) point total}] = [\text{balance}]$. When the balance is positive, or 0, award may be made to the diverse proposer.

The State of Wisconsin, Department of Administration, Wisconsin Supplier Diversity Program certifies minority-owned businesses, disabled veteran-owned businesses, and woman-owned businesses. A listing of businesses certified is posted on the [Supplier Diversity Program](#) website. The College's notify certified diverse suppliers of bid and proposal opportunities via an online e-solicitation site at: <https://wapp.org/Demandstar>. Registration is free and provides Firms to receive future solicitation notices from the Wisconsin Technical College System Purchasing Consortium and its member colleges.

Competitive process award for agreements/contracts funded by approved federal grants or programs with additional or modified supplier diversity stipulations for the resulting agreement/contract as a condition of receiving funds, the College's will include those requirements and terms in the solicitation. *This diverse supplier preference does not apply to public construction bids that fall under s. 62.15, Wis. Stats.*

Districts must maintain documentation of supplier diversity, including proof of certification, diverse supplier preference calculation and amount awarded to diverse suppliers during the fiscal year. Annually, district staff shall report those awarded using diverse supplier preference to the System Office.

It is the policy of the College's to provide diverse owned business enterprises with equal opportunity for participating in selling of goods and services to the College's. Proposers are required to make "Good Faith Efforts" to subcontract, where applicable, with or purchase supplies from diverse owned business enterprises. The proposer shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

Cancellation Clause

The College may, without cause, terminate the Contract by giving thirty days written notice of such termination to the awarded Respondent. In the event of such termination, the College shall reimburse the services performed and reasonable expenses actually incurred by the Respondent in relation to the work prior to the Respondent's receipt of such notice of termination. The awarded Respondent shall provide the College at least thirty days prior written notice of termination.

Compliance with Laws

In connection with the furnishing of supplies or performance of work under the contract, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Subcontracting

All contractors submitting proposals shall **not** have the right or power to assign, subcontract, or transfer interest in the contract incorporating these specifications for performance of the terms and conditions hereof without the written consent of the College, which shall not be unreasonably withheld.

Non-discrimination

In connection with the performance of work under this RFP, the Proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. By signing and returning a response to this RFP, you are certifying you will comply with this requirement.

Independent Contractor Status

Proposer agrees that it is an independent contractor with respect to the services provided pursuant to this proposal. Nothing in this proposal will be construed to create the relationship of employer and employee between the parties.

Force Majeure

In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.

Delays in Proposer's Performance

If at any time during the performance of the Contract, except in the case of "force majeure", the Proposer should encounter conditions impeding timely delivery and performance of the Services, the Proposer shall promptly notify the College of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Proposer's notice, the College shall evaluate the situation and may at its discretion extend the Proposer's time for performance, with or without liquidated damages, or make alternative arrangements with other providers in which Proposer is responsible for actual costs incurred.

Cost of Proposal Preparation

The College is not liable for any costs incurred in replying to this proposal. Any costs incurred in preparing or submitting proposals are the Proposers sole responsibility. Proposers will not be reimbursed for these costs.

Applicable Law

The resulting contract shall be governed under the laws of the State of Wisconsin. The Vendor shall at all times comply with and observe all Federal and State laws, Local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

Liability

All proposals become the property of the College and are considered public records (not confidential) per Wisconsin Open Records law.

Public Inspection of Proposals

To maintain the integrity of the competitive proposal process, proposals received from Vendors will **not** be made available to other competing Vendors or to individuals or firms outside of the College proposal evaluation team until an award decision has been made or when practicable prior to the actual award.

Other Considerations

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The College reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the Respondent as deemed appropriate.

Covenant against Gratuities

Proposer warrants by signing its proposal that no gratuities, in the form of entertainment, gifts, or otherwise, were offered by the Proposer or any agent, director, or representative of the Proposer, to any officer, official, agent, or employee of the College with a view toward securing award of or securing favorable treatment with respect to any determinations concerning the performance of any resulting contract. For breach or violation, the College will have the right to terminate any resulting contract in whole or in part. The right and remedies provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the resulting contract.

Non-Appropriation

If funds are at any time not forthcoming or are insufficient to support continuation in any fiscal year succeeding the first fiscal year, this Contract will be terminated automatically. The College have the right to terminate this Contract at no additional cost and with no penalty whatsoever. The Contractor may not recover anticipatory profits or costs incurred after termination.

Wisconsin Open Records Law

Respondents to this RFP are advised that all documents received by the College in connection with this RFP, including submissions, contracts, if any, and all other submitted attachments, will become the exclusive property of the College.

Furthermore, to the extent permitted by law, it is the intention of the College to withhold the contents of the solicitations, contracts, if any, and any other submitted documents, from public view until such times as the competitive or bargaining reasons no longer require non-disclosure in the opinion of the College. At that time, all submissions, and any resulting contracts thereof, and all other submitted documents in connection to this RFP, will be available for review in accordance with Wisconsin Open Records Law.

