![Southwest Wisconsin Technical College logo]

Southwest Wisconsin Technical College

District Board Meeting

Professional Development, Retreat, Regular Meeting

January 22, 2026

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Conference Rooms 430 and 440
Fennimore, WI 53809

Contents

Annotated Agenda

DISTRICT BOARD PROFESSIONAL DEVELOPMENT, RETREAT & MEETING NOTICE/AGENDA
Thursday, January 22, 2026
1800 Bronson Boulevard, Fennimore, WI 53809 - Conference Rooms 430, 440

3:00 p.m. – Board Professional Development - Bias Training
3:30 p.m. – Mini-Retreat
6:00 p.m. – Regular District Board Meeting

ANNOTATED AGENDA

OPEN MEETING – ROOM 440
The following statement will be read: "The Southwest Wisconsin Technical College District Board's January 22, 2026, professional development, mini-retreat, and regular meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda."

A. Roll Call

BOARD PROFESSIONAL DEVELOPMENT (3:00 – 3:30 P.M.) – ROOM 440
A. Understanding Unconscious Bias
Cynde Larsen, Chief Academic Officer, will facilitate a discussion and training session focused on helping the Board understand and recognize the complex issues surrounding unconscious bias. This professional development mirrors the training provided to the Presidential Search Committee at the start of their work and will support the full Board as they prepare for the upcoming steps in hiring the next President of Southwest Tech.

ADJOURN TO CLOSED SESSION RETREAT (3:30 – 5:30 P.M.) – ROOM 440
A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing potential presidential 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.}

RECONVENE TO OPEN SESSION (5:30 P.M.) – ROOM 440
A. Action, if necessary, on Closed Session Item

RECESS FOR DINNER (5:30 – 6:00 P.M.) - ROOM 430
The Board will have dinner for social purposes. College business will not be discussed.

RECONVENE INTO CLOSED SESSION (6:00 P.M.) - ROOM 440

A. Consideration to continue into the closed session for the purpose of

1. **Private Conference with Individual Receiving Preliminary Non-Renewal Notice per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

2. **Final Notice of Non-renewal per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of December 18, 2025, Special & Regular Meeting Closed Session Minutes

RECONVENE TO OPEN SESSION – ROOM 430 (FOR THE REMAINDER OF THE MEETING)

A. Action, if necessary, on Closed Session Items

B. Reports/Forum/Public Input

CONSENT AGENDA

A. Approval of Agenda
The January 22, 2026, regular meeting agenda is included in the electronic Board material.

B. Approval of December 18, 2025, Regular Board Meeting Minutes
The meeting minutes from December 18, 2025, Regular Board meeting are included with the electronic Board material.

C. Approval of the December 18, 2025, Special Board Meeting Minutes
The meeting minutes from December 18, 2025, Special Board meeting are included with the electronic Board material.

D. 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.

E. Contract Revenue
There were six contracts totaling $51,630.07 in December 2025, presented for Board approval. The Contract Revenue Report is included within the electronic Board packet of meeting information.

F. Personnel Items

The Personnel Report includes recommendations for one retirement. The report is included in the electronic Board meeting packet.

G. United Migrant Opportunity Services (UMOS) Lease

Included in the Board packet of material is a 41-month lease commencing on January 1, 2026, ending May 31, 2029, for UMOs, Inc. to rent two offices (264 square feet of space) from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for $693.76 per month in 2026. Payments for the remainder of the term of the agreement include a 3% annual increase each January 1 of each year of the lease.

Recommendation: Approve, as presented, the January 22, 2026, Consent Agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of Board Governance Policy 2.7: President Complaint Process for Cabinet Members

In the December 18, 2025, closed session portion of the meeting, the Board members considered, reviewed, and suggested an edit to a new policy to include in the District Board Governance Policy Manual. The updated policy is included in this month's electronic packet of meeting materials and is being brought forth for formal approval.

Recommendation: Approve, as presented, Board Governance Policy 2.7: President Complaint Process for Cabinet Members*.*

B. Approval of Board Monitoring Report: Safety and Security

Heath Ahnen, Executive Director of Information Technology Services, and Dan Imhoff, Executive Director of Facilities, Safety & Security, will summarize the January 2026 Board Monitoring Report - Safety & Security. This report is included with all other Board meeting material.

Recommendation: Approve, as presented, the January 2026 Board Monitoring Report: Safety and Security.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

An update on College staffing will be provided by Krista Weber, Chief Human Resources Officer. A summary is included in the electronic packet of materials.

INFORMATION AND CORRESPONDENCE

A. Enrollment & Application Reports and Student Success Scoreboard
   1. FTE Comparison Report
   2. 2025-26 Program Application Comparison Report

3. Student Success Scoreboard
Katie Glass, Chief Communications Officer, and Holly Clendenen, Chief Student Services Officer, will share insights into this month's reports.

B. Chairperson's Report
   1. Reminder DBA Zoom Conference – January 30, 2026
   2. Possible Board Spring Retreat – Timing and Topics
   3. Potential Board Assessment Process – Prior to the new President's Start

C. Interim College President's Report
   1. Review Board Governance Policy 1.1: Governance Commitment
   2. Review Board Governance Policy 1.2: Governing Philosophy
      Included in the electronic materials are the policies.
   3. Budget Update
   4. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)
A. Agenda
   1. Budget Assumptions & Parameters
   2. SWTC Foundation and Real Estate Foundation FY26 2nd Quarter Reports

B. Date, Time, and Place – Thursday, February 26, 2026; 6:00 p.m.; SWTC Room 430

ADJOURNMENT

Open Meeting – Room 440

The following statement will be read: "The Southwest Wisconsin Technical College District Board's January 22, 2026, professional development, mini-retreat, and regular meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda."

A. Roll Call

Board Professional Development (3:00 – 3:30 p.m.) – Room 440

A. Understanding Unconscious Bias

Cynde Larsen, Chief Academic Officer, will facilitate a discussion and training session focused on helping the Board understand and recognize the complex issues surrounding unconscious bias. This professional development mirrors the training provided to the Presidential Search Committee at the start of their work and will support the full Board as they prepare for the upcoming steps in hiring the next President of Southwest Tech.

Adjourn to Closed Session Retreat (3:30 – 5:30 p.m.) – Room 440

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

1. **Discussing potential presidential 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.}

Reconvene to Open Session (5:30 p.m.) – Room 440

A. Action, if necessary, on Closed Session Item

Recess for Dinner (5:30 – 6:00 p.m.) – Room 430

The Board will have dinner for social purposes. College business will not be discussed.

Reconvene into Closed Session (6:00 p.m.) – Room 440

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

1. **Private Conference with Individual Receiving Preliminary Non-Renewal Notice per Wis. Stats. 19.85(1)(c)**
   {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

2. **Final Notice of Non-renewal 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.}

C. Approval of December 18, 2025, Special & Regular Closed Session Minutes

Reconvene to Open Session – Room 430 (for the remainder of the meeting)

A. Action, if necessary, on Closed Session Items

B. Reports/Forum/Public Input

Consent Agenda
A. Approval of Agenda

Southwest Wisconsin
TECHNICAL COLLEGE

DISTRICT BOARD PROFESSIONAL DEVELOPMENT, RETREAT & MEETING NOTICE/AGENDA
Thursday, January 22, 2026
1800 Bronson Boulevard, Fennimore, WI 53809 - Conference Room 430, 440

3:00 p.m. – Board Professional Development - Bias Training
3:30 p.m. – Mini-Retreat
6:00 p.m. – Regular District Board Meeting

AGENDA

OPEN MEETING – ROOM 440
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A. Roll Call

BOARD PROFESSIONAL DEVELOPMENT (3:00 – 3:30 P.M.) – ROOM 440
A. Understanding Unconscious Bias

ADJOURN TO CLOSED SESSION RETREAT (3:30 – 5:30 P.M.) – ROOM 440
A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing potential presidential 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.}

RECONVENE TO OPEN SESSION (5:30 P.M.) – ROOM 440
A. Action, if necessary, on Closed Session Item

RECESS FOR DINNER (5:30 – 6:00 P.M.) – ROOM 430
The Board will have dinner for social purposes. College business will not be discussed.

RECONVENE INTO CLOSED SESSION (6:00 P.M.) – ROOM 440
A. Consideration to continue into the closed session for the purpose of
   1. Private Conference with Individual Receiving Preliminary Non-Renewal Notice per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
   2. Final Notice of Non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
B. Approval of December 18, 2025, Special & Regular Meeting Closed Session Minutes

RECONVENE TO OPEN SESSION – ROOM 430 (FOR THE REMAINDER OF THE MEETING)
A. Action, if necessary, on Closed Session Items
B. Reports/Forum/Public Input

CONSENT AGENDA
A. Approval of Agenda
B. Approval of December 18, 2025, Regular Board Meeting Minutes
C. Approval of December 18, 2025, Special Board Meeting Minutes
D. Financial Reports
   1. Purchases Greater than $2,500
   2. Treasurer's Cash Balance
   3. Budget Control
E. Contract Revenue
F. Personnel Items
G. United Migrant Opportunity Services (UMOS) Lease

OTHER ITEMS REQUIRING BOARD ACTION
A. Approval of Board Governance Policy 2.7: President Complaint Process for Cabinet Members
B. Approval of Board Monitoring Report: Safety and Security

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Staffing Update

A. Enrollment & Application Reports and Student Success Scoreboard
   1. FTE Comparison Report
   2. 2025-26 Program Application Comparison Report
   3. Student Success Scoreboard
B. Chairperson's Report
   1. Reminder DBA Zoom Conference – January 30, 2026
   2. Possible Board Spring Retreat – Timing and Topics
   3. Potential Board Assessment Process – Prior to the new President's Start
C. Interim College President's Report
   1. Review Board Governance Policy 1.1: Governance Commitment
   2. Review Board Governance Policy 1.2: Governing Philosophy
   3. Budget Update
   4. College Happenings
D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

A. Agenda
   1. Budget Assumptions & Parameters
   2. SWTC Foundation and Real Estate Foundation FY26 2nd Quarter Reports
B. Date, Time, and Place – Thursday, February 26, 2026; 6:00 p.m.; SWTC Room 430

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu

B. Approval of Minutes from the December 18, 2025, Regular Board Meeting

MINUTES OF REGULAR MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 18, 2025

The Board of Southwest Wisconsin Technical College met remotely over Zoom for a regular meeting commencing at 6:00 p.m. on December 18, 2025.

