



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**May 23, 2019**

Held at

Darlington High School  
11838 Center Hill Road  
Darlington, WI

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## **Annotated Agenda**



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

Thursday, May 23, 2019

6:00 p.m. – Dinner and Conversation with Darlington High School Hispanic Students

7:00 p.m. – Board Meeting

Darlington High School in the Library

11838 Center Hill Road

Darlington, WI

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 23, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore and in the City of Darlington in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

##### **1. Layla Merrifield, Executive Director of the WI Technical College District Boards Association**

Ms. Merrifield will provide an update on the Wisconsin Technical College District Boards Association and legislative activities.

#### **CONSENT AGENDA**

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

The May 23, 2019, agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Board Meeting of April 25, 2019**

Minutes of the April 25, 2019, regular Board meeting are included with the Board packet.

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

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

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

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

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

**D. Contract Revenue**

There were 16 contracts totaling \$35,197.43 in April 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Three employment recommendations, one promotion, one resignation, and one retirement are being presented for approval in the Personnel Report. Information is included in the electronic Board packet.

**F. 2019-20 ACCT Membership Renewal**

The 2019-20 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,437 is available with the electronic Board material.

**Recommendation:** Approve the Consent Agenda as presented.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Concept Review: Non-Profit Leadership**

A Concept Review to develop an associate degree in Non-Profit Leadership is included with the electronic Board material. Through the combination of employer input and needs analysis, the consideration of the development of a Non-Profit Leadership associate degree with an embedded technical diploma of Office Management was formed. This recommendation is being presented after hosting a DACUM with current administrative professionals, conducting a needs assessment survey for administrative professionals and non-profit management, and conversations with the district's non-profit organizations. Employers and non-profit organizations indicated challenges of board development, meeting funding needs, volunteer management, and general office management as the most prevalent skills needed.

**Recommendation:** Approve the Concept Review for an associate degree in Non-Profit Leadership, 10-196-6.

**B. RFP: Program Gap Analysis/Research Consulting Services**

The public opening of the request for proposals to provide an Economic Impact Study and other research consulting services was held on January 15, 2019. The RFP was broken into four projects – Economic Impact Study; Program Gap Analysis; Program Development Opportunities by Outreach Location; Consultation and Economic Impact Data for Potential Property Acquisition – and other research projects as requested. Project 1 – Economic Impact Study was awarded on 2/22/19. At this time, the college would like to engage in projects 2 and 3 – program gap analysis and program development opportunities by outreach location. A summary of the RFPs received is included with the electronic Board material. Caleb White will present the recommendation at the Board meeting.

**Recommendation:** Award the Program Gap Analysis/Research Consulting Services contract for Projects #2 and #3 to Economic Modeling, LLC, Moscow, Idaho, for \$19,000 (discounted due to bundle pricing received).

**C. Property Purchase**

At the April 25, 2019, Closed Session Board meeting, the Board authorized the college to negotiate the price with the goal of purchasing the property located at 12805 County Road F, Fennimore, WI, adjacent to the Public Safety Complex. Included with the electronic Board material is a resolution authorizing the College to purchase the above property and include the property acquisition in the College's Three-Year Facilities Plan. Caleb White will provide details on the purchase at the Board meeting.

**Recommendation:** Approve the acquisition of 12805 County Road F, Fennimore, WI, to enhance the functionality of the College and provide additional training opportunities and modification of the College's Three-Year Facilities Plan to include this property acquisition.

**D. RFP: Platteville Outreach Site Lease**

The College initiated a Request for Proposals to lease property in Platteville, WI, beginning January 1, 2020. Caleb White will present the results of the RFP at the Board meeting.

**Recommendation:** *(Presented at the Board meeting.)*

**E. Darlington Outreach Site Lease**

Southwest Tech will continue the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2019, through June 30, 2020. Rent will be \$1,200 per year. The lease agreement is included with the other electronic Board material.

**Recommendation:** Approve the 2019-20 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI, for an annual fee of \$1,200.

**F. Prairie du Chien Outreach Site Lease**

Being presented for Board approval is a lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI in the amount of \$3,600 annually for July 1, 2019 through June 30, 2020. The lease agreement is available with the electronic Board material.

**Recommendation:** Approve the 2019-20 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually.

**G. 2019-20 Board Monitoring Schedule**

Included with the electronic Board material is the 2019-20 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

**Recommendation:** Approved the 2019-20 Board Monitoring Schedule as presented.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. FY2020 Budget Update**

Caleb White will present an update on the FY2018 budget. Included with the electronic Board material are the preliminary figures by fund.

**B. Fiscal Sustainability Monitoring Report**

Mr. White will present a summary of the Operations Council – Fiscal Sustainability Board Monitoring Report at the Board meeting. The written report is included with the electronic Board material.

**C. Update to Quality Teaching & Learning Monitoring Report**

In the Quality Teaching & Learning Monitoring Report presented at the March 23, 2019, Board Meeting an attachment containing Technical Skills Attainment (TSA) data contained the incorrect information regarding Phase II completion of TSA for the College programs. Included in the electronic information is the updated document with the corrected TSA Phase II data in red font.

#### **D. Staffing Update**

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing at the Board meeting. A summary is available with the other electronic Board material.

### **INFORMATION AND CORRESPONDENCE**

#### **A. Enrollment Report**

The 2018-19 and 2019-20 Comparison FTE Reports are included in the electronic Board material.

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

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

1. College Happenings

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

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

#### **A. Agenda**

1. Public Budget Hearing/Approval
2. College Culture Monitoring Report

#### **B. Time and Place**

The next regularly scheduled meeting will be held on Thursday, June 20, 2019, at 7:00 p.m. at the Southwest Tech campus, Rooms 492-493 in the College Connection.

### **ADJOURN TO CLOSED SESSION**

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

1. **Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
2. **Discussion of President's Contract per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

#### **B. Approval of Closed Session Minutes of April 25, 2019**

### **RECONVENE TO OPEN SESSION**

#### **A. Action, if necessary, on Closed Session Items**

1. President's Contract

### **ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The May 23, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore and in the City of Darlington in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

1. Layla Merrifield, Executive Director of the WI Technical College District Boards Association

## **Consent Agenda**

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



## **BOARD MEETING NOTICE/AGENDA**

Thursday, May 23, 2019

6:00 p.m. – Dinner and Conversation with Darlington High School Hispanic Students

7:00 p.m. – Board Meeting

Darlington High School in the Library

11838 Center Hill Road

Darlington, WI

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 23, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore and in the City of Darlington in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. Layla Merrifield, Executive Director of the WI Technical College District Boards Association

#### **CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the Regular Board Meeting of April 25, 2019

C. Financial Reports

1. Purchases Greater than \$2,500
2. Treasurer's Cash Balance
3. Budget Control

D. Contract Revenue

E. Personnel Items

F. 2019-20 ACCT Membership Renewal

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

A. Concept Review: Non-Profit Management

B. Program Gap Analysis

C. Property Purchase

D. RFP: Platteville Lease

E. Darlington Outreach Site Lease

F. Prairie du Chien Outreach Site Lease



## G. 2019-20 Board Monitoring Schedule

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

- A. FY2020 Budget Update
- B. Fiscal Sustainability Monitoring Report
- C. Update to Quality Teaching & Learning Monitoring Report
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
  - 2. Discussion of President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of April 25, 2019

### **RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items
  - 1. President's Contract

### **ADJOURNMENT**

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail [accom@swtc.edu](mailto:accom@swtc.edu)}

## ***B. Minutes of the Regular Board Meeting of April 25, 2019***



### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 25, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:00 p.m. on April 25, 2019, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Jane Wonderling

Absent: Donald Tuescher

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, CoraBeth Halverson, Kelly Kelly, Jake Mootz, Krista Weber, and Caleb White. Public present included Joe Rossmeier from Campus Works.

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:

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

Thursday, April 25, 2019

6:00 p.m. – Dinner and Student Senate, Veterans, Mental Health Presentation

7:00 p.m. - Board Meeting

Rooms 492-493 – College Connection

### **REVISED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The April 25, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

#### **CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the Regular Board Meeting of March 28, 2019

- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2019-20 Out-of-State Tuition Waivers

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

- A. Enterprise Resource Planning System
- B. Platteville Outreach Site Lease
- C. Dodgeville Outreach Site Lease

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

- A. Foundation Quarterly Report
- B. FY2020 Budget Update
- C. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

#### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

#### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
  - 2. Discussion of President's Performance Evaluation 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. Closed Session Minutes from March 28, 2019

#### **RECONVENE TO OPEN SESSION**

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

#### **ADJOURNMENT**

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After a review of the Consent Agenda, including the April 25, 2019, agenda; March 28, 2019, Board minutes; financial reports; nine contracts totaling \$33,365.81 in March 2019; the employment recommendation for Justin Rounds – Ag Power & Equipment Technician Instructor, the promotion of Mandy Henkel to College Effectiveness Manager (effective 7/1/19), and the resignations of Holly Miller – Chief Student Services Officer and Brian Molini – Academic Success Coach; and the remission of 675 credits for 25 needy and worthy students during the 2019-20 academic year, Ms. Nickels moved to approve the Consent Agenda. Mr. Moyer seconded the motion; motion carried.

College staff have been working with the consulting firm, CampusWorks, on a solution to the College's Enterprise Resource Planning (ERP) System. Staff members Heath Ahnen, CoraBeth Halverson, Jake Mootz, Matthew Baute, Kelly Kelly, and Caleb White presented, along with Joe Rossmeier, Vice President of Client Development for CampusWorks, on the report out and recommendations from the Enterprise Resource Planning Fit-Gap Analysis and Needs Assessment. Included in the report were a status of the current state of the college's enterprise resource planning system. Recommendations from the fit-gap analysis and needs assessment include modernizing all business functions (student lifecycle and employee lifecycle), developing a scenario-based Request for Proposals, selecting a new ERP system, planning for staffing needs, cleaning up data, and establishing an implementation plan. A process mapping of the student and employee lifecycle will be completed with student and staff input sought throughout the process. Mr. Rossmeier indicated there would be approximately four vendors with the expertise needed for the new ERP.

Mr. Moyer moved to award a contract to CampusWorks, Inc., Bradenton, FL, in the amount of \$325,000 plus expenses to include project management, business process redesign, development of a scenario-based RFP, and coordination of vendor demos and the selection process. Ms. Nickels seconded the motion. Written into the contract will be that CampusWorks does not receive a kickback from the vendor who is chosen. A concern was voiced with deciding not to go forward with a student learning lab at the previous board meeting and now wanting to move forward with investing money into a new ERP. Upon a roll call vote with Board members Fitzsimons, Mickelson, Moyer, Nickels, Prange, and Wonderling voting affirmative and Board member Bolstad voting nay, the motion carried.

Ms. Fitzsimons moved to approve the six-month lease through December 31, 2019, with Platteville School District to lease two classrooms at 110 W. Adams Street, Platteville, WI, for \$700.00 per month. Ms. Mickelson seconded the motion; motion unanimously carried.

A lease amendment for the Dodgeville Outreach Site was presented. Mr. Moyer moved to approve the 12-month lease with Capitol Dodgeville, LLC, to lease space at 316 W. Spring Street, Dodgeville, WI, for \$1,100.00 per month. The lease is for July 1, 2019, through June 30, 2020. Ms. Nickels seconded the motion; motion unanimously carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, presented the 2018-19 third quarter Foundation report. Highlighted were FY19 fundraising totals including the receipt of \$873,635 in total gifts to date and employee giving is at 90 percent; gift highlights including \$525,000 received from Pat and Jane Thiele for the Jim and Grace Thiele Scholarship; program services; the endowment has reached over \$3 million; appeals included various fundraising efforts by students and the phonathon achieved their goal of \$45,000 in pledges and receipts; faculty and staff awards were distributed at the April in-service and alumni, retiree, and philanthropy awards will be presented at the May 17 Donor Appreciation Dinner. Ms. Clendenen reviewed upcoming events and Real Estate Foundation

highlights noting there will be 140 beds for student housing and that this summer there will be 85 migrant workers staying at student housing.

Caleb White presented an update on the FY2020 budget. Projections are to deficit spend by \$700,000 for FY2020 with a transfer from enterprise fund before the final budget is complete. Another update will be presented at the May 23, 2019, meeting.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing including positions in various stages of the hiring process. Those positions include two Nursing—Associate Degree Instructors, a Farm Business & Production Management Instructor, Bookstore Merchandising Coordinator, and Building Trades-Carpentry Instructor.

The Board reviewed the 2018-19 and 2019-20 Comparison Enrollment Reports and the Fall 2019 Application Report. FTEs are projected to be down 2.5 percent for FY2019 and 5 percent for FY2020. The Fall application report noted a decrease of 66 applications compared to where we were at last year at the same time.