Pursuant to Wisconsin State Statutes Section 19.36(5), protection from disclosure may apply to those pages in each submittal, as defined in Wisconsin Statutes Section 134.90(1) (c), and which are marked as TRADE SECRET, CONFIDENTIAL, or PROPRIETARY by the RFP Respondent or other submitting party. The Respondent shall mark each page separately; and any non-confidential data shall begin on the subsequent page. Marking all or nearly all, of the submission as TRADE SECRET, CONFIDENTIAL, OR PROPRIETARY may result in the rejection of the submission. In this regard, the College may reject any submission it cannot fairly evaluate without the information marked proprietary.

The College will not advise as the nature of the content of the documents marked as entitled to this protection of non-disclosure, or as to the definition of trade secret, confidential, or proprietary information. The Respondent or other submitting party will be solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with TRADE SECRET, CONFIDENTIAL, or PROPRIETARY as it determines to be appropriate.

The College will endeavor to advise the RFP Respondent of any requests for the disclosure of the material so marked with TRADE SECRET, CONFIDENTIAL, or PROPRIETARY, and give the Respondent or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If a party other than the Proposer submitted the requested materials, the Proposer Respondent shall be solely responsible for notifying the submitting party of the requests. The College sole responsibility is to notify the Proposer of the request for disclosure, and the College shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of the court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the College or its officers, employees, consultants, or subcontractors.

Contractual Terms and Conditions

1. **Contractual Relationship** - The proposer agrees that it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between parties.
2. **Auditor Access** - All parties contracting with the College shall, upon request, provide access to and furnish the College auditors with requested information, records, and reports, regarding any services provided to the College and the status thereof.
3. **Acceptance of Terms and Conditions** - Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this RFP. Any Agreement or Contract resulting from the acceptance of a proposal shall incorporate the needs expressed in this proposal and be on forms either supplied by or approved by the College. The College reserve the right to reject or modify any Agreement that does not conform to the RFP and or any of the requirements for Agreements and Contracts. Any changes in an RFP response will be considered a counteroffer and may be cause for rejection of the entire RFP response.
4. **Right to Negotiate Contract Terms** - The College reserves the right to negotiate the terms of the contract(s), with the selected Proposer(s) prior to entering into a contract(s). If contract negotiations cannot be concluded within thirty (30) calendar days successfully with the highest scoring Proposer, the College may negotiate a contract with the next highest scoring Proposer.
5. **Rights, Copyrights, Ownership** - All conceptual work and images created for this project by the selected vendor shall belong exclusively to Southwest Wisconsin Technical College.
6. **Contract Documents** - Proposer shall include in their submission all binding contract documents you expect the College to consider being included as part of the final contract.
7. **Cancellation Clause** - The College may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the College shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm's receipt of such notice of termination.
8. **Taxes** - The College is a governmental entity exempt from sales taxes pursuant to Wisconsin Statutes, Section 77.54(9a).
9. **Confidentiality** - No reports, information, or data given to or prepared by the proposer under the Contract shall be made available to any individual or organization by the proposer without the prior written approval of the College. All data, drafts, analyses, and related documentation accumulated during the course of the service provided shall become the property of the College unless otherwise stated in writing between the parties.

10. Insurance Requirements as Applicable

Certificate of Insurance

Prior to the commencement of services under this contract, the successful vendor(s) will be required to provide a Certificate of Insurance indicating the coverage listed.

Additional Insured Requirement

Name Southwest Wisconsin Technical College as an additional insured

Coverage Amounts Required

Commercial General Liability Coverage

- \$1,000,000 per occurrence
- \$3,000,000 aggregate

Comprehensive Automobile coverage

- \$1,000,000 per occurrence
- \$3,000,000 per annum

Worker's Compensation and Employers Liability

- Contractor agrees to maintain worker's compensation insurance as required by Wisconsin State Statutes for all employees engaged in the work.
-

Additional Requirements

Must include the following:

- Premises and Operations Liability
- Explosion, Collapse and Underground Coverage
- Broad Form Blanket contractual
- Personal Injury (Group A, B, C) and delete Employment exclusion
- Product and Completed Operations Coverage
- Broad Form Property Damage including Completed Operations
- Independent Contractors Coverage (Owners & Contractors protective) if applicable

11. **Contract Award** – While Vendors are encouraged to quote as many or all of the items listed in this RFP, it is understood that not all items may be available from one Vendor source. Southwest Tech will have the option to make “split awards” of the items to multiple Vendors or to award to multiple Vendors if it is determined in the best interest of the College. The actual utilization of any Contract will be at the sole discretion of the College. Vendors need to quote prices on a line-item basis with the understanding that Southwest Tech may only order partial items of what the Vendor quoted. If the Vendor can offer additionally discounted prices on the premise that it will receive the entire award, or an award of a select “family” of items, the Vendor should enumerate such additional pricing discount options for Southwest Tech’s consideration on a separate page attached to their proposal response.