The following members were present:

David Blume, Charles Bolstad, Theresa Braudt, Kent Enright, Jeanne Jordie, Chris Prange, Don Tuescher, Steve Williamson (arrived at 6:12), and Jane Wonderling (arrived at 6:09)

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

Caleb White, Interim President and Vice President for Administrative Services, and College Staff: Danielle Carlson, Holly Clendenen, Dennis Cooley, Katie Glass, Chantel Hampton,

Mandy Henkel, Dan Imhoff, Kelly Kelly, Cynde Larsen, Lori Needham, Krista Weber, and Kris Wubben.

Southwest Tech Students: Kat Chamorro Rueda, Edwin Garmendia, Sherley Cesar, Guettie Meremable, and Thamar Meremable

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

Southwest Wisconsin TECHNICAL COLLEGE

DISTRICT BOARD MEETING NOTICE/AGENDA
Thursday, December 18, 2025
6:00 p.m. – Regular District Board Meeting
Remote via Zoom:
Dial in: US: +13092053325,,95352315208# or +13126266799,,95352315208#
Meeting URL:
https://swtc.zoom.us/j/95352315208?pwd=gbwFmgUu7KAvmSu2wa7aD71dBbqOPQ.1
Meeting ID: 953 5231 5208
Passcode: 246674

AGENDA

OPEN MEETING
The following statement will be read: "The Southwest Wisconsin Technical College District Board's December 18, 2025, regular meeting is called to order. This is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, CESA 3, and the Fennimore City Office in an attempt to make the general public aware of the time, place, and agenda."

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

OTHER ITEM REQUIRING BOARD ACTION
A. Approval of Student Organization: G.L.O.B.A.L Club

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing potential presidential candidates and evaluative criteria under Wis. Stats. Sec. 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 preliminary notices of non-renewal under Wis. Stats. Sec 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.}

    3. Considering <u>employment and evaluation process for a public employee over which the governmental body has jurisdiction and exercises responsibility as authorized under Wis. Stats. Sec 19.95(1)(c)</u> {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 November 20 and November 21, 2025, Closed Session Minutes

RECONVENE TO OPEN SESSION
A. Action, if necessary, on Closed Session Items

INFORMATION AND CORRESPONDENCE
A. Interim College President's Report
    1. College AI Initiative
    2. Civil Rights Compliance Review Findings
    3. Partnership/Outreach Updates
    4. College Happenings

CONSENT AGENDA
A. Approval of Agenda
B. Approval of November 19, 20, and 21, 2025, Board Meeting Minutes
C. Financial Reports
    1. Purchases Greater than $2,500
    2. Treasurer's Cash Balance
    3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
A. Approval of 2024-25 Financial Audit
B. Approval of Bid: UW56 Bobcat Toolcat with Trade
C. Approval of Bid: Vertical Tillage Implement

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Staffing Update

INFORMATION AND CORRESPONDENCE
A. Enrollment & Application Reports and Student Success Scoreboard
    1. FTE Comparison Report
    2. 2025-26 Program Application Comparison Report
    3. Student Success Scoreboard
B. Chairperson's Report
    1. Wisconsin Hospital Association 2025 Trustee Award Recipient – Cynde Larsen
    2. ACCT National Legislative Summit – February 2026
C. Other Information Items

A. Agenda
   1. Approval of Board Monitoring Report: Safety and Security
B. Date, Time, and Place
   Thursday, January 22, 2025, 6:00 p.m., SWTC Room 430

ADJOURNMENT

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

A request for formal Board approval of a new student organization, G.L.O.B.A.L, was brought forth by the following students: Kat Chamorro Rueda, Edwin Garmendia, Sherley Cesar, Guettie Meremable, and Thamar Meremable. Supporting the students during the virtual presentation were Danielle Carlson, Academic Success Coach, who will serve as the new club's advisor, and Chantel Hampton, Director of Adult Education/Student Success. Highlights of the presentation and the club charter include that the club is open to all students and that the name G.L.O.B.A.L represents the club's core values and guides the club's mission: **G**rowing, **L**earning, **O**ptimistic, **B**ilingual, **A**chievement, and **L**eadership. Mr. Bolstad moved, seconded by Ms. Wonderling, to approve the new G.L.O.B.A.L Club. Motion carried.

Mr. Enright moved, seconded by Mr. Bolstad, to adjourn to closed session to 1) discuss potential presidential candidates and evaluative criteria; 2) discuss preliminary notices of non-renewal; and 3) to consider employment and evaluation process for a public employee over which the governmental body has jurisdiction and exercises responsibility as authorized under 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 members voted in the affirmative to move into the closed session: Mr. Blume, Mr. Bolstad, Ms. Braudt, Mr. Enright, Ms. Jordie, Mr. Tuescher, Mr. Williamson, Ms. Wonderling, and Mr. Prange. The motion carried, and the meeting adjourned to a closed session at 6:21 p.m. The Board reconvened to open session at 6:52 p.m.

Items reviewed under the Interim College President's Report and College Happenings:
- The launching of an AI initiative was described, which aims at preparing faculty, staff, and students for the future by integrating AI literacy and Microsoft platform proficiency into all programs and roles. Krista Weber, Chief Human Resources Officer, and Heath Ahnen, Executive Director of IT Services, are leading.
- The Wisconsin Technical College System Office completed a comprehensive Office for Civil Rights review at SWTC with very few issues found. The voluntary compliance plan will be completed in January.

- Partnership/Outreach update: The College is still planning to lease from the developer of the property at the corner of Highways 23 and 18, and there are continued exploration discussions with area K-12's who hope to advance their career technical education.
- Winter Commencement was held on December 12 with over 80 graduates participating in the ceremonies.
- The annual Board Appointment process will begin in January. The committee's meeting is scheduled for March 4, 2026. Board members whose term ends on June 30, 2026, are Chris Prange (Additional member, South), David Blume (Additional member, At Large), and Steve Williamson (Elected Official, At Large).

After a review of the Consent Agenda, including the December 18, 2025, agenda; the November 19, 20, and 21, 2025, board meeting minutes; the November 2025 financial reports; 14 contracts totaling $83,154.16 in November 2025; the promotion/transfers of Gabby Snider to Training and Development Coordinator, Isabela Cauffman Moreno to Child Care Aid, Isabelle Manning to Human Resources Manager; and the retirements of Robert Lund, Custodian, and Karen Campbell, Compliance Officer, Mr. Bolstad moved, seconded by Mr. Enright, to approve the December 18, 2025, Consent Agenda, as presented. Motion adopted.

Caleb White, Interim President and Vice President for Administrative Services, and Kelly Kelly, Director of Fiscal Services/Controller, presented the College's 2024–25 Financial Audit. The independent auditors issued an unmodified ("clean") opinion with no material or significant deficiencies identified. Mr. White noted that the single audit report is not included at this time; it will be completed in January because federal and state compliance guidance was not released until November. Mr. Tuescher moved, and Ms. Braudt seconded, to approve the 2024–25 financial audit as presented. The motion carried.

Ms. Kelly and Dan Imhoff, Director of Facilities, Safety, and Security, brought forward the following bids for board approval:
1. A new UW56 Bobcat Toolcat with trade for the facility maintenance department. The virtual public bid opening was held on November 24, 2025, with three vendors submitting proposals. Recommendation proposed: a contract for the UW56 Bobcat Toolcat with trade for a bid amount of $39,898.64 to Ritchie Implement, Cobb, WI.
2. A new Vertical Tillage Implement for the College's agriculture programs. The virtual public bid opening was held on November 25, 2025, with three vendors submitting proposals. Recommendation proposed: a contract for the new Vertical Tillage Implement in the bid amount of $79,485.00 to Ritchie Implement, Cobb, WI.

Mr. Williamson motioned, seconded by Ms. Jordie, to award both bids as presented: a contract for the UW56 Bobcat Toolcat with trade for a bid amount of $39,898.64 to Ritchie Implement, Cobb, WI., and a contract for the new Vertical Tillage Implement in the bid amount of $79,485.00 to Ritchie Implement, Cobb, WI. Motion carried.

The College Staffing report was provided by Ms. Weber. Current postings include a Software Development Instructor, an Advanced Manufacturing Instructor, and a Human Resources Assistant.

The Enrollment/FTE Comparison and Applications Reports were reviewed by Katie Glass, Chief Communications Officer. FTE enrollments have decreased by 2.7% compared to this time last year, while the application report shows a reduction of seven students year-over-year. There are four more registration sessions scheduled before the spring semester begins.

Holly Clendenen, Chief of Student Services, presented the December 2025 Student Success Scoreboard report, noting that work is ongoing to transition existing plans into the new application. The updated system consolidates all three sections of each plan in one place, removing the need to manage them separately. The conversion is expected to be completed in early 2026.