Under the Chairperson's Report it was noted four board members attended the spring District Boards Association conference. Presentations on veterans, mental health and student hardships were part of the conference. Chairperson Prange asked that Open Education Resources (OER) be on a future agenda.

The College President's report included the following:

- More Students Learning More – working on a comprehensive recruitment plan;
- Outreach Locations – how can we better serve the communities;
- Update from In-Service – physical security and cybersecurity were the focuses;
- Student Success Policy Next Steps – Shaping the College for the Future – Student Success policies will be the fifth chapter in the Governance Policy Manual and will be discussed in the near future;
- Recognizing Faculty and Staff Excellence at Graduation – Dr. Wood will recognize several faculty and staff at graduation.
- Board Appointment – One application was received for the employee position from the North. The Board Appointment meeting will be held May 16.

Mr. Moyer moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and discussing the President's Performance Evaluation per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 9:13 p.m. The Board reconvened to open session at 10:22 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 10:23 p.m.

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Darlene Mickelson, Secretary

## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 04/01/2019 - 04/30/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	SPR 1819 HOUSING	Spr 1819 housing	\$53,336.79	
CHIPPEWA VALLEY TECHNICAL	GRANT #177 REIMB	Grant #177 reimbursement	\$12,053.00	
CLEARY BUILDING CORPORATION	TRUSSES	trusses	\$7,120.00	
SWTC FOUNDATION LOAN ACCOUNT	SPR 1819 FA ADV	Spr 1819 FA advancements	\$6,100.00	
CLEARY BUILDING CORPORATION	FINAL PMT PO# 6645	Final payment	\$5,620.00	
DEPARTMENT OF VETERANS AFFAIRS	CHARLES WASHBURN	Charles Washburn overpayment	\$5,053.38	
Kim M Slater	1635448	Opp Student Refund	\$5,005.75	
GREENSHADES SOFTWARE	155515	software renewal; HR Pkg	\$4,135.00	
Marissa J Wilmot	1638729	Opp Student Refund	\$4,094.00	
LAMAR COMPANIES	109757014	advertising	\$4,025.00	
LAMAR COMPANIES	110005794	advertising	\$4,025.00	
LAMAR COMPANIES	110082185	advertising	\$4,025.00	
ADVANCED HEALTH & SAFETY LLC	AHS 10031	Asbestos/Led paint/mold testin	\$3,950.00	
H & N PLUMBING & HEATING, INC.	184743	exhaust reels	\$3,900.00	
R Clayton Greaves	1638753	Opp Student Refund	\$3,872.18	
Joseph A Fiorello	1635447	Opp Student Refund	\$3,863.20	
MUTUAL OF OMAHA COMPANIES	743072-91M 2019	E Hampton Medicare Prem	\$3,517.13	
JOSTENS	22926499	Cap & Gown order	\$3,393.00	
Paige P Cullen	1635435	Opp Student Refund	\$3,340.00	
GREENSHADES SOFTWARE	155516	Software renewal; enhance HR	\$3,225.00	
FRANKLIN COVEY CLIENT SALES INC	IS10073930	J White Consult-	\$3,200.00	
LAMAR COMPANIES	109908882	advertising	\$3,150.00	
WPS HEALTH INSURANCE	040319013681	E Bloyer Medicare Prem	\$3,102.84	
David E Schmeusser	1635441	Opp Student Refund	\$2,970.00	
UNIVERSITY OF TEXAS AT AUSTIN	1000-7044	Student Engagement survey	\$2,900.00	
WPS HEALTH INSURANCE	040319015715	J Brechler Medicare Prem	\$2,825.03	
CHAIR ACADEMY	88347	WLDI academy C Larsen	\$2,800.00	
WPS HEALTH INSURANCE	030419017736	Medicare Prem S Marmorstone	\$2,600.00	
<b>Total Invoices</b>				<b>\$167,201.30</b>

Purchase Orders				
Vendor	PO #	Description	Amount	
Travis Wertz	6742	Facilities: Build out at Richland Center Outreach	\$22,580.00	
<b>Total Purchase Orders</b>				<b>\$22,580.00</b>
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Apr 2019	CMTRX00002357	WDL000006292	\$281,461.32	
WI EE Trust Funds #209743	CMTRX00002382	WDL000006357	\$116,054.57	
941 Fed Tax #95435928	CMTRX00002377	WDL000006350	\$112,147.53	
941 Fed Tax #4744185	CMTRX00002365	WDL000006313	\$112,051.89	
WI Dept Rev #2-128-508-960	CMTRX00002365	WDL000006316	\$22,219.70	
WI DOR PR Tax #0-759-827-488	CMTRX00002377	WDL000006349	\$21,777.01	
Symetra Life Ins #1415748	CMTRX00002376	WDL000006342	\$9,572.03	
Wells Fargo #762091168	CMTRX00002377	WDL000006348	\$6,397.00	
Wells Fargo #760314489	CMTRX00002368	WDL000006323	\$6,347.00	
Dental Dental #270003	CMTRX00002380	WDL000006354	\$5,680.90	
Delta Dental #264204	CMTRX00002360	WDL000006298	\$5,230.12	
Postage for Mail Machine	CMTRX00002371	WDL000006328	\$5,000.00	
Dental Dental #265329	CMTRX00002370	WDL000006327	\$4,976.46	
WageWorks #1345103	CMTRX00002373	WDL000006330	\$2,869.16	
<b>Total Bank Withdrawals</b>				<b>\$711,784.69</b>
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 4/5/2019	UPRCC00000869	WDL000006306	\$282,435.14	
Direct Deposit 4/19/2019	UPRCC00000876	WDL000006340	\$279,676.10	
Direct Deposit 4/19/2019	UPRCC00000875	WDL000006339	\$39,405.80	
Direct Deposit 4/5/2019	UPRCC00000866	WDL000006303	\$34,074.63	
Direct Deposit 4/19/2019	UPRCC00000874	WDL000006338	\$13,925.80	
Direct Deposit 4/5/2019	UPRCC00000867	WDL000006304	\$13,574.45	
Direct Deposit 4/5/2019	UPRCC00000863	WDL000006300	\$9,216.76	
Direct Deposit 4/19/2019	UPRCC00000872	WDL000006336	\$8,193.31	
Direct Deposit 4/19/2019	UPRCC00000873	WDL000006337	\$6,924.68	
Direct Deposit 4/5/2019	UPRCC00000868	WDL000006305	\$4,039.54	
<b>Total Payroll</b>				<b>\$691,466.21</b>

**Purchase Cards**

<b>Vendor</b>	<b>Transaction #</b>	<b>Audit Trail</b>	<b>Amount</b>
US Bank ending 04.02.2019	CMTRX00002374	WDL000006335	\$63,622.47
US Bank ending 3.19.2019	CMTRX00002362	WDL000006309	<u>\$62,867.61</u>
<b>Total Purchase Cards</b>			<u><b>\$126,490.08</b></u>
<b>Total Purchases &gt; \$2,500</b>			<b>\$1,719,522.28</b>



## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 04/30/2019			
<b>Receipts</b>			
1 General	211,752.37		
<b>2 Special Revenue</b>	-		
<b>3 Capital Projects</b>	<b>744.66</b>		
4 Debt Service	-		
5 Enterprise	58,225.89		
6 Internal Service	318,320.09		
7 Financial Aid/Activities	399,607.19		
<b>Total Receipts</b>		<b>988,650.20</b>	
<b>Expenses</b>			
Fund			
1 General	1,720,150.20		
2 Special Revenue			
3 Capital Projects	107,254.24		
4 Debt Service	-		
5 Enterprise	17,390.50		
6 Internal Service	323,266.27		
7 Financial Aid/Activities	114,800.18		
<b>Total Expenses</b>		<b>2,282,861.39</b>	
<b>Net cash change - month</b>			<b>(1,294,211.19)</b>
<b>EOM Cash Balances</b>			
-American Operating 0356	768,852.04		
-American Cash Deposit 062 (Fenn)	2,954.59		
-American Money Market 502 (Fenn)	5,114,116.67		
-American Investment 1324	23,898,031.75		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,209,023.93		
<b>Ending Cash/Investment Balance</b>		<b>30,995,918.98</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 10 Months ended April 2019							
	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,355,000.00	19,729,982.72	84.48	87.47	83.53	97.32	92.16
General Fund Expenditures	24,685,400.00	18,435,184.56	74.68	74.04	72.82	75.59	71.61
Capital Projects Fund Revenue	4,050,000.00	4,031,490.81	99.54	104.67	101.09	99.89	100.99
Capital Projects Fund Expenditures	3,775,000.00	1,945,630.07	51.54	47.72	39.79	47.05	68.98
Debt Service Fund Revenue	5,616,000.00	3,722,580.46	66.29	67.49	66.87	4.18	3.47
Debt Service Fund Expenditures	5,616,000.00	625,546.26	11.14	12.27	12.57	12.68	14.03
Enterprise Fund Revenue	1,900,000.00	1,342,626.80	70.66	66.46	68.86	91.92	87.34
Enterprise Fund Expenditure	1,800,000.00	1,213,801.20	67.43	65.12	62.41	78.53	75.04
Internal Service Fund Revenue	4,385,000.00	3,203,411.52	73.05	77.83	75.67	84.77	81.90
Internal Service Fund Expenditures	4,385,000.00	3,339,490.85	76.16	79.17	77.41	92.27	88.27
Trust & Agency Fund Revenue	8,000,000.00	5,554,480.81	69.43	80.31	85.55	81.02	83.39
Trust & Agency Fund Expenditures	8,030,000.00	5,976,291.80	74.42	79.94	86.20	80.62	83.98
Grand Total Revenue	47,306,000.00	37,584,573.12	79.45	82.95	81.52	82.57	80.18
Grand Total Expenditures	48,291,400.00	31,535,944.74	65.30	66.22	66.13	69.48	68.88

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

There were 16 contracts totaling \$35,197.43 in April 2019 being presented for Board approval. The Contract Revenue Report is included below.

# 2018-2019 CONTRACTS

4/1/2019 - 4/30/2019

## INDIRECT COST FACTOR

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 500.00	No		X	
Avoca and Rural EMS	03-2019-0110-I-42	BLS for Healthcare Provider-CPR	Kris Wubben	4	\$ 550.00	No		X	
Prairie du Chien High School	03-2019-0111-I-11	Medical Terminology	Kim Maier	22	\$ 11,822.18	No		X	
Schreiber Foods	03-2019-0112-I-41	Machinery Lubrication 101 Training	Amy Charles	7	\$ 4,943.28	No		X	
Nu-Pak	03-2019-0113-I-41	Advanced Excel	Amy Charles	14	\$ 3,168.85	No		X	
Upland Hills Health	03-2019-0124-I-41	Nursing Assistant Course	Cynde Larsen	6	\$ 3,787.50	No			X
Highland Fire Department	03-2019-0131-I-42	Heartsaver CPR/AED	Kris Wubben	14	\$ 838.88	Yes		X	
Dickeyville Rescue Squad	03-2019-0140-I-42	EMS EVOC Training	Kris Wubben	19	\$ 1,000.00	No		X	
Eastman First Responders	03-2019-0148-I-42	First Responder Refresher	Kris Wubben	15	\$ 1,860.62	No		X	
Prairie Industries	03-2019-0149-T-41	Knowing Yourself Presentation	Amy Charles		\$ 3,600.00	No		X	
University of WI-Platteville	03-2019-0154-I-18	Large Van Driver Education	Kris Wubben	3	\$ 200.00	No		X	
Dodgeville Fire Department	03-2019-0155-I-42	Rescue Task Force & Tactical Emergency Casualty Care	Kris Wubben	23	\$ 1,400.00	No		X	
Dycora Transitional Health	03-2019-0157-I-41	BLS for Healthcare Provider	Kris Wubben	3	\$ 330.00	No		X	
Waite Family Dental	03-2019-0156-I-41	BLS for Healthcare Provider CPR	Kris Wubben	4	\$ 350.00	No		X	
Potosi Rescue Squad	03-2019-0158-I-42	Rescue Task Force Training	Kris Wubben	33	\$ 825.00	No		X	
St Dominic Villa	03-2019-0159-I-41	BLS for Healthcare Provider	Kris Wubben	14	\$ 860.00	No		X	

<b>TOTAL of all Contracts</b>	<b>181</b>	<b>\$</b>	<b>36,036.31</b>
Exchange of Services	14	\$	838.88
For Pay Service	167	\$	35,197.43

## ***E. Personnel Items***

Three employment recommendations, one promotion, one resignation, and one retirement are being presented for Board approval. The Personnel Report is included below.

### **PERSONNEL REPORT May 23, 2019**

#### **Employment: NEW HIRES**

Name	Tiffany Cote'
Title	Associate Degree Nursing Instructor
Number of Applicants and Number Interviewed	6 applicants; 2 interviewed
Start Date	05/13/19
Salary/Wages	\$64,000
Classification	Full-Time
Education and/or Experience	Masters in Nursing Education with 10 years of RN experience with 4 years as a Nurse Educator. Served in the Navy.