Project Specifications

Qualifications of Respondents

The College reserves the right to reject the RFP process if the evidence submitted by, or investigation of, the Respondent fails to satisfy the College that the Respondent is responsible and qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Before the award of a Contract can be approved, the College shall be satisfied that the Respondent involved meets the following requirements.

1. Has the financial and organizational capacity and technical competence necessary to provide services properly and expeditiously.
2. Is **not** presently on an ineligible list maintained by the Department of Administration, or by any other State or the Federal Government, for noncompliance with Equal Employment Opportunities and Affirmative Action requirements.
3. Is not presently on a debarment list maintained by the Department of Workforce Development for noncompliance with wage rate requirements.

Restriction of Use of Confidential Information

For purposes of this RFP, "Confidential Information" is defined as any and all information whose collection, disclosure, protection, and disposition is governed by state or federal law or regulation, including, but not limited to, information subject to the Family Educational Rights and Privacy Act ("FERPA"), the Gramm-Leach-Bliley Act ("GLBA"), or State of Wisconsin confidentiality, privacy and student records laws. This information includes, but is not limited to, Social Security Numbers, student education records, financial records regarding students (or their parents or sponsors), financial and personal information regarding College employees, and other personally identifiable information identified by law.

The Proposer agrees to hold any and all Confidential Information obtained from the College, its students, faculty, staff, or other agents in the performance of this Agreement in strictest confidence and shall not use or disclose such Confidential Information except as permitted or required by this Agreement or by law or as otherwise agreed to in writing by the College.

The Proposer warrants and represents that it shall, at all times, comply with FERPA, GLBA and other applicable federal and state statutes. The contractor also warrants that, in the event of a security breach (within its control), the Proposer shall bear all responsibility and expense for complying with the disclosure and notification requirements of the statute.

The Proposer agrees that it will protect the Confidential Information it receives according to commercially acceptable standards and no less rigorously than it protects its own Confidential Information. Specifically, the Contractor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically managed Confidential Information.

The Proposer agrees, upon termination, cancellation, expiration, or other conclusion of this Agreement, within thirty (30) days to return to the College or if return is not feasible, destroy and not retain any copies (and furnish the College with an appropriate Certificate of Destruction) of any and all Confidential Information that is in its possession.

The obligations of this Agreement shall not apply to any information which is/was: (a) already in the public domain through no breach of this Agreement, including but not limited to information available through College's web site(s); (b) lawfully in the Proposer's possession prior to receipt from the College, its faculty, staff or students; or (c) received by the Proposer autonomously from a person or entity free to lawfully disclose such information other than the College, its faculty, staff, or students.

Bid Distribution Networks

DemandStar.com is the automatic Supplier registration, procurement notice and document distribution system used by the Wisconsin Technical Colleges Purchasing Consortium and its member colleges. Proposers interested in receiving bid and proposal information must register online at <http://www.demandstar.com/app/wapp/registration> to access all bidding opportunities. Registration is free. It is the responsibility of the Proposer to regularly monitor this website. A Proposer's failure to retrieve available, required procurement information and include the appropriate documentation and information in solicitation responses may result in disqualification.

Southwest Tech posts all bid announcements, addenda notices, and Bid/RFP documents on our website: <https://www.swtc.edu/about/current-bids-rfps>.

Proposer's Responsibility

Proposers shall examine this RFP and contract documents and shall exercise their own judgment as to the nature and scope of the work required. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the proposer to fulfill the requirements of the contract.

Exceptions

Proposer acknowledges that exceptions to any portion of this Solicitation may jeopardize acceptance of the Proposal. The proposer must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the Proposal. The failure to identify exceptions or proposed changes with a full explanation will constitute acceptance by the proposer of the Solicitation as proposed by the College reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the solicitation.

Budget

The College reserves the right to negotiate an award amount with selected Applicant(s). The College does not guarantee a specific compensation to the Awarded Applicant(s) throughout the term of the project period. No minimum compensation to the Applicant(s) is guaranteed.

Format & Content of Proposal

In order for the College to adequately compare and evaluate proposals objectively, all proposals MUST be submitted in the following format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested.

Response Format

1. Completed SWTC Cost Proposal – separate document
2. SWTC Business Contact Information (separate attachment)
3. SWTC Vendor References (at least 2) (separate attachment)
4. SWTC Signature Document (separate attachment)
5. Certificate of Insurance

Optional Documents:

- Provide a current version of contract that will function as the legal document between Southwest Tech and the Vendor.
- Cooperative Purchasing Agreement Form (optional)
- SWTC Designation Confidential and Proprietary Information (optional)

B. Academic Master Plan Update

Cynde Larsen, Chief Academic Officer, will provide an update on program mix and the Academic Master Plan.