Items reviewed under the Chairperson's Report:
- Cynde Larsen, Chief Academic Officer, was recently named the Wisconsin Hospital Association's Trustee of the Year. Ms. Braudt shared information about the award that was presented at Boscobel's Emplify Health Board meeting, which Dr. Larsen has served on for the last ten years.
- The Board will not be sending a trustee to this year's ACCT National Legislative Summit. There may be at least one staff member attending and will forgo the conference and attend the legislative meetings only.

Under other information items:
- The District Board's Association meeting will be held virtually on the morning of January 30, 2026. The Board will explore participation as a group from the campus.

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 7:41 p.m.

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Kent Enright, Secretary

C. *Approval of Minutes from the December 18, 2025, Special Board Meeting*

MINUTES OF SPECIAL MEETING FOR THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DECEMBER 18, 2025 - PRESIDENTIAL SEARCH

The Board of Southwest Wisconsin Technical College met remotely over Zoom for a special meeting commencing at 8:33 a.m. on December 18, 2025.

The following were present:

- The District Board's Presidential Search Committee Members:
  David Blume, Charles Bolstad (Search Committee Chair), Kent Enright, and Jane Wonderling
- Additional Members of the Presidential Search Committee:
  Kajal Patel, SWTC Student Ambassador; Theresa Sander, Biddick Inc.; CoraBeth Schmitz, Student Financial Assistance Manager; Kris Schoville, Academic Lead/Medical Assistant Instructor and SWTC Foundation President; John Troxel, Network Administrator
- The Board's Chairperson:
  Chris Prange (left at 10:20 a.m.)
- Presidential Search Support Staff:
  Connie Haberkorn, Human Resources Director and Search Liaison
  Lori Needham, Executive Assistant

Board Members not in Attendance:
- Theresa Braudt, Jeanne Jordie, Don Tuescher, and Steve Williamson

Board Vice Chair/Search Committee Chair Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda:

DISTRICT BOARD MEETING NOTICE/AGENDA
8:30 a.m., Friday, December 18, 2025
Remote via Zoom
(Please contact Lori Needham at lneedham@swtc.edu for Zoom link information.)

AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's December 18, 2025, special 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 in an attempt to make the general public aware of the time, place, and agenda."

A. Roll Call

ADJOURN TO CLOSED SESSION

A. Consideration of adjourning to a closed session for the purpose of
   1. Discussing information that, if made available to the general public, would advantage a future candidate over a candidate who was not aware of that information 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 information that, if made available to the general public, would advantage a future candidate over a candidate who was not aware of that information per Wisconsin Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}

RECONVENE TO OPEN SESSION

C. 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.}

Mr. Enright moved, seconded by Mr. Blume, to adjourn to closed session to discuss information that, if made available to the general public, would advantage a future candidate over a candidate who was not aware of that information 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.} and 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.} Upon roll call vote, all present members voted in the affirmative: Mr. Blume, Mr. Prange, Mr. Enright, Ms. Wonderling, and Mr. Bolstad. The motion carried, and the meeting adjourned to a closed session at 8:34 a.m.

With no further business to come before the Board in the closed or open sessions, Ms. Wonderling moved to adjourn the meeting, with Mr. Enright seconding the motion. The motion carried, and the meeting adjourned at 11:12 a.m.

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Kent Enright, Secretary

D. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN $2,500
FOR THE PERIOD 12/01/2025 - 12/31/2025

Vendor	Expenditure Invoice #	Description	Amount
IRS	12.5.25	941 Tax Deposit	151,351.46
Anthology	ANTH-INV-03463	MANAGED SVCS	53,130.00
Dennis Sneed Ford	1FT6W1EV5PWG58455	2023 FORD F150 LIGHTNING	43,159.99
Fennimore Utilities	12.30.25 STMT	UTILITIES	28,064.05
Fennimore Utilities	12.1.25 STMT	UTILITIES	25,587.47
WI DOR- PR	12.5.25	WI State Tax Deposit	24,738.14
Associated - PAYROLL	12.5.25	12.5.25 HSA Contributions	21,976.15
CLA	L251765971	AUDIT SERVICES	17,220.00
Quarles	6948147	Quarles & Brady LLP Bond Counsel Fee	14,750.00
Great West	12.8.25	457 Contributions	11,345.40
G-Pro	25-39 12.8.25	Application 1	9,851.50
Constellation	4473531	UTILTIES	9,829.03
Anthology	ANTH-INV-034364	MANAGED SVCS	8,855.00
WE	5744512235	UTILITIES	7,905.19
Symetra	12.5.25	Life Insurance - 2208	6,090.97
PCARD - Neobits	NW708930	Speakerphone	5,970.05
Husch Blackwell	3867597	GENERAL CORP	5,250.00
ExamSoft	IN-ESW-19331	ESESSENTIAL	5,241.25
PowerSchool	INV473194	25-26 Schoology	5,202.02
Delta	12.3.25	Weekly Dental Claims	4,681.05
Madison National	1734979 12.1.25	STD/LTD INSURANCE	4,644.00
PCARD - Health Ed	252959	Admission Assessment	4,590.00
US Omni	12.8.25 Vanguard	12.05.25 Vanguard	3,929.52
Hinge Properties	JAN '25 RENT	RENT	3,826.73
Hydro-Flo	2450572	Annual Maint Kit	2,998.40
HBS	853818-H	CoPilot Readiness	2,985.00
PCARD - Hillyard	605964558	Towels & Tissues	2,979.60
Telegraph Herald	12.31.25 STMT	ADVERTISING	2,898.00
American Heart	003798802	Videos	2,546.79
Total Invoices			**$491,596.76**

Vendor	Bank Withdrawals		
	Transaction Date	Audit Trail	Amount
OUTGOING WIRE TRANSFER State of Wisconsin, Local Govt Inve	12/15/2025	GNJL014487	4,000,000.00
December 2025 Sweep	12/31/2025	GNJL014544	443,701.53
U.S. BANK AUTOPAY ending 12.16.2025	12/31/2025	GNJL014533	43,088.80
U.S. BANK AUTOPAY 448559455550942	12/3/2025	GNJL014389	34,665.03
U.S. BANK AUTOPAY ending 12.02.2025	12/17/2025	GNJL014501	28,514.05
Total Bank Withdrawals			4,549,969.41

Payroll Period	Payroll		
	Payroll Date		Amount
12/05/2025 Payroll	12/5/2025		441,559.08
12/19/2025 Payroll	12/19/2025		388,172.25
Total Payroll			**$829,731.33**
Total Purchases >= $2,500			**$5,871,297.50**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 12/31/2025			
Receipts			
Fund			
1 General	234,466.00		
2 Special Revenue			
3 Capital Projects	8,891.00		
4 Debt Service	-		
5 Enterprise	76,692.00		
6 Internal Service	297,962.00		
7 Financial Aid/Activities	16,571.00		
Total Receipts		634,582.00	
Expenses			
Fund			
1 General	1,890,491.00		
2 Special Revenue			
3 Capital Projects	51,239.00		
4 Debt Service	14,750.00		
5 Enterprise	88,306.00		
6 Internal Service	8,869.00		
7 Financial Aid/Activities	59,205.00		
Total Expenses		2,112,860.00	
Net cash change - month			(1,478,278.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 7167	2,575,328.17		
-Cash on Hand	2,700.00		
-Local Government Investment Pool	9,329,754.62		
Ending Cash/Investment Balance		11,907,782.79	

3. Budget Control

Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 6 Months ended December 31, 2025

	2025-26 Budget	2025-26 YTD Actual	2025-26 Percent	2024-25 Percent	2023-24 Percent	2022-23 Percent	2021-22 Percent
General Fund Revenue	26,823,700.00	7,063,702.69	26.33	24.74	30.95	26.53	26.60
General Fund Expenditures	27,283,200.00	12,310,213.14	45.12	43.52	48.80	51.43	43.46
Capital Projects Fund Revenue	4,075,000.00	110,354.00	2.71	86.17	73.80	2.96	0.55
Capital Projects Fund Expenditures	4,000,000.00	1,191,458.63	29.79	21.53	46.94	14.42	11.74
Debt Service Fund Revenue	6,860,000.00	-	-	-	-	-	61.18	-
Debt Service Fund Expenditures	6,946,500.00	309,475.00	4.46	5.12	5.51	3.45	16.34
Enterprise Fund Revenue	2,330,000.00	1,099,259.07	47.18	47.14	57.75	43.06	48.39
Enterprise Fund Expenditure	2,400,000.00	934,911.09	38.95	33.75	40.87	43.36	95.84
Internal Service Fund Revenue	4,455,000.00	1,794,476.00	40.28	39.67	42.87	44.91	44.68
Internal Service Fund Expenditures	4,455,000.00	1,610,849.87	36.16	15.71	53.13	46.25	44.74
Trust & Agency Fund Revenue	9,100,000.00	3,052,154.44	33.54	33.05	34.91	31.20	41.05
Trust & Agency Fund Expenditures	9,125,000.00	3,587,086.10	39.31	42.64	43.04	42.20	35.61
Grand Total Revenue	**53,643,700.00**	**13,119,946.20**	**24.46**	**30.53**	**33.88**	**31.98**	**26.26**
Grand Total Expenditures	**54,209,700.00**	**19,943,993.83**	**36.79**	**36.57**	**42.25**	**38.80**	**37.50**

E. Contract Revenue

There are six contracts totaling $51,630.07 in December 2025, being presented for Board approval:

		2025-2026 CONTRACTS					INDIRECT COST FACTOR		
		12/1/2025 to 12/31/2025							
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
CESA 3	03-2026-0065-I-11	CollEDGE Up Pistons to Pathways: Automotive Maintenance	Bri Fortney	26	$ 16,188.82	No		X	
Community Health Services	03-2026-0066-I-41	Everything DiSC Workplace	Dennis Cooley	11	$ 3,468.75	No		X	
Community Health Services	03-2026-0066-I-41	Everything DiSC Agile EQ	Dennis Cooley	12	$ 4,518.75	No		X	
Community Health Services	03-2026-0066-I-41	Productive Conflict	Dennis Cooley	11	$ 4,018.75	No		X	
Nutrien Ag Solutions	03-2026-0094-I-41	CDL License Training	Dennis Cooley	5	$ 16,800.00	No		X	
Orchard Manor	03-2026-0099-I-41	Courageous Conversations	Dennis Cooley	24	$ 6,635.00	No		X	
		TOTAL of all Contracts		89	$ 51,630.07				
		Exchange of Services		-	$ -				
		For Pay Service		89	$ 51,630.07				

F. Personnel Items

The Personnel Report includes a recommendation for one retirement:

Southwest Wisconsin TECHNICAL COLLEGE

PERSONNEL REPORT
January 22, 2026

EMPLOYMENT: NEW HIRE

Name:	
Title:	
How many applicants & interviewed	
Start Date:	
Salary/Wages:	
Classification:	
Education and/or Experience:	

PROMOTIONS/TRANSFER   **NEW POSITION**

RETIREMENTS / RESIGNATIONS

Sue Friederick (January 16, 2026)	Cook

G. United Migrant Opportunity Services (UMOS) Lease

The 41-month lease commencing on January 1, 2026, ending May 31, 2029, for UMOs, Inc. to rent two offices (264 square feet of space) from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, for $693.76 per month in 2026 follows. Payments for the remainder of the term of the agreement include a 3% annual increase each January 1 of each year of the lease.

Recommendation: *Approve, as presented, the January 22, 2026, Consent Agenda.*

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of January 2026 by and between Southwest Wisconsin Technical College, Lessor, and United Migrant Opportunity Services/UMOS, Inc, Lessee:

1. PREMISES AND TERM.

     1.1   <u>Demised Premises.</u> Lessor leases to Lessee the following:

Two (2) offices – one 11.5' x 10.33' (119 square feet) and one 14" x 10.33' (145 square feet) of office floor space located at 373 West 6th Street, Richland Center, Wisconsin.

     1.2   <u>Term.</u> This lease is for a term forty-one (41) months commencing on January 1, 2026, and ending May 31, 2029.

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

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

2. RENT.
     2.1   <u>Payments.</u> The Lessee shall yield and pay the sum of Three Hundred Twelve Dollars and Eighty-seven Cents ($312.87) per month as rent for the smaller office and Three Hundred Eighty Dollars and Eighty-nine Cents ($380.89) per month as rent for the larger office for a total of Six Hundred ninety-three Dollars and Seventy-six Centers ($693.76) for the first twelve (12) months of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request). Payments for the remainder of the term of the agreement includes 3% annual increase on January 1 of each year and are detailed as follows:

<div align="center">1</div>

Lease Year	Monthly Gross Rent
2026	$ 693.76
2027	$ 714.57
2028	$ 736.01
2029 - 5 months	$ 758.09

3.   USE AND SIGNS.

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

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

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

4.   CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1   Utilities.

(a)   Lessee shall be responsible for telephone and computer expenses.

(b)   Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2   Maintenance.

(a)   Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.

(c)   Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.

(d)   Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property

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therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permitees excepted.

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

5.   ALTERATIONS.

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

6.   ASSIGNMENT AND SUBLETTING.

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

7.   OTHER FACILITIES.

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

8.   INDEMNITY - LIABILITY INSURANCE

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

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

9.   NOTICES.

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

(a)   if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and

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(b)   if to Lessee, to Tim Schindler, Vice President of Workforce Development and Margaret Fischback, General Counsel, United Migrant Opportunity Services/UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10.   QUIET ENJOYMENT.

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

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

11.   COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

11.6   <u>Severability.</u> Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not

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be affected thereby and shall continue in full force and effect.

12.   MISCELLANEOUS PROVISIONS.

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

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

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

13.   BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____day of _____2026.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this ____9____ day of January 2026.

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United Migrant Opportunity Services/UMOS, INC.

BY: _____
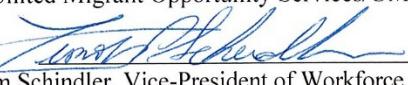
Tim Schindler, Vice-President of Workforce Development

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Other Items Requiring Board Action

A. ***Approval of Board Governance Policy 2.7: President Complaint Process for Cabinet Members***

In the December 18, 2025, closed session portion of the meeting, the Board members considered, reviewed, and suggested an edit to a new policy to include in the District Board Governance Policy Manual. The updated policy follows.

Recommendation: Approve, as presented, Board Governance Policy 2.7: President Complaint Process for Cabinet Members.

2.7: PRESIDENT COMPLAINT PROCESS FOR CABINET MEMBERS

Complaints about the College President

A formal procedure is established for handling complaints against the president of the college. This policy ensures that complaints are addressed in a consistent, fair, and timely manner. The policy applies only to cabinet members directly reporting to the President who may have concerns regarding the college president's actions, behavior, or performance.

Procedure

Types of Complaints (Scope of Policy)

- Misconduct or unethical behavior: Includes violations of college policies, ethical standards, or law.
- Performance issues: Concerns regarding the president's professional conduct or ability to perform duties.
- Discriminatory behavior: Complaints related to discrimination, harassment, bullying, or hostile work environments.
- Policy violations: Allegations that the president has violated college policies or procedures.

Complaint Submission Process

Formal Complaint: Individuals must submit a written complaint that clearly outlines the issue, the parties involved, and any supporting documentation. The written complaint must be provided to the Chair of the Board of Trustees.

Timeline: Complaints must be submitted within 30 days of the date of the incident or within 30 days of the date the individual learned of the incident.

Confidentiality: The complaint process will prioritize confidentiality, with information shared only on a need-to-know basis to protect the privacy interests of all individuals involved.

Initial Review

Acknowledgment: A formal acknowledgment of receipt of the complaint will be sent to the complainant from the Chair of the Board of Trustees.

Review Committee: A designated committee or individual (Board Chair or designee) will review the complaint to determine if it falls under the scope of the policy defined above and whether an investigation is warranted.

Dismissal: If the complaint does not meet the criteria or is deemed frivolous, the complaint may be dismissed, with an explanation provided to the complainant.

Investigation Process

Investigation Team: If an investigation is deemed necessary, an impartial investigation team will be formed to conduct the investigation. The team will be assigned by the Chair of the Board of Trustees. This team might consist of members of the SWTC administration, board members, legal counsel, or external investigators.

Interviews and Evidence: The investigation team will interview witnesses, review documents and other evidence, and provide the president with an opportunity to respond to the complaint.

Timeline: A specific timeline for completing the investigation should be established to ensure timely resolution. The investigation should ordinarily be completed in 30 days or less.

Decision and Action

Findings: The investigation team will provide a report with findings to the Chair of the Board. The Chair of the Board will share the findings with the Board in a properly noticed and lawfully called executive session of the Board.

Action: Based on the findings, the board may recommend appropriate action. This may include, but is not limited to, disciplinary action (written warning, suspension, termination) or other appropriate actions (mediation, training, etc.).

Right to Appeal: The president has the right to appeal the findings or recommendations of the board, within 30 days of the date the president receives the findings. Any such appeal shall be filed with the Board Chair. If there is an appeal, the Board will review the recommendation with input from the president and take appropriate action.

Confidentiality and Non-Retaliation

Confidentiality: All parties involved in the complaint and investigation process shall maintain confidentiality to the extent possible.

Non-Retaliation: Individuals filing bona fide complaints in good faith or participating in investigations are protected from retaliation or adverse actions, as detailed in College policies.

Board Review and Oversight

The Board of Trustees is responsible for reviewing the complaint, overseeing the investigation process, and taking appropriate action.

The Board shall provide a final decision after reviewing all findings, including any appeals from the president. The decision of the Board as to any appeal or action taken under this policy shall be final unless otherwise provided by law or policy.

Record Keeping

All complaints, investigations, and resolutions shall be documented and filed in the President's personnel file located in the Human Resources Department and in such other places as the Board Chair directs.

Review of Policy

This policy shall be reviewed on a biennial basis.

Adopted:
Reviewed
Revised:

B. *Approval of Board Monitoring Report: Safety and Security*

Heath Ahnen, Executive Director of Information Technology Services, and Dan Imhoff, Executive Director of Facilities, Safety & Security, will summarize the January 2026 Board Monitoring Report - Safety & Security. The report follows.

<u>Recommendation:</u> *Approve, as presented, the January 2026 Board Monitoring Report - Safety and Security.*

Board Monitoring Report
Safety and Security
January 22, 2026

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College (Southwest Tech) (College) has a proud history of providing a safe learning environment for our students and a safe workplace for our employees. Ensuring safety directly supports our commitment to equitable college access, fostering an environment where students feel secure enough to focus on their educational goals. By maintaining high safety standards, Southwest Tech enables students to focus on their studies, complete their programs, and transition successfully to careers or further education. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, we comply with constantly emerging and evolving federal and state laws which are increasingly complex. Every member of our campus community plays an integral role in both the safety and security of the campus; therefore, it is important we provide them with the training and tools they need to help keep Southwest Tech the safe and inviting place it has always been.

Alignment with Strategic Directions

Campus safety and cybersecurity are foundational to ensuring we provide an accessible, inclusive, and high-quality education. When our teaching spaces are safe, students are more likely to enroll, stay, and earn their degrees from the college. For employees, a safe work environment fosters a culture of care and trust, enabling personal connections with students that enhance their sense of belonging and motivation. Individuals who feel cared for are more likely to have a positive attitude toward the people they work with and the institution. When they feel safer and more secure, distractions are removed that can undermine their productivity and help them reach their full potential. Employees are also more likely to attend and stay with an institution that has a reputation for ensuring the safety of all their stakeholders. By emphasizing safety, we also align with our vision of preparing students for successful post-graduate outcomes, creating pathways to meaningful careers, and contributing to the economic and social well-being of our region.