Name	Jonna Schutte
Title	Farm Business & Production Management Instructor
Number of Applicants and Number Interviewed	9 applicants; 4 interviewed
Start Date	05/13/19
Salary/Wages	\$56,000
Classification	Full-Time
Education and/or Experience	Bachelor's Degree in Dairy Science/AgEducation with over 13 years of operating/owning a farm and 12 years of financial tracking for Iowa Brown Swiss Association

Name	Eric Rohn
Title	Bookstore Merchandising Coordinator
Number of Applicants and Number Interviewed	32 applicants; 5 interviewed
Start Date	06/03/19
Salary/Wages	\$19.00/hour
Classification	Full-Time
Education and/or Experience	Bachelor's Degree in Business Administration with 3 years business experience

**PROMOTIONS / TRANSFERS**

Katie Glass (Effective 5/1/19)	Executive Director of Marketing
--------------------------------	---------------------------------

**RETIREMENTS / RESIGNATIONS**

Kendrick Henkel (Resignation Eff. 4/26/19)	Evening Custodian
Sue Crouch (Retirement Eff. 08/02/19)	Library Coordinator

***F. 2019-20 ACCT Membership Renewal Items***

The 2019-20 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,337 is available below.

April 1, 2019

Jason Wood  
President  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard,  
Fennimore, WI 53809

On behalf of the ACCT Board of Directors, we want to express our deep appreciation for the continuing support you and your board have given to the Association of Community College Trustees. ACCT is driven by the needs of our members, and we continue to work hard to be your reliable and primary national partner in the support of the critical work you do on behalf of your communities. We are committed to returning your investment with the best services we can provide to your board and institution, including the federal advocacy efforts that have helped community colleges to attain an unprecedented level of esteem. For every dollar ACCT received in member dues last year, we invested \$1.30 in direct member services. We are committed to members getting the strongest possible return on their investments in the association.

Within the past couple of months, we have released new research on apprenticeships and workforce development programs, among other research focused on student success. Our new podcast, *In the Know*, features in-depth discussions about community colleges, advocacy, governance and related current events. This new venture has exceeded our expectations, with members telling us “As a new community college board member, this podcast has been super helpful in getting up to speed on policy and governance issues,” and “if you want to know what issues are facing community colleges around the country, this is your podcast.” We hope you’re listening, too. Below are a few more highlights of our recent work.

- **Policy Leadership**—ACCT federal advocacy remains on the forefront in supporting legislative priorities for community colleges and students. ACCT played a key role in the restoration year-round Pell Grants in fiscal year 2017 and helped secure a \$275 cumulative increase to the Pell Grant maximum award over the past two years. As Congress moves forth with the reauthorization of the Higher Education Act, ACCT continues to lead efforts to expand the Pell Grant program to shorter-term training programs and prevent harmful financial penalties under risk sharing. Additionally, ACCT is working to enable incarcerated individuals to be eligible to receive Pell Grants to provide greater access to postsecondary programs and reduce recidivism.
- **The Only Annual National Gatherings of Community College Trustees**—The ACCT Leadership Congress is the touchstone educational event for community college board members who are committed to their institutions and their students. This year for our 50<sup>th</sup> anniversary, we expect over 2,000 education, policy and thought leaders to attend the 2019 ACCT Leadership Congress in San Francisco this October. At this conference all our attendees will take part in over 100 educational sessions relating to workforce needs, combating poverty, promoting diversity, assuring safety, expanding the community college mission, new pathways to student success and more. This upcoming February, ACCT member trustees, presidents, students and community college advocates from throughout the country will converge in Washington, D.C. to meet with cabinet members and other federal leaders and lawmakers during the 2020 Community College National Legislative Summit. Don’t miss this vital opportunity to be among the first advocates from any sector to make your voice heard in Washington. We make it easy to do the work—but you need to show up to make your voice heard.



- **A Rich Array of Services for ACCT Member Boards**—From the basics of trustee education to in-depth events and publications, ACCT's members-only board services are the go-to resource for community college board members. Our widely recognized board retreats and workshops, board self-assessments, presidential evaluations, policy review, succession planning and mediation and conflict-resolution services are designed to strengthen community college governance and to prepare trustees for the demands of tomorrow. Additionally, our executive-search services provide comprehensive assistance to members, including recruitment of a diverse and highly qualified pool of candidates, guidance on an effective search process tailored to meet the needs of each institution, and follow-up with boards for months after the conclusion of a search to foster effective board-CEO relationships." By not connecting your board with ACCT's resources, your institution is missing countless opportunities to reach its full potential.

Please see attached the fiscal year 2019-2020 Fee Schedule and your invoice. **We urge you to check your 2018 fall total headcount for credit (full and part time). If needed, please update the invoice accordingly and send the corrected copy with the payment.**

ACCT offers three convenient payment options to renew your membership. 1) Pay online by credit card at [www.acct.org](http://www.acct.org), click "Members," and navigate to the "Renew Membership" link. 2) Call toll-free (866) 895-2228, ext. 115 or (202) 775-4667 to make a credit card payment over the phone; or 3) Return a copy of your invoice with your payment by mail to ACCT, P.O. Box 426061, Washington, DC 20042-6061. If you need assistance or more information, please contact us at [payments@acct.org](mailto:payments@acct.org).

With your active involvement, ACCT can continue our work as a critical partner to support your institution's mission and strategic goals. The ACCT Board of Directors is committed to protecting your investment and guaranteeing transparency, openness, and responsiveness to you, our member boards, and trustees.

We look forward to working with you in the years to come to ensure the long-term success of your college and the community college system across the nation. If you have any questions, updates, or need further information, please do not hesitate to contact us at [membershipupdates@acct.org](mailto:membershipupdates@acct.org).

Thank you for your support!

Best regards,

*Connie M. Hornbeck*

Connie Hornbeck  
Chair, ACCT Board of Directors

*J. Noah Brown*

J. Noah Brown  
President and Chief Executive Officer

cc: Board Chair



## Membership Renewal Invoice

P.O. Number  
Invoice Number 52405  
Invoice Date 4/1/2019

**Customer #: 3635**

Dr. Jason S Wood  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2019 - JUNE 30, 2020	\$3,437.00	\$3,437.00
2018 FALL DISTRICT TOTAL HEADCOUNT FULL AND PART-TIME CREDIT _____		
ACCT FEDERAL TAX ID #52-6120210		

**ACCT offers three convenient payment options:**

- 1. Pay Online** by credit card at [www.acct.org](http://www.acct.org). Click on the "Members" link at the top of the home page then click on "Renew Membership". To access your organization's invoice, log in using your username and password or register for an account.
- 2. Pay by Phone:** Call toll-free (866) 895-2228, ext. 115 or (202) 499-5308 to make a credit card payment over the phone.
- 3. Pay by Mail:** Return a copy of your invoice with your payment by mail to ACCT, P.O. Box 426061, Washington, DC 20042-6061.

**Invoice Total:** \$3,437.00  
**Amount Paid:** \$0.00  
**CURRENT DUES:** \$3,437.00

For questions regarding your invoice, please email [payments@acct.org](mailto:payments@acct.org) or call toll free (866) 895-2228, ext. 123 or (202) 775-4460.

**Recommendation:** Approve the Consent Agenda as presented.

## **Other Items Requiring Board Action**

### ***A. Concept Review: Non-Profit Leadership***

A Concept Review to develop an associate degree in Non-Profit Leadership is below. Through the combination of employer input and needs analysis, the consideration of the development of a Non-Profit Leadership associate degree with an embedded technical diploma of Office Management was formed. This recommendation is being presented after hosting a DACUM with current administrative professionals, conducting a needs assessment survey for administrative professionals and non-profit management, and conversations with the district's non-profit organizations. Employers and non-profit organizations indicated challenges of board development, meeting funding needs, volunteer management, and general office management as the most prevalent skills needed.

**Recommendation:** Approve the Concept Review for an associate degree in Non-Profit Leadership, 10-196-6.

Concept Review  
For  
An associate degree in  
Non-Profit Leadership

In preparation of the  
District Board Meeting  
At  
Southwest Wisconsin Technical College  
May 23, 2019

Contents

3-1 Concept Review Form.....pages 1 - 2

Letter D from form 3-1, SOC Rationale, Attachment A .....pages 3 - 4

Letter E from form 3-1, CIP Rationale, Attachment B.....page 5

Letter H from form 3-1, Summary of needs analysis, attachment D.....pages 6 - 23

    Narrative of Need .....page 6

    Step 1: Hosted an Administrative Professional DACUM.....pages 7 - 8

    Step 2: Presented the results of the DACUM to the Leadership Development’s  
            Spring and Fall 2018 Advisory Committee Meeting.....pages 9 - 10

    Step 3: Issued a workforce employee survey for Administrative Professional Partners.....page 11

    Step 4: Issued a workforce employee survey for Non-Profit Partners.....page 12

    Exported EMSI Workforce Data for Nonprofit Leadership.....pages 13 -23

Letter K from form 3-1, Ad Hoc Advisory Committee, attachment E.....page 24

Letter L from form 3-1, Discussion with other WTCS offices, attachment F.....pages 25 - 26

Letter M from form 3-1, District Board Approval Concept Review Attachment G.....page 27

3-1 CONCEPT REVIEW FORM

College: Southwest WI

Date: 05/06/2019

College Contact: Katie Garrity

Phone: (608) 822-2471

Email: kgarrity@swtc.edu

Education Director Consulted: D Woods

Date Consulted: 5/6/2019

Expected WTCSB Concept Review Approval Date: July 9 – 10, 2019

WTCS [Calendar of Events](#)

Expected WTCSB Program Approval Date: September 10 - 11, 2019

a. Proposed Aid Code - Program Number: 10-196-6

b. Proposed Program Title: (limit of 65 characters)

Non-Profit Leadership

c. Tentative Program Description: (limit of 550 characters)

Non-profit managers are leaders who work with organizations to develop their volunteer and board relationships, coordinate grant and fundraising strategies, and managing the front office and fiscal resources. Graduates of this program could seek employment with government social services, assisted living centers, hospice, home care agencies, clinics, hospitals, Headstart and other childcare programs, domestic abuse and homeless shelters, and police, fire and EMS volunteer programs.

d. SOC {Standard Occupational Classification}

13.1131      11.2031      11.1021

1) Please provide your rationale for using this SOC Code: (limit of 275 characters)

The SOC codes of: 11.3011, 39.9032, and 39.9041 were also identified per the O\*Net Online and most closely aligned with the Non-Profit Leadership program area. Please see attachment A for supporting documentation.

☒ Supporting documentation attached as "Attachment A"

e. Proposed CIP {Classified Instructional Program} 52.0206

1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

The CIP codes are directly aligned with the academic program codes the WTCS office uses. The CIP code 52.0206 was chosen as indicated on the WTCS Portal Report: PGM301 as it the code most closely aligned with Non-Profit. Please see attachment B for supporting documentation.

☒ Supporting documentation attached as "Attachment B"

f. Mean Starting Hourly Salary: \$ 27.12

g. Single Source Request: (limit of 275 characters) ☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

h. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as "Attachment D" ☒ Refer to Chapter 1 KB-2 for explanation of required documentation.

i. Projected job openings per year: Year 1 <sup>298</sup> Year 3 <sup>313</sup> Year 5 <sup>326</sup>

Projected completers per year: Year 1 <sup>0</sup> Year 3 <sup>14</sup> Year 5 <sup>25</sup>

j. Program method of delivery:

☒ 100% Online

☐ 100% Face to face

☐ Hybrid

☐ Competency Based

k. Documentation of member participation and outcomes of the Ad Hoc/advisory group

☒ Supporting documentation attached as "Attachment E"

l. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM. (limit of 275 characters)

In the fall of 2018, SWTC had initial conversation with the WTCS and received full support. On April 24, there was discussion at the state called meeting. On April 25, there was e-mail correspondence with the Dean of the only Non-Profit Leadership program in the state.