C. Review Draft of 2025-26 Strategic Directions

Katie Glass, Chief Communications Officer, and Holly Clendenen, Chief Student Services Officer, will be available for questions regarding the draft of the College's 2025-26 Strategic Directions. The draft follows:

STRATEGIC DIRECTIONS 2025-2026 COLLEGE 1.0



THIS IS WHERE PEOPLE CARE



Access

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

PERFORMANCE

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

GOALS

- 1A. By September 2026, all program students will have a complete Student Success Plan.
- 1B. By July 2026, all Adult Education and English Language Learner students will have a completed Student Success Plan.
- 1C. By June 2027, every high school graduate in Southwest Tech's district will have earned college credit(s) that align with their student success plan.
- 1D. 100% of program students will have a reduced financial gap in 2026-2027 due to aligning student success plans with scholarships and other college and financial resources in 2025-2026.

Before he even received his high school diploma, Jaxon Christianson earned a college credential through Southwest Tech's Building Trades - Carpentry program. A Dodgeville School District student, Jaxon completed 28 college credits while in high school through the Start College Now dual credit program—most at no cost to his family—and is now launching his career in the skilled trades. His story reflects the power of early college access to change lives and build futures.

STRATEGIC DIRECTIONS 2025-2026 COLLEGE 2.0



THIS IS WHERE YOU SUCCEED



Completion

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

PERFORMANCE

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

GOALS

- 2A. By July of 2027, we will increase the on-time student graduation rate to 50%.
- 2B. By July 2026, all program students will complete an assignment in each of the four work-based learning pillars: pre-career awareness, career awareness and exploration, career prep, and career application.
- 2C. By July 2026, the Student Success Endowment will be \$2,000,000.
- 2D. By May 2026, all program students will have at least one work-based learning touch-point, documented in their Student Success Plan, in collaboration with their instructor.

Southwest Tech agronomy students participate in work-based learning through an eight-week pesticide applicator course and hands-on drone instruction. These experiences are part of the college's efforts to integrate precision agriculture skills into the curriculum and help students prepare for in-demand careers in the field.

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

STRATEGIC DIRECTIONS 2025-2026 COLLEGE 3.0

THIS IS WHERE YOU EXCEL



Post-College Success

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

PERFORMANCE

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

GOALS

3A. Add three new high-wage programs by July 2027

1. IT-Software Developer (2026 Start)
2. Automation Systems Technology (2026 Start)
3. Sonography or Respiratory Therapy (Exploring)

3B. By May 2026, 100% of University Transfer graduates will have been accepted into a bachelor's degree program at an accredited institution and enrolled within one year.

3C. Starting July 2026, 60% of our graduates in the workforce will earn a high wage within one year of graduation and 100% will earn a high wage within five years of graduation.

Grace Kite, from Livingston, earned her Early Childhood Education diploma at Southwest Tech with support from the T.E.A.C.H. scholarship. Through hands-on experience at the college childcare center, she prepared for a high-wage, high-demand career and is now continuing her education through a seamless transfer to UW-Whitewater.



The Aspen Institute's Unlocking Opportunities Cohort

The Aspen Institute's Unlocking Opportunities Cohort is a collaborative initiative aimed at improving economic mobility for students through innovative practices in community colleges. Southwest Wisconsin Technical College is honored to be one of the ten colleges

selected across the nation to participate in this prestigious program. By sharing strategies and implementing evidence-based solutions, the cohort strives to bridge opportunity gaps and ensure equitable success in higher education and the workforce.



Southwest Tech Wins 2025 Aspen Prize!

Southwest Wisconsin Technical College is proud to be selected as the winner for the prestigious 2025-2026 Aspen Prize for Community College Excellence. This recognition highlights the college's commitment to providing exceptional education, fostering student success, and driving economic mobility in the region. The award celebrates institutions that demonstrate high achievement and performance, particularly in advancing equitable outcomes for all students, preparing them for successful careers and further education. Southwest Tech's dedication to continuous improvement and innovation in serving its students and community has earned it this distinguished honor.

D. Staffing Update


A summary of College Staffing follows:

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement	Academic Success Coach	Danielle Carlson	Posted 5/9/2025	C41 \$48,908.24 - \$68,471.54 Hired at \$66,500
2	New	Manufacturing Outreach Coordinator	Posted	Posted: 6/6/25	C44: \$58,124.23 - \$81,373.72
3	Replacement	Director of Human Resources	Interviews	Posted: 6/2/25	D63: \$70,133.94 – \$101,695.41
4	Replacement	Electical Power Distribution Lab Assistant	Posted	Posted: 6/23/25	B21: \$17.36 - \$22.57