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Competitive Positioning Statement

Providing a safe environment gives Southwest Tech an advantage in recruiting and retaining both students and employees. To maintain our competitive advantage, it is imperative the College continues to train people in how to avoid an emergency and how to respond in a crisis. The threats to the College constantly evolve and it is important to make sure our plans and procedures are updated. Our plan's quality depends on continual professional development and debriefing our response after training or real emergency situations. Having a safe environment also has a direct effect on insurance and time lost costs. Campus safety has a direct effect on college operations and operating costs. Continuous training and adaptation to evolving threats strengthen our ability to protect stakeholders, enabling students to focus on completing their education and pursuing careers.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

2025 Results

1. In 2025, Southwest Tech safety team members conducted 8 scenario-based situational awareness training sessions during departmental meetings hosted by Deans, Fiscal Services, and Human Resources. This training provides faculty and staff with practical guidance on recognizing and reporting concerning behaviors or situations. This initiative has had a positive impact, evidenced by the improved quality of incident reports, demonstrating improved awareness and responsiveness across the campus community.

2. The College upgraded the external security camera system across campus, significantly improving both coverage and video quality. The enhanced system now integrates directly with the building access control platform, allowing for synchronized monitoring of door activity, improved incident verification, and more efficient response to security concerns. This integration reduces blind spots, strengthens perimeter security, and enhances real-time situational awareness. The upgrade represents a key investment in campus safety and supports the College's ongoing commitment to maintaining a secure environment for students, employees, and visitors.

3. Southwest Tech has implemented an identity-verification and fraud-prevention application platform as a proactive measure to strengthen institutional security and enhance the integrity of the admissions process. This strategic initiative addresses the growing national threat of synthetic identity fraud and supports compliance with increasingly stringent federal financial aid regulations. Synthetic identity fraud

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involves the creation of fictitious identities using a combination of real and fabricated information—often including stolen Social Security numbers—to fraudulently obtain financial aid or other institutional benefits. Key objectives included reducing fraudulent applications, improving audit readiness, increasing operational efficiency, and laying the groundwork for a scalable identity-verification framework. As a result, the College has achieved significant outcomes, including real-time identity scoring and automated decisioning to detect early fraud and minimized manual processing for legitimate applicants. This investment not only reduces institutional risk and safeguards college resources but also enhances the overall student application experience.

4. Southwest Tech integrated endpoint administration into the Charger Technology Support Center, establishing a dynamic learning hub where students gain hands-on experience. Endpoint administration involves managing and securing devices such as laptops, desktops, tablets, and mobile phones that connect to an organization's network. In collaboration with ITS professionals, students will engage in tasks such as monitoring and maintaining endpoint protection solutions, performing software updates, troubleshooting device issues, and ensuring compliance with cybersecurity protocols. This experiential approach bridges theoretical knowledge with practical application, equipping students with market-ready skills while reinforcing Southwest Tech's commitment to work-based learning.

5. Southwest Tech successfully utilized a no-cost risk mitigation resource provided by District Mutual Insurance (DMI) through its network security and cyber liability policy. In partnership with Gallagher's cyber risk management team, the college accessed the Cyber Defense Centre and engaged a virtual Chief Information Security Officer (vCISO). This initiative strengthened the college's cybersecurity posture by leveraging expert-level resources to monitor, assess, and mitigate cyber risks—enhancing institutional resilience without incurring additional costs.

2026   Initiatives

1. The College will continue its employee safety training program, reinforcing its commitment to campus security and preparedness. Past training sessions included cybersecurity, situational awareness, and classroom management. Future sessions will cover critical topics such as "Run Hide Fight" strategies, effective incident reporting, and campus evacuation procedures. These trainings improve employee readiness and contribute to a safer environment for the entire campus community.

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2. The College is moving forward with a project to upgrade the campus notification system, enhancing the speed, reliability, and clarity of emergency communications. The project is partially funded through a Districts Mutual Insurance (DMI) Safety and Security Grant. The upgraded system will improve the College's ability to deliver timely and accurate alerts to students, employees, and visitors during critical incidents and will expand the effectiveness of mass-notification capabilities across campus. This project demonstrates the College's ongoing commitment to strengthening campus safety and emergency preparedness.

3. Southwest Tech, through the strategic leadership of the Executive Director of Information Technology Services and the ITS team, will continue to strengthen its cybersecurity posture by leveraging the no-cost cyber risk mitigation services available through its District Mutual Insurance (DMI) policy. This ongoing initiative reflects a sustained commitment to institutional cybersecurity, with executive leadership ensuring expert-level support is continuously refined and aligned with internal policies, evolving threat assessments, and enterprise risk management strategies.

4. Under the strategic guidance of the Executive Director of Information Technology Services and the Infrastructure and Client Services team, Southwest Tech will continue to enhance its 24/7 threat detection, monitoring, and response capabilities through its partnership with a specialized cybersecurity provider. This initiative ensures the continuous protection of the College's critical systems and institutional data. In alignment with this effort, the ITS team—working in close coordination with executive leadership—is updating the College's Incident Response Plan to further strengthen threat containment, mitigation, and recovery processes, thereby advancing overall cybersecurity resilience.

5. Southwest Tech, with oversight from the Executive Director of ITS and implemented by the ITS infrastructure team, is launching a refined cybersecurity awareness program in partnership with KnowBe4, a leading provider of security awareness training. This initiative aims to strengthen campus-wide cyber resilience through targeted education, proactive user engagement, and measurable improvements in cybersecurity behavior.

RECOGNIZING AND VALUING PEOPLE

Core Emergency Response Team (CERT)

CERT is a group of appointed Southwest Tech administrators and staff responsible for deciding how to respond in crisis situations affecting Southwest Tech community members. CERT meets monthly to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry best

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practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates. CERT is led by the Executive Director of Facilities, Safety & Security and includes key College personnel selected based on their background and known abilities. The tasks performed as a CERT member are in addition to their regular duties at the College. These people are quick to respond when needed and must make tough decisions usually under intense pressure when the team is together; these decisions are made knowing they will be second guessed or critiqued by both internal and external stakeholders but are willing to stand behind the choices they make.

The CERT members are Caleb White, Cynde Larsen, Kris Wubben, Karl Sandry, Katie Glass, Heath Ahnen, Krista Weber, Josh Bedward, Holly Clendenen, Nicole Nelson, Morgan Zach, Dan Wackershauser and Dan Imhoff.

Occupational Safety and Health Administration (OSHA) Audits

As a college, we recognize prevention is the best way to avoid most injuries and medical emergencies. Based on this knowledge, a plan has been implemented for monthly audits of shop and lab spaces. These monthly audits are in addition to the annual audit performed by District Mutual Insurance (DMI). Karl Sandry is leading this initiative and does an excellent job working with the staff and instructors in not only pointing out the deficiencies but also working on corrective solutions. This hands-on approach has significantly reduced the number of reported violations during DMI's annual campus audit, with the 2024 audit being the most successful to date.

Behavioral Intervention Team (BIT)

A behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is to support our students via concern reports issued by faculty and staff. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in an individual's or group's behavior. The team will help guide the individual or group to the resources they need to prevent the identified issue from worsening. Referral resources may include the College's on-campus staff mental health counselor or outside entities that can serve the students' needs. By tracking patterns and intervening early, BIT helps mitigate barriers to access and completion, ensuring students remain on track to graduation and post-graduate opportunities.

In October, a joint grant application was submitted and awarded through District Mutal Insurance company for statewide Behavioral Intervention training. This training

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consists of webinars on key topics and will culminate with an in-person training session this year.

The BIT members are Stephanie Brown, Virginia Reynolds, Heather Fifrick and Dan Imhoff.

Student Security

Southwest Tech has maintained a Student Security program for the past four years, overseen by Executive Director of Facilities, Safety & Security, Dan Imhoff. Historically, the program has been staffed by Criminal Justice students who support campus safety while gaining real-world experience. At this time, however, there are no active Student Security Officers due to a recent lack of student interest in the position.

One new Student Security Officer is scheduled to begin in January, and recruitment efforts are ongoing. The College is also actively reviewing ways to increase interest and make the position more desirable.

Student Security Officers are unarmed and, when active, patrol campus on a rotating schedule. Their duties include Building Safety Inspections; Fire Safety inspections (extinguishers, emergency lighting, means of egress); Medical Kit and AED (Automatic External Defibrillator) inspections and stocking; maintaining Emergency Pre-Incident Plans; and assisting during emergency situations. Officers also assess building security conditions during patrols and help develop corrective action plans when concerns are identified.

Although currently in a recruitment phase, the Student Security program remains a valuable component of the College's safety framework. As new officers are onboarded, the program will continue to enhance campus safety while offering meaningful experiential learning opportunities that support student development, retention, and success.

Cybersecurity

An Cybersecurity Incident Response Team (CIRT) is a specialized group of professionals from Southwest Tech's Information Technology Services (ITS) department, assembled to handle cybersecurity incidents. Their responsibilities include threat analysis, threat isolation, communication with stakeholders, ensuring business continuity, and restoring services. The team is led by Heath Ahnen, the

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Executive Director of Information Technology Services. Current members of the team are Matthew Baute, Dave Friesen, John Troxel, Janet Adalance, Jake Mootz, Andy Mumm, Bob Thompson, Dan Rogers, and Calvin Butteris.

PRESENTATION OF THE DATA

The emphasis on safety and incident management ensures students and employees experience minimal disruptions to their education and work. Timely reporting and response to incidents create a culture of accountability and continuous improvement, directly supporting our efforts to increase student retention, completion, and post-graduate outcomes.