☒ Supporting documentation attached as "Attachment F"

m. Documentation of District Board Approval of the Concept Review attached as "Attachment G" ☒

n. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

05/03/2019

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
District President or Instructional Services Administrator

Printed Name: \_\_\_\_\_

When document is complete, please submit this form and attached documentation via a single ".pdf" file, including attachments to [programs@wtcsystem.edu](mailto:programs@wtcsystem.edu)



Letter d from form 3-1 Concept Review  
Rationale for using SOC Code  
Attachment A

SOC Codes Identified for the Non-Profit Leadership per the WTCS cross walk program code and outlined on O\*Net Online <https://www.onetonline.org/>

1. 13.1131
  - a. Occupation code for Fundraisers
  - b. Sample of reported job tasks
    - i. Identify and build relationships with potential donors
    - ii. Write and send letters of thanks to donors
    - iii. Secure commitment of participation or donation from individuals or corporate donors
    - iv. Develop fundraising activity plans that maximize participation or contributions and minimize costs
    - v. Develop strategies to encourage new or increased contributions.
2. 11.2031
  - a. Occupation code for Public Relations and Fundraising Managers
  - b. Sample of reported job tasks
    - i. Identify main client groups and audiences, determine the best way to communicate publicity information to them, and develop and implement a communication plan.
    - ii. Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
    - iii. Manage special events, such as sponsorship of races, parties introducing new products, or other activities the firm supports, to gain public attention through the media without advertising directly.
    - iv. Write interesting and effective press releases, prepare information for media kits, and develop and maintain company internet or intranet web pages.
    - v. Design and edit promotional publications, such as brochures.
3. 11.1021
  - a. Occupation code for General and Operations Managers
    - i. Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement
    - ii. Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products
    - iii. Direct administrative activities directly related to making products or providing services
4. 11.3011
  - a. Occupation code for Administrative Services Managers
  - b. Sample of reported job tasks
    - i. Monitor the facility to ensure that it remains safe, secure, and well-maintained
    - ii. Prepare and review operational reports and schedules to ensure accuracy and efficiency
    - iii. Set goals and deadlines for departments



Letter d from form 3-1 Concept Review  
Rationale for using SOC Code  
Attachment A

- iv. Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records
- 5. 39.9032
  - a. Occupation code for Recreation Workers
  - b. Sample of reported job tasks
    - i. Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
    - ii. Organize, lead, and promote interest in recreational activities, such as arts, crafts, sports, games, camping, and hobbies.
    - iii. Assess the needs and interests of individuals and groups and plan activities accordingly, given the available equipment or facilities.
    - iv. Manage the daily operations of recreational facilities.
    - v. Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.
- 6. 39.9041
  - a. Occupation code for Residential Advisors
  - b. Sample of reported job tasks
    - i. Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.
    - ii. Provide emergency first aid and summon medical assistance when necessary.
    - iii. Mediate interpersonal problems between residents.
    - iv. Make regular rounds to ensure that residents and areas are safe and secure.
    - v. Observe students to detect and report unusual behavior.

Letter e from form 3-1 Concept Review  
Rationale for using CIP Code  
Attachment B

The CIP codes are directly aligned with the academic program codes the WTCS office uses. The CIP code 52.0206 was chosen as indicated on the WTCS Portal Report: PGM301 as it the code most closely aligned with Non-Profit Leadership.



**Program System (PGM301)**  
**Programs List by Program Title**

10/1/2019 2:00:00 PM

31-420-3	Multi Axis CNC Milling	MACKEY	5	48.0503		*MPTC		7/1/1991	CORRECTNS
30-420-3	Multi Axis CNC Milling	MACKEY	5	48.0510	Internal Assessment 6/10/2015	*WTC		4/4/2014	ETD
10-805-1	Music Occupations	ISENSEE	9	50.0903		*MILW		5/1/1974	
30-502-4	Nail Technician	ROBERTS	4	12.0410	Internal Assessment 8/23/2017	*CVTC	12/13/2017	7/13/2016	
10-057-1	<del>CLUSTER: Music Business</del> Natural Resources Technician	LEONARD	0	03.0101	Internal Assessment 12/15/2014	*SVTC	5/18/2016	1/1/1968	
31-150-4	Network Enterprise Administrator	KAVANAUGH	1	11.1001	Internal Assessment 11/13/2018	*WCTC	2/14/2019	6/6/2014	ETD
61-150-5	Network Technician	KAVANAUGH	1	11.1002		*BTC		8/24/2015	
61-150-4	Networking	KAVANAUGH	1	11.0901		*BTC		1/15/2015	
10-525-2	<del>CLUSTER: Information Technology</del> Neurodiagnostic Technologist	LOPPNOW	6	51.0903		*FVTC		1/24/2017	
61-196-6	Nonprofit Essentials	ISENSEE	2	52.0206		*WTC		1/5/2018	
10-196-6	Nonprofit Leadership	ISENSEE	2	52.0206		*WTC		9/13/2017	
31-196-3	Nonprofit Professional	ISENSEE	2	52.0206		*WTC		1/5/2018	ETD
10-624-1	Nuclear Technology	LEONARD	8	41.0205	Internal Assessment 11/18/2014	*BTC		8/27/2013	COLLAB LTC
	CLUSTER: Science, Technology, Engineering and Mathematics					*LTC	4/24/2015	1/1/1980	COLLAB BTC
	PATHWAY: Engineering and Technology					*NWTC		7/5/2016	COLLAB LTC
10-543-1	Nursing - Associate Degree	LOPPNOW	6	51.3801	NCLEX-RN 7/20/2012	*CVTC	6/9/2014	5/27/2004	
	CLUSTER: Health Sciences					*WTC	10/24/2013	5/27/2004	
	PATHWAY: Therapeutic Services					*SVTC	5/9/2014	5/27/2004	
						*MDSN	5/12/2015	5/27/2004	
						*BTC	7/7/2015	5/27/2004	
						*GTC	2/26/2013	5/27/2004	
						*WCTC	2/26/2013	5/27/2004	
						*MILW	3/19/2014	5/27/2004	
						*MPTC	12/29/2013	5/27/2004	
						*LTC	1/18/2013	5/27/2004	
						*FVTC	12/5/2012	5/27/2004	
						*NWTC	1/18/2013	5/27/2004	
						*MSTC	12/5/2012	5/27/2004	

**Narrative of need**

Through the combination of employer input and needs analysis, we present the proposal for the consideration of the development of a Non-Profit Leadership Associate degree with an embedded technical diploma of Office Management. This recommendation is being presented after hosting a DACUM with current Administrative Professionals, conducting a needs assessment survey for administrative professionals and non-profit management and conversations with the district's non-profit organizations. Through the work, we consistently heard the challenges of board development, meeting funding needs, volunteer management, and general office management. Many of the non-profits of southwest Wisconsin require multiple level skill sets. The proposed degree will meet all aspects of need we uncovered through the DACUM, multiple needs assessment surveys, and the EMSI data needs. The creation of this program also supports the idea of creating a lifelong learner. We can meet the need of the workforce within the region and our students by combining aspects of office management and non-profit management.

**The Wisconsin Technical College System's Educational Services Manual indicates that a summary of district need must include the following:**

1. Description of the methodology used
  - Assessment of program development and viability was based on Southwest Tech's annual advisory committee meeting with the Leadership Development Committee; a completed DACUM with recommendations for trends and needs identified throughout the district.
2. Analysis of labor market data proved
  - Analysis of Non-Profit need from EMSI (provided later in this report).
3. The number of employers contacted and an approximation of the percentage of total related employers they represent for that occupation in your district.
  - Non-Profit = 92 non-profit organizations received the survey and 33% completed it
4. Steps completed to identify need
  - Step 1: Hosted an Administrative Professional DACUM
  - Step 2: Presented the results of the DACUM to the Leadership Development Advisory Committee
  - Step 3: Issued a workforce employee survey for Administrative Professional partners
  - Step 4: Issued a workforce employee survey to Non-Profit Leadership partners
  - Step 5: Exported EMSI Workforce Data for Nonprofit Leadership

Letter h from form 3-1  
Summary of needs analysis  
Attachment D

**Step 1: Hosted an Administrative Professional DACUM**

*Results of Administrative Professional DACUM which was hosted in March 2018 are listed below.*

1. The Administrative Professional Program could be 30 credits or the length of one year
2. Identified new area of emphasis are:
  - a. leadership skills,
  - b. sales and marketing,
  - c. human resources
  - d. accounting/payroll
  - e. not for profit awareness
3. Proposed solution
  - a. Emphasis in Leadership
  - b. Emphasis in Payroll
  - c. Partnership with Non-Profit
4. The potentially updated administrative professional program may have the following classes:
  - a. 10 credits for the HR Certificate (Leadership Development)
  - b. 9 credits from Leadership certificate (Leadership Development)
  - c. 8 credits from the Payroll Assistant (Accounting program)
  - d. 2 credits in project management (Leadership Development)
    - i. Project Management I (from Leadership Development)
    - ii. Project Management II (from Leadership Development)
5. Outstanding items:
  - a. Need to create and implement a Social Media class
  - b. Incorporating Business Management Marketing focused classes
6. If a student wants to complete more than the one year, they have multiple options:
  - a. In the 2<sup>nd</sup> year they get three additional certificates and an associates degree.
  - b. HR
  - c. Leadership
  - d. Payroll/Accounting
  - e. Non-profit leadership

Other classes for consideration: (8 credit/classes that are currently created)

1. Change Management (1 credit)
2. Beginning Microsoft Excel (1 credit)
3. Beginning Microsoft Word (1 credit)
4. Intermediate Microsoft Excel (1 credit)
5. Intermediate Microsoft Word (1 credit)
6. Diversity (1 credit)
7. Organizational Development (1 credit)
8. Stress Management (1 credit)

Classes need to be developed to meet tasks (20 credits)

1. Technology in the Office
  - Learners will investigate technology advances that have improved the efficiency of the office.
2. Knowledge of Common software trends

Letter h from form 3-1  
Summary of needs analysis  
Attachment D

3. Basic Knowledge of specialized software
4. Social Media
5. Ability to serve as an internal technology resource
6. Use Technology to solve tasks
7. Additional Software Considerations
8. Perform File Organization
9. Maintain and Create Reports

Tasks that are considered to be core abilities and should be taught in all courses.

1. Pay Close Attention to Detail
2. Troubleshoot Projects
3. Be Energetic/Enthusiastic
4. Maintain Confidentially
5. Be Professional in Behavior and Attire

*Follow-Up Result-*

- *explore district wide needs with a needs assessment survey Should these be bulleted instead of letters*
- *Discuss with Leadership Development advisory committee*

Letter h from form 3-1  
Summary of needs analysis  
Attachment D

**Step 2: Presented the results of the DACUM to the Leadership Development's spring and fall 2018 Advisory Committee Meeting**

*Minutes from Leadership Development Advisory Meeting*

1. Discussed at the **Spring 2018** Leadership Development Advisory Committee
  - a. Specific evidence examples: Verbiage retrieved from the May 2018 Leadership Development advisory committee
2. Members Participating in Conversation at the meeting or via survey
  - a. Sara Capesius with Heartland Credit Union
  - b. Kevin Hauser with WCCU Credit Union
  - c. Kari Wunderlin with BMO Harris Bank
  - d. Dan Imhoff with Southwest Tech
  - e. Mindy Johnson with Franklin University
  - f. Connie Haberkorn with Southwest Tech
  - g. Michelle Winkers with Meister Cheese
  - h. Jenny Dax with Gunderson Health

Item 8: Advisory Committee Member Input— Program Tracks		
Discussion occurred regarding the exploration of Human Resources, Business Analytics and/or Non-Profit Management tracks/emphasis areas. Keven Hauser commented that he recognized the value of a human resources assistant as well as the need and increasing demand for a business analyst.		
Kari Wunderlin commented that business analytics and awareness is huge! Knowing how to run reports and share with a manager is a great value added. Not for profit helps students understand the value of giving back to the community.		
With the potential exploration of the three tracks, Kevin Hauser made a suggestion to include more problem solving and ethics. Doing the right thing and purpose is greater than what is in it for me.		
Kari Wunderlin made the motion to explore three tracks that were identified. Sara seconded the motion.		
Action items: Bring formal proposal back to Advisory Committee in the fall.	Person responsible: Kim Maier	Deadline: 10/31/2018

1. Discussed at the **Fall 2018** Leadership Development Advisory Committee
  - a. Specific evidence examples: Verbiage retrieved from the fall 2018 Leadership Development advisory committee
2. Members Participating in Conversation at the meeting or via survey
  - a. Sara Capesius with Heartland Credit Union
  - b. Kevin Hauser with WCCU Credit Union
  - c. Kari Wunderlin with BMO Harris Bank
  - d. Dan Imhoff with Southwest Tech
  - e. Mindy Johnson with Franklin University
  - f. Connie Haberkorn with Southwest Tech
  - g. Michelle Winkers with Meister Cheese



h. Jenny Dax with Gunderson Health

Background: At the meeting on May 30, 2018, the Advisory Committee participated in a conversation around exploring Human Resources, Business Analytics and/or Non-Profit Management tracks within the Leadership Development area. Through the summer months, Jaime Klein explored market demands and created the attached curriculum map.

Summary of market demands via EMSI (see attachment B) for Public Administration Occupation Overview in May 2018.