Information and Correspondence

A. Enrollment Report and Student Success Scoreboard

1. Enrollment/FTE Comparison Report

		School Year 2025-26 Registration began on March 17, 2025									
FTE COMPARISON REPORT - JUNE 23, 2025		Headcount					FTE's				
Program Number	Program Name	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change
101011	Accounting	29	28	38	9	10	13.77	11.47	15.83	2.07	4.37
311011	Accounting Assistant	8	4	8	-	4	3.00	1.43	3.20	0.20	1.77
305316	Advanced EMT	-	-	3	3	3	-	-	0.40	0.40	0.40
100067	Agribusiness Science & Technology - Agribusiness Management	17	25	19	2	(6)	9.03	12.17	10.17	1.13	(2.00)
310063	Agribusiness Science & Technology - Agronomy Tech	2	1	-	(2)	(1)	0.93	0.50	-	(0.93)	(0.50)
320701	Agricultural Power & Equipment Technician	34	34	27	(7)	(7)	17.27	18.33	13.87	(3.40)	(4.47)
100917	Animal Science	25	36	30	5	(6)	12.90	20.33	16.37	3.47	(3.96)
100939	Agronomy	10	20	23	13	3	4.90	10.23	12.26	7.36	2.03
303163	Artisanal Modern Meat Butchery	-	15	10	10	(5)	-	2.20	1.67	1.67	(0.53)
314051	Auto Collision Repair & Refinish Technician	8	9	6	(2)	(3)	4.47	4.97	3.40	(1.07)	(1.57)
324042	Automotive Technician	31	30	31	-	1	14.30	13.67	13.77	(0.53)	0.10
314751	Building Trades-Carpentry	13	9	6	(7)	(3)	6.37	4.43	2.93	(3.43)	(1.50)
101021	Business Analyst / Data Analyst	5	6	2	(3)	(4)	2.67	1.97	1.03	(1.63)	(0.93)
101023	Business Management	67	66	60	(7)	(6)	29.87	29.23	26.97	(2.90)	(2.27)
105305	Cancer Information Management	60	50	37	(23)	(13)	23.30	14.83	12.23	(11.07)	(2.60)
115301	Cancer Information Management (Advanced Technical Certificate)	-	11	22	22	11	-	2.97	5.93	5.93	2.97
313071	Child Care Services	3	4	2	(1)	(2)	1.40	1.40	0.60	(0.80)	(0.80)
304204	CNC Setup Technician	-	-	2	2	2	-	-	0.60	0.60	0.60
314441	CNC Machine Operator/Programmer	-	1	-	-	(1)	-	0.07	-	-	(0.07)
315021	Cosmetology	41	36	41	-	5	20.00	16.67	21.57	1.57	4.90
105046	Criminal Justice - Law Enforcement 2	26	31	23	(3)	(8)	10.43	12.53	10.77	0.33	(1.77)
105045	Criminal Justice Studies	12	7	7	(5)	-	5.33	2.83	3.47	(1.87)	0.63
305042	Criminal Justice-Law Enforcement 720 Academy	-	6	-	-	(6)	-	1.60	-	-	(1.60)
310915	Dairy & Livestock Technician	-	1	-	-	(1)	-	0.50	-	-	(0.50)
305082	Dental Assistant	5	11	7	2	(4)	2.37	5.37	4.03	1.67	(1.33)
105106	Direct Entry Midwife	86	81	98	12	17	32.73	34.33	39.30	6.57	4.97
308121	Driver and Safety Education Certification	8	3	7	(1)	4	1.80	0.50	1.90	0.10	1.40
103071	Early Childhood Education	42	35	34	(8)	(1)	17.90	15.10	15.90	(2.00)	0.80

FTE COMPARISON REPORT - JUNE 23, 2025		Headcount					FTE's				
Program Number	Program Name	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change
314132	Electrical Power Distribution	43	43	40	(3)	(3)	21.27	21.07	19.47	(1.80)	(1.60)
504132	Electricity (Construction) Apprentice	-	21	16	16	(5)	-	1.40	1.07	1.07	(0.33)
106201	Electromechanical Technology	22	14	15	(7)	1	12.27	7.83	7.20	(5.07)	(0.63)
305313	Emergency Medical Technician	-	1	34	34	33	-	0.07	3.00	3.00	2.93
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)	-	0.67	-	-	(0.67)	-
310802	Farm Operations & Management - Farm Ag Maintenance (suspended)	3	-	-	(3)	-	0.30	-	-	(0.30)	-
320806	Farm Operations & Management - Livestock (suspended)	3	-	-	(3)	-	1.23	-	-	(1.23)	-
103251	Golf Course Management	14	12	12	(2)	-	7.27	6.13	5.67	(1.60)	(0.47)
102012	Graphic And Web Design	32	29	21	(11)	(8)	15.30	13.20	10.50	(4.80)	(2.70)
105301	Health Information Technology	26	30	21	(5)	(9)	9.03	9.20	7.03	(2.00)	(2.17)
105203	Human Services Associate	20	15	14	(6)	(1)	10.53	7.80	6.40	(4.13)	(1.40)
108251	Individualized Technical Studies	-	-	1	1	1	-	-	0.10	0.10	0.10
504131	Industrial Electrician Apprentice	-	4	5	5	1	-	0.27	0.33	0.33	0.07
316201	Industrial Mechanic	2	-	1	(1)	1	1.13	-	0.57	(0.57)	0.57
106203	Instrumentation and Controls Technology	-	1	-	-	(1)	-	0.03	-	-	(0.03)
101512	IT - Cybersecurity Specialist	11	28	20	9	(8)	5.13	14.23	9.97	4.83	(4.27)
101502	IT - Network Specialist (teach out)	5	-	-	(5)	-	2.37	-	-	(2.37)	-
311509	IT - Network Systems Technician	-	3	3	3	-	-	1.57	1.30	1.30	(0.27)
311546	IT-Computer Support Technician (suspended)	2	-	-	(2)	-	1.07	-	-	(1.07)	-
305133	Laboratory Science Technician	2	-	-	(2)	-	0.53	-	-	(0.53)	-
101961	Leadership Development (suspended)	6	5	3	(3)	(2)	1.73	2.53	0.70	(1.03)	(1.83)
208001	Liberal Arts - Associate of Arts	28	34	33	5	(1)	10.33	13.23	17.07	6.73	3.83
208002	Liberal Arts - Associate of Science	13	6	12	(1)	6	4.83	1.90	5.17	0.33	3.27
315091	Medical Assistant	20	19	17	(3)	(2)	7.67	7.37	7.23	(0.43)	(0.13)
315302	Medical Coding Specialist	37	38	31	(6)	(7)	13.93	13.13	12.47	(1.47)	(0.67)
105131	Medical Laboratory Technician	9	5	7	(2)	2	4.03	2.20	3.03	(1.00)	0.83
305024	Nail Technician	3	3	4	1	1	0.50	0.50	0.67	0.17	0.17
101966	Nonprofit Leadership (suspended)	6	7	4	(2)	(3)	2.60	2.70	2.00	(0.60)	(0.70)
105431	Nursing - Associate Degree	165	143	137	(28)	(6)	53.77	46.03	44.33	(9.43)	(1.70)
305431	Nursing Assistant	71	73	64	(7)	(9)	7.00	5.80	4.97	(2.03)	(0.83)
105241	Physical Therapist Assistant	16	17	15	(1)	(2)	5.07	6.40	5.17	0.10	(1.23)