1. Workers Compensations Statistics

Year	Claims	Total Incurred	Open Claims	Total Reserve
2021-2022	8	$16,625.01	0	$0
2022-2023	11	$6,625.31	0	$0
2023-2024	5	$2,292.34	0	$0
2024-2025	16	5,318.04	1	$0

We have seen a increase in open claims in 2024 - 2025 compared to the past few years. Of the sixteen claims reported in, only five were costs incurred. We encourage employees to make a claim on incidents even if the possibility of the claim incurring expenses is low. Open claims do not affect Workers Compensation costs if they do not have costs incurred, but a delay in filing a claim that incurs costs negatively affects the coverage rates.

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2. Incident Data

Metric	Goals	2021-2022	2022-2023	2023-2024	2024-2025
Security Incidents (student or employee)	0	0	0	0	0
Worker Compensation Mod Factor	0.75	0.68	0.82	0.86	0.93
Number of Class/Type A, B, C Student Incidents					
- Type A: Limited/no medical attention	0	12	13	21	19
- Type B: Moderate injuries (stitches, burns)	0	4	3	17	12
- Type C: Severe injuries (broken bones, etc.)	0	0	1	4	1
Total Student Incidents	0	16	17	42	32

We have continued to see fluctuations in student incident data over the past four academic years, with the most increases occurring in Type A and Type B incidents. The rise in reported incidents, particularly from 2022–2023 to 2023–2024, aligns with our ongoing emphasis on the importance of reporting all injuries—no matter how minor—along with renewed training efforts that highlight timely and accurate documentation. As a result, the data reflects not only improved awareness but also greater compliance with reporting expectations.

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This past year, we saw a decrease in total student incidents from 42 to 32, suggesting that increased reporting accuracy is now balancing with improved safety practices across campus. Type C incidents remain low, demonstrating that severe injuries continue to be rare. Overall, the trends indicate that our efforts are leading to more reliable reporting and a clearer understanding of campus safety needs.

Email Threat Landscape Analysis: 2024-2025

The analysis of email-based threats over the 2024–2025 period highlights a dynamic and rapidly evolving cybersecurity landscape. In 2025, total email traffic rose to 1,264,369 messages, representing an 11.34% increase compared to 1,135,612 in 2024. This upward trend reflects an expanding digital communication footprint, which inherently elevates the organization's exposure to cyber threats.

Among the primary threat categories, Graymail and SPAM continued to account for the largest volume of detections. Graymail refers to solicited but low-priority emails, such as newsletters, promotional content, and subscription-based updates. While not inherently malicious, graymail can clutter inboxes, distract users, and increase the likelihood of overlooking legitimate security alerts or critical messages. In 2025, graymail detections rose by 10.21%, reaching 815,428.

SPAM emails, which are typically unsolicited and may sometimes carry embedded threats like phishing links or malware, increased by 12.39% to a total of 426,572. While individually less harmful, the combined volume of graymail and SPAM contributes to user fatigue, potentially reducing attentiveness and increasing the risk of human error.

Of greater concern is the 40.91% surge in phishing attempts, which climbed from 15,412 in 2024 to 21,716 in 2025. This significant rise underscores the growing sophistication of social engineering tactics, as attackers continue to craft increasingly deceptive messages designed to extract login credentials, financial information, or trigger unauthorized access. Phishing remains one of the most impactful and persistent threats, demanding continued focus on user education, secure login protocols, and real-time detection tools.

Encouragingly, the organization observed a 37.76% decline in malware detections, falling from 572 in 2024 to 356 in 2025, alongside a 37.43% reduction in Data Loss Prevention (DLP) incidents. These improvements may reflect stronger endpoint protection and better internal data handling practices. However, caution is warranted, as these declines may also suggest a strategic shift by attackers toward less

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detectable and more targeted techniques, such as phishing and anomaly-based intrusions.

Notably, anomaly detection events increased by 30.77%, rising from 208 in 2024 to 272 in 2025. This upward trend indicates a rise in unconventional or previously unseen threat patterns, emphasizing the need for advanced behavioral analytics and machine learning-driven threat detection systems capable of identifying abnormal activities in real time.

Year	Detections By Type	Graymail	SPAM	PHISHING	DLP	Malware	Anomaly
2024	1,135,612	739,888	379,552	15,412	1,464	572	208
2025	1,264,369	815,428	426,572	21,716	916	356	272

These findings highlight the need for a multi-layered cybersecurity approach that combines technology, processes, and people. While high-volume threats like SPAM remain common, more targeted attacks—such as phishing and anomalies—pose greater risks to data security and operational continuity. To mitigate these threats, Southwest Tech must continue investing in advanced email filtering, employee cybersecurity training, regular phishing simulations, AI-driven anomaly detection, and strong incident response protocols. These measures are essential to strengthening defenses and ensuring long-term resilience in an increasingly complex threat landscape.

STRENGTHS

1. The willingness of such a large group of employees to join the various safety and security teams and committees on campus shows the employee commitment that is necessary to create a safe campus.
2. The College's emergency response plan has been reviewed by DMI (Districts Mutual Insurance) and is viewed as a strength.
3. The modern building access and integrated security camera systems enhance campus safety, ensuring students and employees can focus on achieving their goals without distraction.

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4. Southwest Tech has enhanced institutional security by implementing an identity-verification and fraud-prevention platform, reducing fraudulent applications, supporting federal compliance, and improving the student application process through real-time identity scoring and automation. In addition, its partnership with a 24/7 Security Operations Center (SOC) ensures continuous threat monitoring, rapid response, and proactive risk mitigation—further strengthening data protection and reducing institutional risk.

WEAKNESSES

1. Although served by local law enforcement the college lacks constant security on campus.
2. Although the technology provided by the college security camera system is viewed as a strength there are still areas of the campus that are not covered.
3. The campus does not have an individual that's role is solely dedicated to campus safety. DMI recently identified this as an area in need of improvement.
4. As faculty, staff, and students increasingly access systems from outside Southwest Tech's secure network due to remote work and learning, the college faces expanded attack surfaces and exposure to evolving cyber threats. The growing sophistication of cybercriminals, particularly through the use of AI tools—makes it easier for them to detect and exploit vulnerabilities in decentralized environments. Despite ongoing investments in cybersecurity, managing these dynamic and widespread risks remains challenging without centralized access controls. This decentralized risk landscape complicates threat detection, response coordination, and the maintenance of consistent security standards across all users and devices.

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Board Monitoring of College Effectiveness

A. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing:

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range	Hired Wage Rate
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	Lisa Schaefer	Posted: 6/6/25	C44: $58,124.23 - $81,373.72	Hired at $79,000
3	Replacement	Director of Human Resources	On Hold	Posted: 6/2/25	D63: $70,133.94 – $101,695.41	On Hold
4	New	Advisor	John Richter	Posted: 7/11/2025	C42 Salary: $51,741.76 - $72,438.46	Hired at $66,500
5	New	Adult Education Instructor/Academic Success Coach	Meghan Weber	Posted: 7/18/2025	C41: $23.51- $32.92	Hired at $26.40
6	Replacement	Electical Power Distribution Lab Assistant	Thomas Moravits	Posted: 6/23/25	B21: $17.36 - $22.57	Hired at $23.00
7	Replacement	Assistant Child Care Director/Instructor	Abby Meier	Posted: 8/8/2025	C41 Salary: $48,908.24 - $68,471.54	Hired at $49,400
8	Replacement	Director of Foundation	Stacia Stephenson	Posted: 8/8/2025	D62: $67,359.08 - $97,670.88	Hired at $97,670.88
9	Replacement	Financial Aid Assistant/Accounting Bursar	Tina Boebel	Posted: 8/8/2025	B22 Hourly: $19.56-$25.37	Hired at $22.50
10	Replacement	Software Development Instructor	Interviewing	Posted: 8/8/2025	Bachelor's Equivalency: $51,221 - $81,444 Advanced Equivalency: $53,878 - $85,666 Master's Equivalency: $56,533 - $89,888	
11	Replacement	Social Science Instructor	Melissa Lipska	Posted: 8/8/2025	Bachelor's Equivalency: $51,221 - $81,444 Advanced Equivalency: $53,878 - $85,666 Master's Equivalency: $56,533 - $89,888	Hired at $70,000
12	Replacement	Medical Laboratory Technician Instructor	Kylie Poots	Posted: 6/25/2025	Bachelor's Equivalency: $51,221 - $81,444 Advanced Equivalency: $53,878 - $85,666 Master's Equivalency: $56,533 - $89,888	Hired at $67,000
13	Replacement	Drivers Education Program Coordinator	Natalie Leffler	Posted: 9/16/2025	C41 $46,690 - $65,366	Hired at $24.04
14	Replacement	Associate Degree Nursing Instructor	Misty Thill	Internal	Bachelor's Equivalency: $51,221 - $81,444 Advanced Equivalency: $53,878 - $85,666 Master's Equivalency: $56,533 - $89,888	Hired at $67,000
15	Replacement	Training and Development Coordinator	Gabby Snider	Posted 10/23/25	C41 Hourly: $23.51 - $32.92	Hired at $26.75
16	New	Advanced Manufacturing Instructor	Posted	Posted 12/2/2025	Bachelor's Equivalency: $51,221 - $81,444 Advanced Equivalency: $53,878 - $85,666 Master's Equivalency: $56,533 - $89,888	
17	Replacement	Human Resources Assistant	Interviewing	Posted 12/2/2025	B22 Hourly: $19.56-$25.37	
18	Replacement	Evening Custodian	Interviewing	Posted 12/10/2025	A12 Hourly: $19.56-$22.87	
19	Replacement	Foundation and Business Support Assistant	Interviewing	Posted 12/17/2025	B22 Hourly: $19.56 - $25.37	