Occupation Summary for identified occupations

1,178 Jobs (2017)

13.9 % Change (2017-2027)

\$25.59 Median Hourly Earnings

Discussion:

Jaime Klein also included an Excel spreadsheet with a curriculum map that showed an Associate's Degree program in Non-Profit Leadership with a Career Pathway Office Management Technical Diploma built into it. The Office Management Technical Diploma includes many components of the Administrative Assistant program. The proposed programs would be offered in the same online format as the Leadership Development Program. The Non-Profit Management and Leadership Development programs will also share relevant courses.

The committee also asked what the crossover from Office Management to Leadership Development would entail. Jaime agreed to create the document. The crossover is addressed in the video presentation.

Connie Haberkorn made a motion to move forward with a recommendation to further explore a new Non-Profit Management program. Kari Wunderlin seconded the motion. All agreed. Motion passed.

Questions left to be answered after the meeting:

1. What does the path from Office Manager to Leadership Development look like?
2. What about the path from HR to Non-Profit Management?

**Action items:**

**Person responsible:**

**Deadline:**

1. To answer the remaining questions, a video (explaining the proposed changes and answers to questions 1 and 2 above) was sent out to all advisory committee members. A poll requesting an electronic vote by members was included. Results are included at the end of the minutes indicated 100% agreement:

Mindy Johnson, Connie Haberkorn, Kari Wunderlin, Michelle Winkers, Dan Imhoff, Kevin Hauser, Sara Capesius, and Jenny Dax.

2. As a follow-up to the survey results, the necessary conversations were had with the system office.

1. Jaime Klein to issue the survey

2. Kim Maier to reach out to the system office

1. ASAP

2. ASAP

**Step 3: Issued a workforce employee survey for Administrative Professional partners**

*Results of Employer Input Administrative Professional Survey*

Southwest Tech: Office Management Needs Assessment Survey Summary

- 39% of respondents have difficulty finding qualified office managers.
- 78% of respondents report an increase or no change of office management employees in their organization while 6% have experienced a decrease in the past four years.
- 36% feel the current office managers are moderately- to well-trained.
- When asked to choose the top two factors when making a hiring decision, respondent's top choice was interpersonal skills and work ethic (65%) with second choice being demonstrated skill level (62%)
- Current office managers work an average of 40 hours/week with an average hourly wage of \$15.71.
- There are currently 3 Office Management jobs openings with a projected demand of 15 job openings within the next 3-4 years.
- 70% of the respondents would hire a person with a 2-year AD in Office Management.
- Of the 30 responses, 37 current staff would benefit from and be encouraged to seek Office Management training at SWTC.

5 respondents indicated interest in serving on SWTC's Office Management Advisory Committee.

Additional verbatim comments/recommendations:

- I would support it. If your student has no office skills and has no idea what being an office manager entails, training through SWTC would be a good start. However, each trade, store, factor or business would have its own needs and skills levels.
- I would support the program knowing we will need good help in the future with retirements.
- I would be in support of this class
- I feel that there are some skills that could be learned from an Office management program that would benefit many employers at some time or another. Even if we did not currently need an office manager, I would support the program as it would most likely (depending on the curriculum) teach skills that could be utilized in other job openings, such as Administrative Assistant, Bookkeeper, etc. We are a small employer so many of our staff need to be well-rounded and able to do a multitude of different tasks and I feel a program like this may provide more hiring options for us as an organization.
- Skills learned in an office management program would apply in so many areas. Office/department coordinators, assistants, receptionists, executive assistants, customer services reps, inside sales service, and more.



Letter h from form 3-1  
Summary of needs analysis  
Attachment D

**Step 4: Issued a workforce employee survey for Non-Profit partners**

*Results of Employer Input Non-Profit Survey*

Southwest Tech: Non-Profit Management Needs Assessment Survey Summary

- 33% of respondents have difficulty finding qualified non-profit managers.
- 69% of respondents report an increase or no change of non-profit management employees in their organization, while 6% have experienced a decrease in the past four years.
- 26% feel the current office managers are moderately- to well-trained.
- When asked to choose the top two factors when making a hiring decision, respondent's top choice was prior experience (53%) with second choice being interpersonal skills/work ethic (50%)
- Current non-profit managers work an average of 40 hours/week with an average hourly wage of \$22.87.
- There are currently 8 non-profit manager job openings with a projected demand of 27 job openings within the next 3-4 years.
- 51% of the respondents would hire a person with a 2-year AD in Non-Profit Management.
- Of the 29 responses, 60 current staff would benefit from and be encouraged to seek Office Management training at SWTC.
- 19 respondents indicated interest in serving on SWTC's non-profit management Advisory Committee.

Additional verbatim comments/recommendations:

- Even some training programs for volunteer Boards possibly could be of benefit to organizations. Helping them deal with the "tough" issues to handle.
- Always looking at future employment openings, we would support it, it has need.
- Would support a program like this to help develop our development officers, to help our office manager understand her work potential and to help our board members understand the work better.
- Knowing such a program exists, we would look to graduates of the program.

-

Letter h from form 3-1  
Summary of needs analysis  
Attachment D

Nonprofit Leadership  
(aka Public Administration)  
Occupation Overview

Emsi Q1 2019 Data Set

March 2019

Southwest Tech



1800 Bronson Boulevard  
Fennimore, Wisconsin 53809

Letter h from form 3-1  
Summary of needs analysis  
Attachment D

#### Parameters

#### Occupations

Code	Description
13-1131	Fundraisers
11-9151	Social and Community Service Managers
13-1199	Business Operations Specialists, All Other
13-1075	Labor Relations Specialists
27-3031	Public Relations Specialists
11-2031	Public Relations and Fundraising Managers

#### Regions

Code	Description
55023	Crawford County, WI
55043	Grant County, WI
55049	Iowa County, WI
55065	Lafayette County, WI
55103	Richland County, WI

#### Timeframe

2018 - 2028

#### Datarun

2019.1— QCEW Employees, Non-QCEW Employees, Self-Employed, and Extended Proprietors

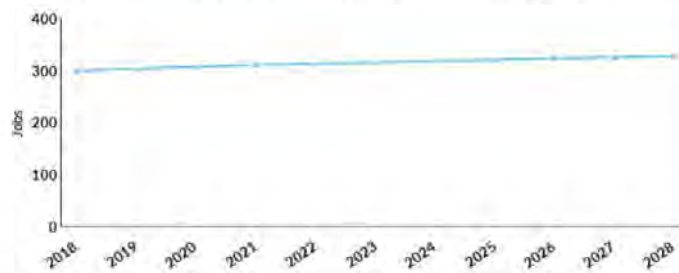
## 6 Occupations in SWTC District

### Occupation Summary for 6 Occupations

298 Jobs (2018) 55% below National average	9.4% % Change (2018-2028) Nation: 11.9%	\$27.12/hr Median Hourly Earnings Nation: \$33.25/hr
--------------------------------------------------	-----------------------------------------------	------------------------------------------------------------

### Growth

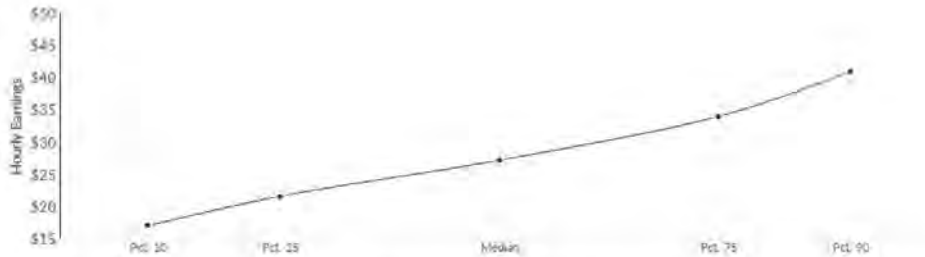
298 2018 Jobs	326 2028 Jobs	28 Change (2018-2028)	9.4% % Change (2018-2028)
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Occupation	2018 Jobs	2028 Jobs	Change	% Change
Public Relations and Fundraising Managers (11-2031)	11	12	1	9%
Social and Community Service Managers (11-9151)	51	58	7	14%
Labor Relations Specialists (13-1075)	11	10	-1	-9%
Fundraisers (13-1131)	21	24	3	14%
Business Operations Specialists, All Other (13-1199)	145	161	16	11%
Public Relations Specialists (27-3031)	58	61	3	5%

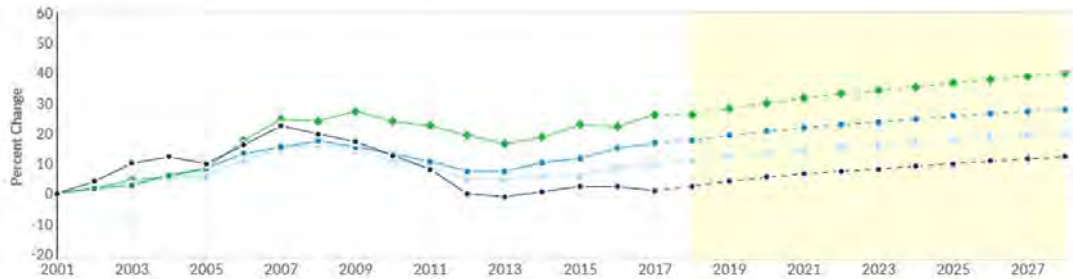
**Percentile Earnings**

<b>\$21.53/hr</b> 25th Percentile Earnings	<b>\$27.12/hr</b> Median Earnings	<b>\$33.94/hr</b> 75th Percentile Earnings
-----------------------------------------------	--------------------------------------	-----------------------------------------------



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Public Relations and Fundraising Managers (11-2031)	\$34.80	\$41.49	\$50.72
Social and Community Service Managers (11-9151)	\$22.28	\$27.97	\$34.80
Labor Relations Specialists (13-1075)	\$8.05	\$15.41	\$32.81
Fundraisers (13-1131)	\$20.78	\$26.02	\$33.68
Business Operations Specialists, All Other (13-1199)	\$22.44	\$27.74	\$33.92
Public Relations Specialists (27-3031)	\$18.99	\$24.36	\$29.56

## Regional Trends



	Region	2018 Jobs	2028 Jobs	Change	% Change
●	Region	298	326	28	9.4%
●	All 15 Surrounding Counties	8,540	9,289	749	8.8%
●	Wisconsin-All	27,407	29,641	2,234	8.2%
●	District plus borders	1,142	1,269	127	11.1%

#### Regional Breakdown

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County	2028 Jobs
Grant County, WI	112
Iowa County, WI	108
Crawford County, WI	48
Richland County, WI	35
Lafayette County, WI	22

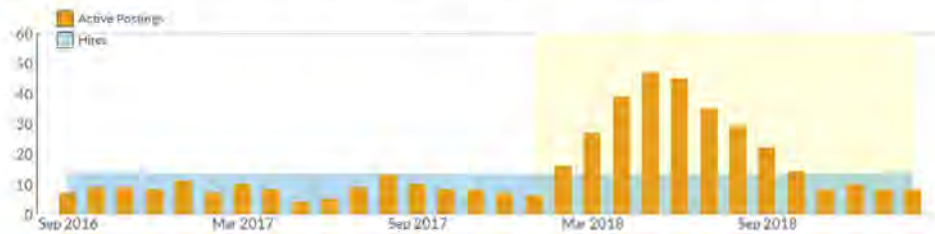
#### Job Postings Summary

<b>129</b> Unique Postings	<b>5 : 1</b> Posting Intensity	<b>36 days</b> Median Posting Duration
633 Total Postings	Regional Average: 3 : 1	Regional Average: 25 days

There were **633** total job postings for your selection from January 2018 to February 2019, of which **129** were unique. These numbers give us a Posting Intensity of **5-to-1**, meaning that for every 5 postings there is 1 unique job posting. This is higher than the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they may be trying harder to hire for this position.