FTE COMPARISON REPORT - JUNE 23, 2025		Headcount					FTE's				
Program Number	Program Name	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change	FY 23-24 06/26/23	FY 24-25 06/24/24	FY 25-26 06/23/25	24 to 26 Change	25 to 26 Change
504275	Plumbing Apprentice	14	22	23	9	1	1.40	2.17	1.83	0.43	(0.33)
105261	Radiography	-	13	21	21	8	-	5.63	9.63	9.63	4.00
311821	Supply Chain Assistant	1	1	-	(1)	(1)	0.37	0.67	-	(0.37)	(0.67)
101821	Supply Chain Management	21	19	19	(2)	-	8.73	7.07	6.67	(2.07)	(0.40)
105121	Surgical Technology	12	19	19	7	-	5.67	7.90	8.37	2.70	0.47
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	35	38	31	(4)	(7)	17.10	19.13	15.87	(1.23)	(3.27)
TOTAL PROGRAM DEGREE SEEKING:		1,180	1,225	1,188	8	(37)	469.80	467.39	456.53	(13.27)	(10.86)
COLEDG	ColLEDGE Up*	-	177	36	36	(141)	-	26.87	3.87	3.87	(23.00)
SCNOW	Start College Now*	-	150	524	524	374	-	27.93	86.70	86.70	58.77
UNDECIDE	Undecided*	-	1	-	-	(1)	-	0.13	-	-	(0.13)
UNDEC	Undeclared*	317	132	106	(211)	(26)	54.23	20.73	18.23	(36.00)	(2.50)
YOUTHAPP	Youth Apprenticeship*	-	-	21	21	21	-	-	1.53	1.53	1.53
TOTAL DEGREE COURSE STUDENTS/FTEs:		317	460	687	370	227	54.23	75.67	110.33	56.10	34.67
BAS-ED	Basic Education (73,74,75,76)	78	46	45	(33)	(1)	2.30	0.82	0.47	(1.83)	(0.34)
REMED	Basic Education Remedial/Developmental (77, 78)	81	73	48	(33)	(25)	-	-	-	-	-
NONDEG	Non-Degree**	977	714	725	(252)	11	19.01	15.31	15.12	(3.90)	(0.20)
UNDES	Undesignated**	132	4	11	(121)	7	17.50	0.53	0.77	(16.73)	0.23
TOTAL NON-DEGREE:		1,268	837	829	(439)	(8)	38.81	16.66	16.35	(22.46)	(0.31)
TOTALS:		2,765	2,522	2,704	(61)	182	562.85	559.72	583.22	20.37	23.49
					-2.2%	7.2%	-			3.6%	4.2%
		Budgeted/Goal FTEs					1,300	1,355	1,300		
		% of Budgeted/Goal FTEs Achieved to date					43.3%	41.3%	44.9%		
		Final Actual FTEs Achieved					1,312	1,300			
		% of Final Actual FTEs Achieved to date					42.9%	43.1%			
		25/26 Projected Ending FTEs using historical trend					1,359	1,355			
		Will budget be met					YES	YES			