Information and Correspondence

A. Enrollment & Application Reports and Student Success Scoreboard

1. FTE Comparison Report

Southwest TECH		School Year 2025-26 Registration began on March 17, 2025								
FTE COMPARISON REPORT - JANUARY 12, 2026		**Headcount**					**FTE's**			
Program Number	**Program Name**	**FY 23-24 01/15/2**	**FY 24-25 01/13/25**	**FY 25-26 01/12/26**	**24 to 26 Change**	**25 to 26 Change**	**FY 23-24 01/15/24**	**FY 24-25 01/13/25**	**FY 25-26 01/12/26**	**24 to 26 Change**	**25 to 26 Change**
101011	Accounting	45	43	46	1	3	26.13	26.67	32.30	6.17	5.63
311011	Accounting Assistant	10	9	8	(2)	(1)	5.93	4.27	4.80	(1.13)	0.53
305316	Advanced EMT	6	-	12	6	12	0.80	-	1.60	0.80	1.60
100067	Agribusiness Science & Technology - Agribusiness	17	28	21	4	(7)	16.30	25.00	17.87	1.57	(7.13)
310063	Agribusiness Science & Technology - Agronomy Tech	3	1	-	(3)	(1)	2.37	0.87	-	(2.37)	(0.87)
320701	Agricultural Power & Equipment Technician	37	31	26	(11)	(5)	32.70	31.53	25.33	(7.37)	(6.20)
100917	Animal Science	32	37	37	5	-	29.97	34.40	32.36	2.39	(2.04)
100939	Agronomy	13	23	26	13	3	11.47	21.10	24.27	12.80	3.17
303163	Artisanal Modern Meat Butchery	15	17	13	(2)	(4)	2.80	2.93	3.77	0.97	0.83
314051	Auto Collision Repair & Refinish Technician	6	13	9	3	(4)	6.03	11.77	9.17	3.13	(2.60)
324042	Automotive Technician	29	34	36	7	2	23.80	28.13	25.83	2.03	(2.30)
314081	Bricklaying & Masonry (DOC)	5	2	-	(5)	(2)	4.00	1.57	-	(4.00)	(1.57)
304431	Building Maintenance & Construction (DOC)	5	-	18	13	18	2.70	-	6.50	3.80	6.50
314751	Building Trades-Carpentry	20	9	10	(10)	1	17.63	8.27	8.83	(8.80)	0.57
101021	Business Analyst / Data Analyst	7	6	2	(5)	(4)	4.27	4.63	1.30	(2.97)	(3.33)
101023	Business Management	107	88	99	(8)	11	69.20	60.70	60.13	(9.07)	(0.57)
105305	Cancer Information Management	80	72	53	(27)	(19)	42.33	32.90	26.10	(16.23)	(6.80)
115301	Cancer Information Management (Advanced Technical)	7	18	33	26	15	2.53	7.80	15.27	12.73	7.47
313071	Child Care Services	6	3	2	(4)	(1)	3.47	1.40	1.10	(2.37)	(0.30)
304204	CNC Setup Technician	-	-	6	6	6	-	-	3.60	3.60	3.60
314441	CNC Machine Operator/Programmer	-	1	-	-	(1)	-	0.07	-	-	(0.07)
315021	Cosmetology	47	48	44	(3)	(4)	32.13	32.83	35.43	3.30	2.60
105046	Criminal Justice - Law Enforcement 2	31	37	31	-	(6)	25.87	27.43	28.30	2.43	0.87
105045	Criminal Justice Studies	10	12	6	(4)	(6)	8.57	7.13	4.70	(3.87)	(2.43)
305042	Criminal Justice-Law Enforcement 720 Academy	5	13	7	2	(6)	2.67	6.73	5.13	2.47	(1.60)
310915	Dairy & Livestock Technician	1	2	-	(1)	(2)	0.20	0.87	-	(0.20)	(0.87)
305082	Dental Assistant	13	10	12	(1)	2	6.63	5.33	6.70	0.07	1.37
105106	Direct Entry Midwife	143	130	148	5	18	69.23	69.87	71.83	2.60	1.97
308121	Driver and Safety Education Certification	21	7	11	(10)	4	4.40	1.60	2.90	(1.50)	1.30
103071	Early Childhood Education	61	49	40	(21)	(9)	39.37	34.50	29.37	(10.00)	(5.13)
613073	Early Childhood Licensing Basic Ages 0-2	-	1	-	-	(1)	-	0.20	-	-	(0.20)
314132	Electrical Power Distribution	45	42	43	(2)	1	41.60	39.70	40.60	(1.00)	0.90
504132	Electricity (Construction) Apprentice	27	27	30	3	3	3.53	3.47	4.00	0.47	0.53
106201	Electromechanical Technology	23	17	19	(4)	2	20.93	14.87	17.37	(3.57)	2.50
305313	Emergency Medical Technician	34	100	79	45	(21)	5.43	9.53	7.83	2.40	(1.70)
104813	Energy Management Technology (suspended)	3	1	-	(3)	(1)	1.80	0.40	-	(1.80)	(0.40)

		School Year 2025-26 Registration began on March 17, 2025									
FTE COMPARISON REPORT - JANUARY 12, 2026		**Headcount**					**FTE's**				
Program Number	Program Name	FY 23-24 01/15/2	FY 24-25 01/13/25	FY 25-26 01/12/26	24 to 26 Change	25 to 26 Change	FY 23-24 01/15/24	FY 24-25 01/13/25	FY 25-26 01/12/26	24 to 26 Change	25 to 26 Change
320804	Farm Operations & Management - Ag Mechanics (suspended)	1	-	-	(1)	-	1.03	-	-	(1.03)	-
320803	Farm Operations & Management - Dairy (suspended)	2	-	-	(2)	-	2.00	-	-	(2.00)	-
310803	Farm Operations & Management - Dairy Technician	1	-	-	(1)	-	0.73	-	-	(0.73)	-
310802	Farm Operations & Management - Farm Ag Maintenance	3	-	-	(3)	-	0.30	-	-	(0.30)	-
320806	Farm Operations & Management - Livestock (suspended)	3	-	-	(3)	-	3.10	-	-	(3.10)	-
103251	Golf Course Management	18	20	15	(3)	(5)	15.57	17.07	13.97	(1.60)	(3.10)
102012	Graphic And Web Design	40	33	27	(13)	(6)	33.93	29.87	25.13	(8.80)	(4.73)
105301	Health Information Technology	38	39	30	(8)	(9)	18.40	20.03	17.00	(1.40)	(3.03)
105203	Human Services Associate	24	23	16	(8)	(7)	20.93	16.53	12.30	(8.63)	(4.23)
108251	Individualized Technical Studies	-	2	2	2	-	-	0.60	0.70	0.70	0.10
504131	Industrial Electrician Apprentice	9	6	5	(4)	(1)	1.07	0.40	0.47	(0.60)	0.07
316201	Industrial Mechanic	4	6	2	(2)	(4)	3.33	6.00	1.13	(2.20)	(4.87)
106203	Instrumentation and Controls Technology	1	1	-	(1)	(1)	1.07	0.20	-	(1.07)	(0.20)
101512	IT - Cybersecurity Specialist	14	31	27	13	(4)	13.20	27.53	21.57	8.37	(5.97)
101502	IT - Network Specialist (suspended)	5	-	-	(5)	-	3.67	-	-	(3.67)	-
311509	IT - Network Systems Technician	6	5	4	(2)	(1)	3.43	3.30	2.43	(1.00)	(0.87)
311546	IT-Computer Support Technician (suspended)	-	-	-	-	-	-	-	-	-	-
305133	Laboratory Science Technician	2	1	-	(2)	(1)	0.53	0.07	-	(0.53)	(0.07)
101961	Leadership Development (suspended)	13	5	3	(10)	(2)	7.00	4.23	1.00	(6.00)	(3.23)
208001	Liberal Arts - Associate of Arts	39	47	43	4	(4)	20.70	28.70	34.73	14.03	6.03
208002	Liberal Arts - Associate of Science	16	16	26	10	10	9.73	9.03	15.13	5.40	6.10
315091	Medical Assistant	23	29	17	(6)	(12)	15.63	17.13	11.57	(4.07)	(5.57)
315302	Medical Coding Specialist	66	59	51	(15)	(8)	32.53	27.97	25.90	(6.63)	(2.07)
105131	Medical Laboratory Technician	9	7	9	-	2	7.87	5.53	7.53	(0.33)	2.00
305024	Nail Technician	5	2	5	-	3	1.33	0.50	1.50	0.17	1.00
101966	Nonprofit Leadership (suspended)	11	7	4	(7)	(3)	7.17	5.10	2.20	(4.97)	(2.90)
105431	Nursing - Associate Degree	192	181	189	(3)	8	106.87	94.47	102.80	(4.07)	8.33
305431	Nursing Assistant	165	135	118	(47)	(17)	25.43	12.30	9.53	(15.90)	(2.77)
611013	Payroll Assistant	-	5	1	1	(4)	-	0.60	0.10	0.10	(0.50)
305132	Phlebotomist/Specimen Processor	-	-	9	9	9	-	-	1.00	1.00	1.00
105241	Physical Therapist Assistant	18	24	25	7	1	11.50	15.23	15.67	4.17	0.43
504275	Plumbing Apprentice	24	30	29	5	(1)	4.70	4.80	4.49	(0.21)	(0.31)
611824	Purchasing Agent/Buyer	-	-	1	1	1	-	-	0.47	0.47	0.47
105261	Radiography	-	20	26	26	6	-	11.77	17.70	17.70	5.93
311821	Supply Chain Assistant	2	1	-	(2)	(1)	0.93	0.67	-	(0.93)	(0.67)
101821	Supply Chain Management	27	27	27	-	-	16.77	15.37	15.50	(1.27)	0.13