#### Job Postings vs. Hires

<b>22</b> Avg. Monthly Postings (Jan 2018 - Feb 2019)	<b>13</b> Avg. Monthly Hires (Jan 2018 - Feb 2019)
----------------------------------------------------------	-------------------------------------------------------



Occupation	Avg Monthly Postings (Jan 2018 - Feb 2019)	Avg Monthly Hires (Jan 2018 - Feb 2019)
Business Operations Specialists, All Other	19	6
Social and Community Service Managers	1	2
Public Relations and Fundraising Managers	1	1
Public Relations Specialists	1	3
Fundraisers	0	1
Labor Relations Specialists	0	0

















#### Occupation Gender Breakdown



	Gender	2018 Jobs	2018 Percent
	Males	95	31.9% 
	Females	203	68.1% 

#### Occupation Age Breakdown



	Age	2018 Jobs	2018 Percent
	14-18	1	0.2% 
	19-24	14	4.7% 
	25-34	54	18.3% 
	35-44	59	19.8% 
	45-54	77	26.0% 
	55-64	70	23.3% 
	65+	23	7.7% 

#### Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2018 Jobs	2018 Percent
■	White	277	92.8%
■	Black or African American	7	2.2%
■	Hispanic or Latino	6	2.1%
■	Asian	5	1.5%
■	Two or More Races	2	0.8%
■	American Indian or Alaska Native	2	0.5%
■	Native Hawaiian or Other Pacific Islander	0	0.0%

#### Occupational Programs

1	152	32
Programs (2017)	Completions (2017)	Openings (2017)
CIP Code	Program	Completions (2017)
52.0201	Business Administration and Management, General	152

Industries Employing 6 Occupations

Industry	Occupation Group Jobs in Industry (2018)	% of Occupation Group in Industry (2018)	% of Total Jobs in Industry (2018)
Local Government, Excluding Education and Hospitals	33	11.1%	1.1%
Electronic Shopping and Mail-Order Houses	27	9.0%	0.9%
Colleges, Universities, and Professional Schools (State Government)	17	5.7%	1.5%
State Government, Excluding Education and Hospitals	14	4.8%	1.8%
Religious Organizations	12	3.9%	2.0%

## **Appendix A - Data Sources and Calculations**

### **Location Quotient**

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

### **Occupation Data**

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

### **Emsi Job Postings**

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

### **Institution Data**

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

### **State Data Sources**

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Attachment E: Ad Hoc/Advisory Group

Attachment E: Ad Hoc/Advisory Group									
Organization	Billing Address	City	State	Zip	Contact Name_1	Title	E-mail Address	Date of Contact	Outcome/Notes
SWCAP	149 North Iowa Street	Dodgeville	WI	53533	Walter Orzechowski	Executive Director	w.orzechowski@swcap.org	4/19/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
SWWRPC	20 S Courty Street	Platteville	WI	53818	Troy Maggied	Executive Director	t.maggied@swwrpc.org	4/19/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
SW WI Workforce Development Board	PO Box 656	Platteville	WI	53818	Rhonda Suda	CEO	r.suda@swwdh.org	4/18/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Grant County Economic Development Corporation	1800 Bronson Blvd	Fennimore	WI	53809	Ron Brisbois	Executive Director	gcedc@grantcounty.org	4/17/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Platteville Regional Chamber	275 Business Hwy 151 West	Platteville	WI	53818	Kathy Kopp	Executive Director	director@platteville.com	4/16/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Southwest Opportunities Center, Inc.	1600 Industrial Park	Lancaster	WI	53813	Audrey Galo-Johnston	Executive Director	ajohnston@socinc.org	4/15/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
A.D. German Warehouse Conservancy Inc	450 S Main Street	Richland C	WI	53581	Lon Arbogust	Tourism Coordinator	larbogust@gmail.com	4/15/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
InHealth Community Free Clinic	109 1/2 E Bluff Street	Boscobel	WI	54657	Pam Stuckey	Clinic Coordinator	inhealthfreeclinik@gmail.com	4/1/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Wisconsin Badger Camp	PO Box 723	Platteville	WI	53818	Brent Bowers	Executive Director	bbowers@badgercamp.org	4/1/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Family Promise Of Grant County	333 W Cherry Street	Lancaster	WI	53813	Sam Villeneuve	Interim Director	familypromisegrantcounty@gmail.com	3/25/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Family Advocates	110 N Jackson Street	Platteville	WI	53818	Darlene Masters	Executive Director	director@familyadv.org	3/25/2019	participated in needs assessment survey and agreed to be a member of the advisory committee
Express	220 S Water Street	Platteville	WI	53818	Carey Campbell	Branch Manager	carey.campbell@expresspros.com		participated in DACUM and supports the proposed concept
					Louise Gotzinger				
Kopp McKichan, LLP	44 W Main Street	Platteville	WI	53818	Vicki Lucey	Administrative Assistant	vicki@koppkay.net		participated in DACUM and supports the proposed concept
Southwest Wisconsin Technical College	1800 Bronson Blvd	Platteville	WI	53818	Connie Haberkorn	Benefits Manager	chaberkorn@swtc.edu		participated in DACUM and supports the proposed concept and serves on the Leadership Development advisory committee
Liberty Mutual Fire Insurance Company	11524 Kluckhohn Street	Stitzer	WI	53825	Amanda Horsfield	Secretary	enahhorns@gmail.com		participated in DACUM and supports the proposed concept and serves on the Leadership Development advisory committee

Letter L from form 3-1  
Summary of discussion with WTCS Office  
Attachment F

*Summary of conversations*

In the fall of 2018, SWTC had initial conversation with the WTCS business education instructor, Tracy Isensee and received full support. On April 24, there was discussion at the state called ISA meeting regarding the new exploration of the new program. On April 25, there was e-mail correspondence (see below) with the Dean of the only Non-Profit Leadership program in the state.

**From:** Kim Maier <[kmaier@swtc.edu](mailto:kmaier@swtc.edu)>  
**Sent:** Thursday, April 25, 2019 3:00 PM  
**To:** Brunclik, Pam <[pam.brunclik@wits.edu](mailto:pam.brunclik@wits.edu)>  
**Subject:** Non-Profit Management Hi Pam,

This week, I am representing Southwest Tech at the state called meeting and ran into Stephanie Erdman. What a treat to see her! Now onto business...

Southwest Wisconsin Technical College is in the beginning phase of the WTCS new program development process for an online Non-Profit Leadership degree. As a part of the process I am writing to ask for your assistance in gathering information for the scope and need demonstration stage of this process. I am contacting you since you are listed as offering a program with the same title.

Please assist us with information on current graduation/placement rates, recruitment issues, program wait list, potential capital expenses, regulations and/or accreditation issues, laddering or articulation opportunities, and whether any Southwest Tech district residents are enrolling in your existing program. We would also appreciate information as to the extent/number of enrollees, etc. If you would please forward any information to me by Friday, May 17, I would appreciate it. I would also be happy to discuss the particulars of our proposed program and answer any questions you may have regarding our plans.

Our intention is to file the necessary documentation with the WTCS Office for the June meeting. Any feedback based on this request above will be incorporated into our need demonstration. We will not be able to incorporate any feedback not provided by the May date. Thank you for any assistance you can provide.

Best,

Kim Maier  
Director of Innovative and Alternative Learning 1800  
Bronson Blvd.  
Fennimore, WI 53809

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**From:** Brunclik, Pam <[pam.brunclik@wits.edu](mailto:pam.brunclik@wits.edu)>  
**Sent:** Thursday, April 25, 2019 10:33 PM **To:** Kim  
Maier <[kmaier@swtc.edu](mailto:kmaier@swtc.edu)> **Subject:** RE: Non-Profit  
Management

Hi Kim

Letter L from form 3-1  
Summary of discussion with WTCS Office  
Attachment F

Nice to hear from you! I will see what I can pull together to help with your request. Our NPL program is quite new so our graduate information, etc. will be minimal. If you haven't heard from me by May 10, please reach out again. I don't want this to get lost in the shuffle. Hope you are doing well. Take care.

Pam Brunclik  
Dean of Academic Programs, Rice Lake Region  
Wisconsin Indianhead Technical College



Letter L from form 3-1  
Summary of discussion with WTCS Office  
Attachment G

This concept review will be presented to the Southwest Wisconsin Technical College District Board at their May 23, 2019 meeting. Approval will be forwarded to the WTCS Office after that date.



## ***B. RFP for Program Gap Analysis/Research Consulting Services***

The public opening of the request for proposals to provide an Economic Impact Study and other research consulting services was held on January 15, 2019. The RFP was broken into four projects – Economic Impact Study; Program Gap Analysis; Program Development Opportunities by Outreach Location; Consultation and Economic Impact Data for Potential Property Acquisition – and other research projects as requested. Project 1 – Economic Impact Study was awarded on 2/22/19. At this time, the college would like to engage in projects 2 and 3 – program gap analysis and program development opportunities by outreach location. A summary of the RFPs received follows. Caleb White will present the recommendation at the Board meeting.

**Recommendation:** Award the Program Gap Analysis/Research Consulting Services contract for Projects #2 and #3 to Economic Modeling, LLC, Moscow, Idaho, for \$19,000 (discounted due to bundle pricing received).

**Program Gap Analysis/Research Consulting Services – Award #2 for Projects #2 & #3  
RFP #1819-06**

The public opening of the request for proposals to provide an Economic Impact Study and other research consulting services for the College was held on Tuesday, January 15, 2019 at 3:00 p.m. The selected partner will be responsible for conducting a Program Gap Analysis for Southwest Tech. The analysis will set the stage in planning for new program research, informing next steps by comparing the supply of students with the demand for regional job openings. The results will also outline new program opportunities, existing programs eligible for expansion, and possible at-risk programs offered by current higher education providers.

Project #1 – Economic Impact Study – **awarded 2/22/19**

Project #2 – Program Gap Analysis

Project #3 – Program Development Opportunities by Outreach Location

Project #4 – Consultation and economic impact data for potential property acquisition  
(and other research projects as requested)

Proposals were solicited from multiple vendors and proposals were received from Anderson Economic Group LLC, Economic Modeling LLC, KPMG LLP, MGT Consulting Group LLC and Zilo International LLC. An evaluation team consisting of Mandy Henkel, Krista Weber, Derek Dachelet, Katie Glass and Caleb White reviewed and rated the proposals. The team's scoring was based on the following evaluation criteria:

1. 30% - Experience with higher education/Demonstrated ability to deliver project objectives
2. 20% - Consistency of recommended methodology with College goals/Proposed approach
3. 20% - Proposed fee structure
4. 15% - References
5. 10% - Extent of services available/breadth of expertise
6. 5% - Clarity and thoroughness of response Criteria

The evaluation team's average composite score ranking from high to low is as follows:

Ranking	Vendor		Team Avg. Points
1	Economic Modeling, LLC	Moscow, ID	83.0
2	MGT Consulting Group, LLC	Tallahassee, FL	79.0
3	Anderson Economic Group, LLC	Chicago, IL	72.8
4	KPMG LLP	San Francisco, CA	63.2
5	Zilo International Group, LLC	Centennial, CO	33.3

Cost:

Ranking	Vendor	Project #1	Project #2	Project #3	Projects 1-3	Project #4
1	Economic Modeling, LLC	\$ 19,500	\$ 17,500	\$ 12,500	\$ 34,500	\$ 350/hr
2	MGT Consulting Group, LLC	74,653	39,902	49,892	164,455	90-250/hr
3	Anderson Economic Group, LLC	51,700	50,500	55,400	145,100	200/hr
4	KPMG LLP	113,250	76,000	81,750	271,000	278/hr
5	Zilo International Group, LLC	68,500	48,500	48,500	136,000	250/hr

### ***C. Property Purchase***

At the April 25, 2019, Closed Session Board meeting, the Board authorized the college to negotiate the price with the goal of purchasing the property located at 12805 County Road F, Fennimore, WI, adjacent to the Public Safety Complex. Included with the electronic Board material is a resolution authorizing the College to purchase the above property and include the property acquisition in the College's Three-Year Facilities Plan. Caleb White will provide details on the purchase at the Board meeting.

**Recommendation:** Approve the acquisition of 12805 County Road F, Fennimore, WI, to enhance the functionality of the College and provide additional training opportunities and modification of the College's Three-Year Facilities Plan to include this property acquisition.

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

WHEREAS, Southwest Wisconsin Technical College has statutory authority to acquire property, and

WHEREAS, Southwest Wisconsin Technical College recognizes the need to acquire property directly adjacent to the Southwest Tech Public Safety Complex, and

WHEREAS, Southwest Wisconsin Technical College has recognized adjacent property located at 12805 County Road F, Fennimore WI consisting of a 3.8 acre farmette as available to acquire, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the acquisition of property via capital funds obtained through district borrowing,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves the acquisition of 12805 County Road F, Fennimore, WI to enhance the functionality of the College and provide additional training opportunities.

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves modifying the College's Three-Year Facilities Plan to include this property acquisition.

Adopted and recorded this 23rd day of May, 2019.

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Chris J. Prange  
Chairperson

ATTEST:

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Darlene Mickelson  
Secretary



#### ***D. RFP: Platteville Outreach Site Lease***

The College initiated a Request for Proposals to lease property in Platteville, WI, beginning January 1, 2020. Caleb White will present the results of the RFP at the Board meeting.

**Recommendation:** *(Presented at the Board meeting.)*

#### ***E. Darlington Outreach Site Lease***

Southwest Tech will continue the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2019, through June 30, 2020. Rent will be \$1,200 per year. The lease agreement is included below.

**Recommendation:** Approve the 2019-20 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI, for an annual fee of \$1,200.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2019 by and between City of Darlington, Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: 840 square feet of floor space located at 627 Main Street, Darlington, WI, room 258
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2019, and ending June 30, 2020.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$1,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and 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 on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds. Lessor's consent consists of City approval for location, materials and installation method for the placement of both exterior and interior signs.

#### 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, and gas.
- (b) Lessee shall be responsible for telephone and WiFi/broadband service expenses.