*	Degree courses - Aid codes 10, 30, 31, 32, and 50
**	Non-degree courses - Aid Codes 42 and 47
CATEGORY DEFINITIONS	
38.14	38.14 Contract is set up as a program in Anthology. Students apply and register in the program for billing and tracking purposes. They are degree level courses.
COLEDG	ColLEDGE Up are degree courses/programs that are offered to area HS students.
SCNOW	Start College Now includes degree courses that HS students can enroll in for college credit (SWTC faculty teach the course).
TRANSCR	Transcripted Credit are high school courses that are also earning college credit through an agreement between SWTC and the high school.
UNDECIDE	Undecided is an option for prospective students to select when completing the application.
YOUTHAPP	Youth Apprenticeship are high school students enrolled in degree level course funded by CESA. Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.
UNDEC	Undeclared are degree courses (10, 3x) taken by students that are not in a program.
UNDES	Undesignated is a category for tracking non-degree courses (aid codes 42 & 47). This is a carry-over from CAMS. Anthology tracks these students in the Non-Degree category.
NONDEG	Non-Degree is a category for tracking non-degree course (aid codes 42 & 47) enrollment.

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	6/9/2025	6/25/2026
Career Assessments Completed ^	460	645	926	1,235	1,457	1,558	1,691	1,821	2,069	2,121	2,325	2,442	2,484
Financial Budget Completed	496	694	709	711	745	831	958	957	978	1,132	1,221	1,297	1,348
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	2,474	2,514
Completed Students Success Plans	415	621	663	663	695	787	876	918	934	1,078	1,166	1,221	1,271
Completed Students Success Plans BEFORE Fall 2024/Spring 2025 classes started	384	451	486	526	605	683*	763	763	763	763	763	763	763
Special Population Students with Completed Plan	34	61	62	63	325**	341	381	325	369	404	418	444	465
Non-Special Population Student with Completed Plan		560	601	600	370	446	487	377	408	479	533	549	568
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													
Financial Gaps 25-26			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	6/9/2025	6/25/2025
# of Students with Initial Gap Greater than 0					33	136	240	278	282	455	522	554	574
Sum of Identified Initial Gaps					\$ 294,365	\$ 689,981	\$ 1,558,606	\$ 1,906,385	\$ 2,459,129	\$ 3,876,455	\$ 4,408,106	\$ 4,694,157	\$ 4,852,298
Average Initial Gap (of students with a gap)					\$ 8,920	\$ 5,073	\$ 4,766	\$ 6,858	\$ 8,720	\$ 8,520	\$ 8,445	\$ 8,473	\$ 8,456
# of Students with Current Gap Greater than 0											521	548	565
Sum of Identified Current Gaps											\$ 4,246,891	\$ 4,479,237	\$ 4,585,997
Average Current Gap (of students with a gap)											\$ 8,151	\$ 8,173	\$ 8,112
2526 Students With Initial Gap Who Have a Reduced Gap													159
% of 2526 Students With Initial Gap Who Have a Reduced Gap													28%
Financial Gaps 24-25			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	6/9/2025	6/25/2025
# of Students with Initial Gap Greater than 0			351	350	402	433	453	454	486	486	486	486	486
Sum of Identified Initial 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	\$ 3,405,580	\$ 3,405,580
Average Initial Gap (of students with a gap)			\$ 7,477	\$ 7,402	\$ 7,646	\$ 7,403	\$ 7,230	\$ 7,235	\$ 7,007	\$ 7,007	\$ 7,007	\$ 7,007	\$ 7,007
# of Students with Current Gap Greater than 0					355	388	437	437	440	440	440	440	440
Sum of Identified Current Gaps					\$ 2,570,380	\$ 2,696,836	\$ 2,857,762	\$ 2,834,404	\$ 2,853,465	\$ 2,853,465	\$ 2,853,465	\$ 2,853,465	\$ 2,853,465
Average Current Gap (of students with a gap)					\$ 7,241	\$ 6,951	\$ 6,540	\$ 6,486	\$ 6,485	\$ 6,485	\$ 6,485	\$ 6,485	\$ 6,485

B. Chairperson's Report

1. District Boards Association (DBA) 2025-26 Committee Appointments

Information from the District Boards Association regarding Committees and assignments follows. The SWTC District Board representation within the committees will be determined at the meeting.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

2025 Appointments to DBA Positions

When filling out the online form, please include the following appointments as part of your July 2025 district board organizational meeting agenda.

Board of Directors

Each district board uses its own process to select its representative to the DBA board. Board of Director seats are staggered 2-year terms and association officers automatically serve as their district's delegate to the board.