Southwest TECH

School Year 2025-26
Registration began on March 17, 2025

FTE COMPARISON REPORT - JANUARY 12, 2026

Program Number	Program Name	Headcount					FTE's				
		FY 23-24 01/15/2	FY 24-25 01/13/25	FY 25-26 01/12/26	24 to 26 Change	25 to 26 Change	FY 23-24 01/15/24	FY 24-25 01/13/25	FY 25-26 01/12/26	24 to 26 Change	25 to 26 Change
105121	Surgical Technology	18	24	24	6	-	12.90	14.57	14.07	1.17	(0.50)
611012	Tax Preparer Assistant	-	-	4	4	4	-	-	1.03	1.03	1.03
104995	Technical Studies-Journeyworker	1	1	-	(1)	(1)	0.10	0.10	-	(0.10)	(0.10)
314421	Welding	35	41	37	2	(4)	25.50	32.23	28.07	2.57	(4.17)
	TOTAL PROGRAM DEGREE SEEKING:	**1,749**	**1,759**	**1,703**	**(46)**	**(56)**	**995.77**	**980.37**	**958.99**	**(36.78)**	**(21.38)**
38.14	38.14 Contracted Courses*	-	27	36	36	9	-	2.90	3.80	3.80	0.90
COLEDG	CollEDGE Up*	-	360	26	26	(334)	-	66.53	2.70	2.70	(63.83)
SCNOW	Start College Now*	-	323	669	669	346	-	71.87	154.83	154.83	82.97
UNDECIDE	Undecided*	-	1	-	-	(1)	-	0.13	-	-	(0.13)
UNDCL	Undeclared*	680	154	105	(575)	(49)	149.70	30.87	24.40	(125.30)	(6.47)
YOUTHAPP	Youth Apprenticeship*	-	73	121	121	48	-	9.70	15.23	15.23	5.53
	TOTAL DEGREE COURSE STUDENTS/FTEs:	**680**	**938**	**957**	**277**	**19**	**149.70**	**182.00**	**200.97**	**51.27**	**18.97**
BAS-ED	Basic Education (73,74,75,76)	312	236	265	(47)	29	37.23	34.13	29.30	(7.93)	(4.83)
REMED	Basic Education Remedial/Developmental (77, 78)	221	140	178	(43)	38	1.57	0.23	2.75	1.18	2.52
NONDEG	Non-Degree**	2,565	1,805	1,878	(687)	73	46.94	37.60	37.88	(9.06)	0.28
UNDES	Undesignated**	146	39	52	(94)	13	13.97	6.17	7.07	(6.90)	0.90
	TOTAL NON-DEGREE:	**3,244**	**2,220**	**2,373**	**(871)**	**153**	**99.70**	**78.13**	**77.00**	**(22.71)**	**(1.13)**
	TOTALS:	**5,673**	**4,917**	**5,033**	**(640)**	**116**	**1,245.17**	**1,240.50**	**1,236.95**	**(8.22)**	**(3.54)**
					-11.3%	2.4%				-0.7%	-0.3%

	FY 23-24	FY 24-25	FY 25-26
Budgeted/Goal FTEs	1,300	1,355	1,300
% of Budgeted/Goal FTEs Achieved to date	95.8%	91.5%	95.2%
Final Actual FTEs Achieved	1,312	1,294	
% of Final Actual FTEs Achieved to date	94.9%	95.9%	
25/26 Projected Ending FTEs using historical trend	1,303	1,290	
Will budget be met	YES	NO	

*	Degree courses - Aid codes 10, 30, 31, 32, and 50
**	Non-degree courses - Aid Codes 42 and 47
CATEGORY DEFINITIONS	
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. 2025-26 Program Application Comparison Report

Program Application Comparison 2025/26 vs. 2026/27

Fall 2026 Applications		01/10/25			01/12/26			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting		6	5	11	2	3	5	-6
Accounting Assistant			0	0		0	0	0
Advanced EMT			1	1		2	2	1
Agribusiness Science & Technology - Agbus Mgmt		8	4	12	6	3	9	-3
Agricultural Power & Equipment Technician		7	9	16	12	4	16	0
Agronomy		4	8	12	2	1	3	-9
Animal Science		8	6	14	12	4	16	2
Automation Systems Technology					1	0	1	1
Artisanal Modern Meat Butchery		1	4	5		0	0	-5
Auto Collision Repair & Refinish Technician		3	2	5				-5
Automotive Technician		7	8	15	17	5	22	7
Building Trades-Carpentry		5	5	10	6	3	9	-1
Business Management		9	7	16	14	6	20	4
Cancer Information Management		5	2	7	5	0	5	-2
Cancer Information Management (ATC)		7	15	22	6	7	13	-9
Child Care Services		2	0	2	1	0	1	-1
CNC Setup Technician						0	0	0
Cosmetology	24	15	17	32	15	8	23	-9
Criminal Justice Studies		4	1	5	2	1	3	-2
Criminal Justice-Law Enforcement 2		8	9	17	4	3	7	-10
Dairy & Livestock Technician		2	0	2	2	1	3	1
Dental Assistant		3	5	8	23	4	27	19
Direct Entry Midwife	40	6	2	8	6	0	6	-2
Driver and Safety Education Certification			0	0		0	0	0
Early Childhood Education		10	8	18	15	1	16	-2
Early Childhood Licensing Basic Ages 0-2		3	0	3		0	0	-3
Electrical Power Distribution	44	20	31	51	29	23	52	1
Electricity (Construction) Apprentice			0	0	10	0	10	10
Electro-Mechanical Technology		4	3	7	5	0	5	-2
Emergency Medical Technician			2	2	0	4	4	2
Golf Course Management		4	1	5	4	3	7	2
Graphic and Web Design		9	2	11	6	1	7	-4
Health Information Technology		3	1	4	1	0	1	-3
Human Services Associate		5	3	8	8	1	9	1
Industrial Electrician Apprentice			0	0	3	0	3	3
Industrial Mechanic			1	1	3	0	3	2
IT-Cybersecurity Specialist		3	5	8	4	2	6	-2
IT-Network Systems Technician		2	1	3	2	1	3	0
IT-Software Developer					1	0	1	1
Laboratory Science Technician			0	0		0	0	0
Liberal Arts - Associate of Arts (SWTC)		8	2	10	14	1	15	5
Liberal Arts - Associate of Science (SWTC)		4	2	6	3	0	3	-3
Medical Assistant		6	3	9	3	4	7	-2

Fall 2026 Applications			01/10/25			01/12/26			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		YOY
Medical Coding Specialist		4	1	5	5	0	5		0
Medical Laboratory Technician		3	0	3	9	0	9		6
Nail Technician	15	3	4	7	4	5	9		2
Nursing-Associate Degree		67	8	75	66	12	78		3
Nursing Assistant		0	0	0	8	0	8		8
Phlebotomist/Specimen Processor		0	0	0	1	2	3		3
Physical Therapist Assistant		6	2	8	12	2	14		6
Plumbing Apprentice		0	0	0	1	0	1		1
Purchasing Agent/Buyer		0	0	0	1	0	1		1
Radiography	10	42	12	54	38	17	55		1
Supply Chain Assistant		0	0	0	0	0	0		0
Supply Chain Management		3	0	3		0	0		-3
Surgical Technology		5	5	10	3	2	5		-5
Technical Studies-Journeyworker		1	0	1		0	0		-1
Undecided		20	0	20	10	0	10		-10
Undeclared		0	0	0		3	3		3
Welding		17	10	27	28	9	37		10
TOTAL		362	217	579	433	148	581		2

3. **Student Success Scoreboard**

Holly Clendenen, Chief Student Services Officer, will share Student Success Plan data and information at the Board meeting.

B. *Chairperson's Report*

1. **Reminder DBA Zoom Conference – January 30, 2026**

2. **Possible Board Spring Retreat – Timing and Topics**

3. **Potential Board Assessment Process – Prior to the new President's Start**

C. *Interim College President's Report*

1. **Review Board Governance Policy 1.1: Governance Commitment**

2. **Review Board Governance Policy 1.2: Governing Philosophy**

The policies follow:

1.1 - GOVERNANCE COMMITMENT

The Board of Trustees will govern Southwest Wisconsin Technical College in accordance with the Constitution and laws of the State of Wisconsin. The Board will always act in the best interest of the College and the community as a whole. Educational programs and other services of the College shall be of high quality, consistent with the needs of the community. The Board is committed to excellence and to the values which define the College's operational atmosphere by assuring that it

1. Achieves results for its constituencies at an appropriate cost

2. Avoids unacceptable activities, conditions, and decisions

3. Self-monitors its processes and performances

In fulfillment of this charge, the Board is committed to rigorous, continual improvements of its capability to define values and vision.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised:

1.2 - GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.

2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.

3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, board member conduct, and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.

4. Seek input from various sources, including staff, students, alumni, employers, and other community members on Board policies on Ends.

5. Make decisions, to the extent possible, on a consensus basis.

6. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.

7. At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.

8. Act as a Board of the whole, refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02
Reviewed: 8/22/02, 5/24/07
Revised: 1/16/03, 6/21/07, 2/28/13, 1/24/19

3. **Budget Update**

4. **College Happenings**

 D. Other Information Items

Establish Board Agenda Items for Next Meeting

 A. Agenda
1. **Budget Assumptions and Parameters**
2. **SWTC Foundation and Real Estate Foundation FY26 2nd Quarter Reports**

 B. Date, Time, & Place

Thursday, February 26, 2026; 6:00 p.m.; SWTC Room 430

Adjournment