##### 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.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease,

ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by 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.

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 Mayor, City of Darlington, 627 Main Street, Darlington, WI 53530
- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in

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

11.2 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.

11.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessor'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.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

CITY OF DARLINGTON

BY:

\_\_\_\_\_  
David Breunig, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

\_\_\_\_\_  
Caleb White, Vice President for Administrative Services

### ***F. Prairie du Chien Outreach Site Lease***

Being presented for Board approval is a lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI in the amount of \$3,600 annually for July 1, 2019 through June 30, 2020. The lease agreement is available below.

**Recommendation:** Approve the 2019-20 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2019 by and between Workforce Connections, Inc., Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

- 1.1 Demised Premises. Lessor leases to Lessee the following: shared space located at 1304 S. Marquette Ave, Prairie du Chien, WI, 53821
- 1.2 Term. This lease is for a term of 12 months commencing on July 1, 2019, and ending June 30, 2020.
- 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.
- 1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

- 2.1 Payments. The Lessee shall yield and pay the sum of \$3,600 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

- 3.1 Use. Lessee shall use and occupy the demised premises solely for educational and 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 on and in the demised premises such interior and exterior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, gas, and WiFi/broadband service.
- (b) Lessee shall be responsible for telephone expenses.

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.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants,

customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by 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.

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 Executive Director, Workforce Connections, Inc., 2615 East Avenue South, Suite 103, LaCrosse, WI 54601

- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

#### 10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is


intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

- 11.2 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.
- 11.3 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.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this 17 day of May 2019.

WORKFORCE CONNECTIONS, INC.

BY:

  
Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb White, Vice President for Administrative Services



### ***G. 2019-20 Board Monitoring Schedule***

Included below is the 2019-20 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

**Recommendation:** Approved the 2019-20 Board Monitoring Schedule as presented.

## SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2019 – JUNE 2020

DATE	ACTIVITY/PURPOSE	LOCATION
July 8, 2019	<b>Southwest Tech Annual Board Meeting</b> ➤ Oath of Office ➤ Election of Officers ➤ Three-year Facilities Plan	Southwest Tech
July 8, 2019	<b>Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board</b>	Southwest Tech
July 9-10	WTCS Board Meeting	Northeast – Green Bay
July 18-20	District Boards Association Summer Meeting	WI Indianhead – Rice Lake
August 7	Real Estate Foundation Board Meeting	Southwest Tech
August 14	Foundation Board Meeting	Southwest Tech
August 22	<b>Southwest Tech Board Meeting</b> ➤ Foundation Quarterly Report	Southwest Tech
September 10-11	WTCS Board Meeting	Moraine Park – Fond du Lac
September 26	<b>Southwest Tech Board Meeting</b> ➤ Compliance Monitoring Report	To Be Determined
October 16-19	Association of Community College Trustees Leadership Congress	San Fransisco, CA
October 24	<b>Southwest Tech Board Meeting/Half-Day Retreat</b> ➤ Resolution for Adoption of 2019 Tax Levy ➤ Fund & Account Transfers (2018-19 Budget Modifications) ➤ Review of Purchasing Activity ➤ WI Code of Ethics Resolution ➤ Foundation Quarterly Report ➤ Student Access Monitoring Report	Southwest Tech
Oct. 30 – Nov. 2	District Boards Association Fall Meeting (Legal Issues Seminar)	Waukesha County-Pewaukee
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
November 5-6	WTCS Board Meeting	Gateway - Sturtevant
November 14	Scholarship Ceremony/Reception	Southwest Tech
November 14	<b>Southwest Tech Board Meeting</b> ➤ Financial Audit ➤ 2019-20 Budget Process	Southwest Tech
December 13	Southwest Tech Winter Graduation	Southwest Tech
December 19	<b>Southwest Tech Board Meeting</b> ➤ Financial Audit	Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
January 16-18 January 21 January 23	District Boards Association Winter Meeting WTCS Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Foundation Quarterly Report ➤ Safety & Security Monitoring Report	Western - LaCrosse WTCS Office - Madison <b>Southwest Tech</b>
To Be Determined To Be Determined February 9-12 February 21-22	Real Estate Foundation Board Meeting Foundation Board Meeting Association of Community College Trustees National Legislative Summit <b>Southwest Tech Board Retreat/Meeting</b> ➤ Budget Assumptions & Parameters	Washington, DC   To Be Determined
March 17-18 March 26 March 28 - 31	WTCS Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Quality Teaching & Learning Monitoring Report American Association of Community Colleges Annual Convention	Waukesha County-Pewaukee <b>Southwest Tech</b>  National Harbor, MD
To Be Determined To Be Determined April 23	District Boards Association Spring Meeting Real Estate Foundation Board Meeting <b>Southwest Tech Board Meeting</b> ➤ Out-of-State Tuition Waivers ➤ Foundation Quarterly Report	  <b>Southwest Tech</b> <b>Southwest Tech</b>
To Be Determined May 12 May 16 May 28	Foundation Board Meeting WTCS Board Meeting Southwest Tech Graduation <b>Southwest Tech Board Meeting</b> ➤ Proposed Budget ➤ State of College Report ➤ Financial Sustainability Monitoring Report ➤ President's Evaluation & Contract	Southwest Tech WTCS Office – Madison Southwest Tech <b>To Be Determined</b>
June 25	<b>Southwest Tech Board Meeting</b> ➤ Public Budget Hearing/Approval ➤ College Culture Monitoring Report	<b>Southwest Tech</b>
July 13, 2020	<b>Southwest Tech Annual Board Meeting</b>	<b>Southwest Tech</b>

REVISED MAY 17, 2019

## **Board Monitoring of College Effectiveness**

### ***A. FY 2020 Budget Update***

Caleb White will present an update on the FY2020 budget. Included below are the preliminary figures by fund.

**Southwest Wisconsin Technical College  
General Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,392,513	5,140,000	5,189,000	5,343,000
State Aids	10,306,219	10,398,000	10,234,000	10,451,100
Program Fees	4,523,250	4,756,500	4,515,000	4,551,400
Material Fees	314,906	323,000	342,000	291,000
Other Student Fees	556,614	521,000	580,000	567,700
Institutional	1,913,756	1,591,000	2,146,000	1,654,600
Federal	<u>916,392</u>	<u>625,500</u>	<u>585,000</u>	<u>647,200</u>
Total Revenues	23,923,650	23,355,000	23,591,000	23,506,000
<b>EXPENDITURES</b>				
Instruction	14,691,817	15,276,000	15,000,000	14,760,100
Instructional Resources	148,419	210,000	179,000	172,800
Student Services	2,139,127	2,225,000	2,276,000	1,942,400
General Institutional	4,274,973	4,847,000	4,934,000	4,923,800
Physical Plant	<u>1,989,195</u>	<u>2,127,400</u>	<u>2,119,000</u>	<u>2,091,900</u>
Total Expenditures	23,243,531	24,685,400	24,508,000	23,891,000
Net Revenue (Expenditures)	680,119	(1,330,400)	(917,000)	(385,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	180,181	470,000	47,000	300,000
Operating Transfer Out	<u>(39,937)</u>	<u>-</u>	<u>(30,000)</u>	<u>(45,000)</u>
Total Resources (Uses)	820,363	(860,400)	(900,000)	(130,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	820,363	(860,400)	(900,000)	(130,000)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	820,363	(860,400)	(900,000)	(130,000)
Beginning Fund Balance	<u>8,608,541</u>	<u>9,620,540</u>	<u>8,608,540</u>	<u>7,708,540</u>
Ending Fund Balance	<u>9,428,904</u>	<u>8,760,140</u>	<u>7,708,540</u>	<u>7,578,540</u>

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

\*Actual is presented on a budgetary basis.

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

**Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
State Aids	535,999	500,000	536,000	600,000
Other Student Fees	5,537,433	250,000	265,000	260,000
Institutional	268,394	250,000	170,000	250,000
Federal	<u>234,978</u>	<u>7,000,000</u>	<u>5,100,000</u>	<u>6,910,000</u>
Total Revenues	6,576,804	8,000,000	6,071,000	8,020,000
<b>EXPENDITURES</b>				
Student Services	<u>6,522,654</u>	<u>8,030,000</u>	<u>6,125,000</u>	<u>8,075,000</u>
Total Expenditures	6,522,654	8,030,000	6,125,000	8,075,000
Net Revenue (Expenditures)	54,150	(30,000)	(54,000)	(55,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>39,937</u>	<u>30,000</u>	<u>30,000</u>	<u>45,000</u>
Total Resources (Uses)	94,087	-	(24,000)	(10,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Student Organizations	<u>94,087</u>	<u>-</u>	<u>(24,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	94,087	-	(24,000)	-
Beginning Fund Balance	<u>307,930</u>	<u>318,930</u>	<u>402,017</u>	<u>378,017</u>
Ending Fund Balance	<u>402,017</u>	<u>318,930</u>	<u>378,017</u>	<u>378,017</u>

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

\*Actual is presented on a budgetary basis.

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

**Southwest Wisconsin Technical College  
Capital Projects Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Institutional	165,195	50,000	31,000	20,000
Total Revenues	165,195	50,000	31,000	20,000
<b>EXPENDITURES</b>				
Instruction	603,039	1,185,000	744,000	599,000
Instructional Resources	28,718	75,000	50,000	50,000
General Institutional	1,325,294	500,000	550,000	2,762,000
Physical Plant	753,433	2,015,000	2,053,000	1,739,000
Total Expenditures	2,710,484	3,775,000	3,397,000	5,150,000
Net Revenue (Expenditures)	(2,545,289)	(3,725,000)	(3,366,000)	(5,130,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(180,181)	(100,000)	(47,000)	(300,000)
Total Resources (Uses)	(225,470)	175,000	587,000	(1,430,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	(225,470)	175,000	587,000	(1,430,000)
Total Transfers To (From) Fund Balance	(225,470)	175,000	587,000	(1,430,000)
Beginning Fund Balance	1,123,734	32,734	898,264	1,485,264
Ending Fund Balance	898,264	207,734	1,485,264	55,264

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

\*Actual is presented on a budgetary basis.

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

**Southwest Wisconsin Technical College**  
**Debt Service Fund**  
**2019-20 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,950,000	5,345,000	5,494,000	5,345,000
State Aids	19,562	19,000	20,000	20,000
Institutional	23,921	30,000	35,000	60,000
Federal Aids	<u>314,949</u>	<u>222,000</u>	<u>150,000</u>	<u>146,600</u>
Total Revenues	5,308,432	5,616,000	5,699,000	5,571,600
<b>EXPENDITURES</b>				
Physical Plant	<u>12,082,291</u>	<u>5,616,000</u>	<u>5,699,000</u>	<u>5,724,600</u>
Total Expenditures	12,082,291	5,616,000	5,699,000	5,724,600
Net Revenue (Expenditures)	(6,773,859)	-	-	(153,000)
<b>OTHER SOURCES (USES)</b>				
Refunding Debt Issued	6,485,000			
Operating Transfer In (Out)	<u>298,737</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	9,878	-	-	(153,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	<u>9,878</u>	<u>-</u>	<u>-</u>	<u>(153,000)</u>
Total Transfers To (From) Fund Balance	9,878	-	-	(153,000)
Beginning Fund Balance	<u>1,397,531</u>	<u>1,371,531</u>	<u>1,407,409</u>	<u>1,407,409</u>
Ending Fund Balance	<u>1,407,409</u>	<u>1,371,531</u>	<u>1,407,409</u>	<u>1,254,409</u>

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

\*Actual is presented on a budgetary basis.

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



**Southwest Wisconsin Technical College**  
**Enterprise Fund**  
**2019-20 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Institutional	<u>1,544,884</u>	<u>1,900,000</u>	<u>1,528,000</u>	<u>1,882,000</u>
Total Revenues	1,544,884	1,900,000	1,528,000	1,882,000
<b>EXPENDITURES</b>				
Auxiliary Services	<u>1,564,046</u>	<u>1,800,000</u>	<u>1,426,000</u>	<u>1,636,000</u>
Total Expenditures	1,564,046	1,800,000	1,426,000	1,636,000
Net Revenue (Expenditures)	(19,162)	100,000	102,000	246,000
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(19,162)	(300,000)	102,000	246,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Retained Earnings	<u>(19,162)</u>	<u>(300,000)</u>	<u>102,000</u>	<u>246,000</u>
Total Transfers To (From) Fund Balance	(19,162)	(300,000)	102,000	246,000
Beginning Fund Balance	<u>3,581,338</u>	<u>3,651,237</u>	<u>3,562,176</u>	<u>3,664,176</u>
Ending Fund Balance	<u>3,562,176</u>	<u>3,351,237</u>	<u>3,664,176</u>	<u>3,910,176</u>

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

\*Actual is presented on a budgetary basis.