- *Each college can have only one (1) representative on the DBA Board of Directors.*
- *There is no limit on the number of designee terms that may be served.*
- *A new member also may be appointed at mid-term, at the district board's discretion.*
- *New DBA Board of Director members will be seated in July 2025.*

The following odd-numbered districts are requested to select a member to be seated on the association's Board of Directors effective July 2025 for a two-year term:

- Blackhawk
 - *Current Board Member: Barbara Barrington-Tillman*
- Fox Valley
 - *Current Board Member: Margaret Kastner*
- Milwaukee
 - *Current Board Member: Mark Foley*
- Northeast Wisconsin
 - *Current Board Member: Carla Hedtke*
- Mid-State
 - *Current Board Member: Betty Bruski Mallek*
- Northcentral
 - *Current Board Member: Paul Proulx*

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

- Chippewa Valley | *Erin Greenawald, Secretary/Treasurer*
- Gateway | *Ram Bhatia, At-Large*
- Lakeshore | *John Wyatt, DBA President*
- Madison College | *Donald Dantzler, Jr.*
- Moraine Park | *Vernon Jung*
- Nicolet College | *Dianne Lazear*
- Northwood | *Lori Laberee, Vice President*
- Southwest Wisconsin | *Chuck Bolstad, Past President*
- Waukesha County | *Brian Baumgartner*
- Western | *Lance Bagstad*

Standing Committees

All districts are requested to assign new or continuing members to the Association's standing committees, at your board's discretion.

Standing Committees:

- *External Partnerships Committee*
- *Internal Best Practices Committee*
- *Bylaws, Policies and Procedures Committee*
- *Awards Committee*

A document outlining the standing committee descriptions and committee member expectations [can be found here](#).



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

2025 Committee Descriptions

Board of Directors

Description

- The DBA Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the DBA Executive Director.

Composition & Commitment

- Each district board is asked to designate one (1) trustee to represent the college on the DBA Board of Directors.
- The DBA Board holds at least four (4) hybrid meetings per year and attends the one (1) Annual Planning Meeting, usually held in August or September each year.
 - It's important that we have full representation from all colleges at DBA board meetings. Board of Directors Delegates are asked to attend all Association Board meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should contact DBA for more information.

External Partnerships Committee

Description

- This committee works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders.

- In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:
 - K-12 leaders
 - Employer-partners
 - Chamber officials
 - County board members
 - Presidents Association
 - Higher education leaders
 - Association of Community College Trustees
 - Community and Faith-Based Organizations
 - Other stakeholders and partners
- This committee also generates programming input for Association staff to develop for in-service sessions.

Composition & Commitment

- This committee is led by two (2) trustee co-chairs in concert with DBA staff.
- Each district board is asked to appoint one (1) to four (4) trustees to serve on the External Partnerships Committee.
- This committee meets in-person or virtually as needed.

Internal Best Practices Committee

Description

- This committee works to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:
 - Board and Association best practices around new member orientation;
 - “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
 - Human resources and employee compensation best practices;
 - Student services best practices (mental health, veterans services);
 - Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
 - Other emerging trends and topics
- This committee also generates programming input for Association staff to develop for in-service sessions.

Composition & Commitment

- This committee is led by two (2) trustee co-chairs in concert with DBA staff.
- Each district board is asked to appoint one (1) to four (4) trustees to serve on the Internal Best Practices Committee.
- This committee meets in-person or virtually as needed.

Bylaws, Policies and Procedures Committee

Description

- This committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.
- The Committee has additional specific assignments:
 - At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
 - At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Composition & Commitment

- This committee is led by two (2) trustee co-chairs in concert with DBA staff.
- This committee meets in-person or virtually as needed.

Awards Committee

Description

- This committee is responsible for promoting, identifying and rating:
 - Board Member of the Year candidates
 - Technical Education Champion (TECh) Award candidates
 - Media Award candidates
 - Distinguished Alumni of the Year candidates

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

Composition & Commitment

- Each district board is asked to select one (1) trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.
- This committee conducts their work via e-mail/virtual meetings, outside of the DBA meetings.
- Each award cycle roughly follows this process:
 - Generally, one (1) award is given per quarter, or two (2) awards are given together twice per year.
 - The DBA requests ratings from each college for awards.
 - Awards Committee members read nominations for each award and submit a rating for each nomination.
 - Members have about two weeks to complete this activity.
 - During the rating process, members read or view eight (8) to ten (10) nominations for an award and rate each award on four (4) or five (5) rating criteria.
 - Members are allowed to split this responsibility with another board member.

2. Nominations for 2025 District Boards Association (DBA) Awards:

The District Board will seek staff input for this year's nominations for the DBA's Distinguished Alumni, Technical Education Champion (TECh), and Media awards. Nominations are due July 21, 2025.

3. Designate 2025-26 Southwest Tech Foundation Board and Real Estate Foundation Board Representatives

The District Board will designate a 2025-26 representative for the Southwest Tech Foundation Board and Real Estate Foundation Board.

4. Discuss 2025 ACCT Leadership Congress: October 22-25, 2025

This year's congress will be in New Orleans. The Board will discuss whether representative(s) will attend, noting that early bird price registration ends August 15.

C. Interim College President's Report

1. 2025-26 Calendar Update

2. OPEB Actuarial Update

3. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

- 1. Approval of Board Monitoring Report: College Culture**
- 2. Foundation Quarterly Report & Real Estate Foundation Quarterly Report**

B. Date, Time, & Place

**6:00 p.m., Thursday, August 28, 2025, Southwest Tech's Conference Room 430,
1800 Bronson Blvd., Fennimore, WI 53809**

Adjournment