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

**Southwest Wisconsin Technical College**  
**Internal Service Fund\*\*\***  
**2019-20 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Institutional	<u>4,057,063</u>	<u>4,385,000</u>	<u>4,000,000</u>	<u>4,427,000</u>
Total Revenues	4,057,063	4,385,000	4,000,000	4,427,000
<b>EXPENDITURES</b>				
Auxiliary Services	<u>3,722,962</u>	<u>4,385,000</u>	<u>4,150,000</u>	<u>4,427,000</u>
Total Expenditures	3,722,962	4,385,000	4,150,000	4,427,000
Net Revenue (Expenditures)	334,101	-	(150,000)	-
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	334,101	-	(150,000)	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Retained Earnings	<u>334,101</u>	<u>-</u>	<u>(150,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	334,101	-	(150,000)	-
Beginning Fund Balance	<u>971,610</u>	<u>1,171,610</u>	<u>1,305,711</u>	<u>1,155,711</u>
Ending Fund Balance	<u>1,305,711</u>	<u>1,171,610</u>	<u>1,155,711</u>	<u>1,155,711</u>

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

\*Actual is presented on a budgetary basis.

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

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

## ***B. Fiscal Sustainability Monitoring Report***

Mr. White will present a summary of the Fiscal Sustainability Board Monitoring Report at the Board meeting. The written report is included below.

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### EXECUTIVE SUMMARY

#### Alignment with Mission, Vision, Values, and Purposes

- The Operations Council, along with Fiscal Services and Information Technology Services, is dedicated to ensuring that we continue to change the lives of the students we serve. By working collaboratively within the college, we encourage process efficiencies that will increase access and improve the success of our students, which in turn can improve our FTEs. These increased efficiencies also allow employees to more effectively do their jobs which leads to increased job satisfaction. As a college, we face statutory limits on our revenue sources and continue to develop entrepreneurial opportunities to strengthen our financial position. The College's continuous improvement culture ensures we are able to optimize the amount of resources that go directly to support serving students and providing maximum opportunities for student success.

#### Alignment with Strategic Priorities

- The Operations Council 2018-19 Strategic Initiatives of Paperless Projects, Comprehensive Bookstore Project and Information Technology Services Savings and Investments help the college achieve fiscal sustainability, increase access and improve success of our students and enhance our culture. The Operations Council ranks projects that have the most impact on student success, followed by IT security.
- Digital Transformation, 2019-20 and beyond – The ERP Project will be the focus project for the next two years will directly support 'More Students Learning More'. By implementing a new system of modern business processes supported by cutting-edge business tools, the College's efficiency and effectiveness in all facets of core business functions will be enhanced resulting in increased stakeholder satisfaction with the College.

### RECOGNIZING AND VALUING PEOPLE

#### Operations Council Team Members:

Heath Ahnen and Kelly Kelly (co-chairs), Danielle Seippel, Matthew Baute, Paul Bell, CoraBeth Halverson, Haylee Freymiller, Stephanie Brown and Gin Reynolds.

#### Fiscal Services Team Members:

Caleb White, CoraBeth Halverson, Kelly Kelly, Ashley Crubel, Holly Crubel, Kim Govier, Amy Campbell, Sarah Imhoff, Sara Bahl, Margaret Chubb, Jaren Knight, Rex Smith, Jen Fonder and Camille Chappel

#### Information Technology Services Team Members:

Heath Ahnen, Matthew Baute, John Troxel, Dave Friesen, Bob Thompson, Jake Mootz, Jake Wienkes, Jamish Patel

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

#### *LESS PAPER, ADD MORE VALUE!*

##### *On-line Time Tracking*

Eliminate paper timesheets, integrate time off tracking and provide on-line time entry

**Team Members:** Darnell Hendricks & Kelly Kelly (co-leads), Jake Mootz, Sarah Imhoff, Jody Millin, Heath Ahnen, Krista Weber, Caleb White, Connie Haberkorn, Annetta Smith

- Using our Greenshades application, we automated the timecard approval process and paid time off for full- and part-time staff and supervisors. The project was completed in December of 2018 and has provided many efficiencies for Payroll, Human Resources, and staff.

##### *Other Paperless Projects*

- **Law Enforcement 720 & Jail Academy online application / management**
  - We created a completely paperless, online application system for Law Enforcement Academy and Jail Academy students. We also developed administrative tools for Public Safety staff to easily process student packets, including dynamically-generated PDF files for uploading to the State of Wisconsin DOJ.
- **Accounts Payable bar-code scanning project**
  - We worked with our new Laserfiche partner (OPG-3) to develop a system for Accounts Payable staff that automates check processing and invoice reconciliation through bar-code scanning. A time-consuming manual process has been replaced by a quick and easy process, saving time and effort that can be redirected to more value-added work.
- **Student Name Change design and implementation**
  - We created an automated system that processes student name changes in our various campus systems, eliminating manual staff intervention in several departments. Records in our document imaging, student information, learning management, and email systems are all updated automatically, reducing errors and ensuring synchronization.



## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### PUTTING THE 'TECH' IN TECHNOLOGY

Lead: Heath Ahnen

We make a significant investment in technology to support learning and operations. It is important to ensure funds spent on Information Technology (IT) gain efficiencies and improve learning or operations. Standard Operating Procedures for procurement and deployment of IT solutions will be evaluated and updated.

Goal: New procedures will save the college \$500,000.

**Team Members:** Standard Operating Procedures for procurement and deployment

- Heath Ahnen (lead), John Troxel, Jake Mootz, Jake Wienkes, Dave Friesen, Charles Herbers, Jake Wienkes

Cost Avoidance	Value	Action Items
Digital Asset Management	\$35,000.00	Solution in The Hub-Marketing module implementation (\$35,000)
AxisTV Virtualization	\$1,500.00	Hardware decommission moved to SWTC Infrastructure
Cloud Computing Assessment	\$3,000.00	Microsoft sponsored with HBS partner assessment of Microsoft infrastructure
Backup Strategy Replacement	\$38,000.00	3 Year operating expense savings of \$38000 for three years through 2021-Unitrends
<b>Cost Savings</b>		
Laserfiche Server Environment	\$17,500.00	9.13.2018 Reduce VM server environment (Reduced by 5 VM servers)
Exchange\ISA	\$3,500.00	License and server consolidated services to Exchange environment
Altiris (Software Deployment Solution Server)	\$3,500.00	VM Server no longer required No longer utilized replaced by SCCM-Existing solution with Microsoft State Contract
Marketing1	\$3,500.00	8.24.2018-VM server no longer required
Marketing2	\$3,500.00	8.24.2018-VM server no longer required
Wiki2	\$3,500.00	8.24.2018-VM server no longer required
GSS	\$3,500.00	No longer utilized replaced by SCCM-Existing solution with Microsoft State Contract
Spiceworks2	\$3,500.00	VM Server no longer required Services moved to Maxient-server no longer required
HITROP	\$3,500.00	VM Server no longer used
TMA	\$3,500.00	VM Server no longer required
SMC (Sophos Mobile Control)	\$3,500.00	VM Server no longer required
SharePoint Test Server	\$3,500.00	VM Test server no longer required moved to Office365
FTP Server	\$3,500.00	No longer utilized last connection 2015
SharePoint Test Server	\$3,500.00	VM Server no longer required
CRS Server	\$3,500.00	VM Server no longer required
SQL SharePoint Database Server	\$3,500.00	SQL3 Will be Decommissioned
Inside.swtc.edu	\$3,500.00	VM server no longer required moved to Office365-not in use
Skype for Business	\$284.51	Will remove this line item on Microsoft contract upon renewal-not in use
<b>Delayed Costs</b>		
IT Computer Lab Display Replacement	\$4,000.00	Existing legacy displays moved to IT hardware lab-displays meet requirement (\$6000 capital budget request)
IT Computer Laptop Replacement	\$12,000.00	Existing legacy hardware meet requirements moved to IT lab(\$20,000 capital budget request)
IT Computer IT Hardware Lab	\$10,000.00	8.22.2018-Existing hardware implemented in IT lab-Dave Birkelo's labs (would be \$20,000 budget requirement)
Outreach Site Deployments		
Knox Testing Center		Existing hardware under 5 year replacement cycle
Printers 100-200	\$15,000.00	Removed printers no longer in computer labs; no replacement required
<b>Cost Reductions</b>		
EMSI-Career Coach	\$10,000.00	9.26.2018-Received Message software no longer in use
Maxient Software	\$5,000.00	Software subscription No longer being used
3M Coding Software	\$2,800.00	Software subscription No longer being used
MSM760 Wireless Controller	\$5,000.00	Support Renewal No-Longer Required
SalesForce	\$2,700.00	No longer desired by Student Services
Reduction of Lab Computers 100-200	\$200,000.00	Removal of 125 systems under utilized and EOL
Wild Card Certificate Utilization	\$1,520.00	System Team utilizing wildcard certificates (will save this amount every 2 years)
Zoom H.323 Room Connector	\$4,099.00	Moved to Blue Jeans (existing cost with Internet Connection and service WISNET)
Altiris Symantec Ghost Imaging	\$2,675.00	Use Existing solution with Microsoft State Contract
HP IMC	\$1,416.00	Using tools from Cisco Prime Infrastructure
Sophos Mobile Control	\$1,700.00	No longer utilized-IAMF is primary solution on standard IOS
SharePoint Licensing	\$1,268.31	SharePoint Licensing no longer required-using Microsoft Office365
TMA: Maintenance Management Software	\$3,660.98	Annual Maintenance no longer required-moved service to The Hub
Spiceworks	\$330.00	Annual Maintenance no longer required-moving service to The Hub
Scantron	\$450.00	Annual Redundant systems onsite-maintenance no longer required
Norex	\$3,600.00	Annual No longer utilizing this service
WASP (Inventory software)	\$600.00	Annual Maintenance no longer required moved to The Hub-IT module
Facilities "The Hub"-Facilities Module	\$5,200.00	Estimated Time Savings Per Week (5 hours per week)
SWTC Green Delivery	\$44,970.00	Leveraging Green Delivery and hardware deployment processes (Calculated from ComputerLifeCycle Management)
SWTC Obsolescence Computer Management	\$21,027.00	Leveraging displacement of third party e-recycling company
Goal Value Savings		
Total Value in Savings	\$510,300.80	

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### PRESENTATION OF THE DATA: FISCAL SUSTAINABILITY, CONTINUED

#### *Student Loan Default Rate*

College	2010	2011	2012	2013	2014	2015	2016 Draft
Southwest Wisconsin Technical College	15.0%	13.4%	12.6%	17.0%	13.1%	7.9%	4.5%

- WTCS Average: 16.5%
- UW Colleges (2 year): 11.5%
- Wisconsin Average: 9.8%
- National 2 Year College Average: 16.7%
- National Average of all Institutions: 10.8%

Southwest Tech currently has the lowest cohort default rate in the WTCS and has a 2016 draft rate of 4.5%. The low default rate is attributed to a few factors including: not awarding students at their maximum yearly loan levels, double disbursement of student loans, increased contact with student borrowers who are delinquent and our partnership with WISS Default Management Solutions who helps reach out to students who are entering repayment or have fallen behind on their loan payments.

#### **Budget**

The College budget supports the college's mission, vision and strategic directions by allocating resources to ensure the College is meeting student and community needs.

#### **Audit**

Southwest Tech continues to maintain an unmodified (clean) opinion on its Audit Report, and the financial statements present fairly in all material respects the financial position of the College. The College also has a clean opinion on compliance, no material weaknesses were identified in internal control or any significant deficiencies in internal control over compliance.

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### PRESENTATION OF THE DATA: FISCAL SUSTAINABILITY, CONTINUED

#### Moody's Investor Service Rating

The College's goal is to maintain or improve on its Aa2 rating. This rating reflects the district's large and growing tax base, low debt burden and modest unfunded pension liability. These credit strengths are balanced against challenges including a historically declining enrollment trend, albeit one is expected to improve, limited revenue raising flexibility due to state imposed levy restrictions, and below-average resident income levels.

- **Factors that could lead to an upgrade**
  - Strengthening of the district's tax base and/or resident income levels
  - Stabilization and strengthening of enrollment.
- **Factors that could lead to a downgrade**
  - Weakening of the district's tax base and/or resident income levels
  - Declines in the district's reserves and/or liquidity
  - Substantial growth in the district's debt burden and fixed costs

#### Grants

It is important for the College to recognize grant opportunities to initiate, support and expand programs, career pathways, industry certifications, emergency financial assistance for our students, student support for completion and workforce advancement.

In 18-19 Southwest Tech received and managed 37 federal, state and local grants totaling \$2 million.

#### Auxiliary Operations

The College has identified ten auxiliary operations of the College as focus areas to increase margins of excellence. Those areas have been tasked with the development action plans in support of strategic initiatives and/or College Health Indicators. The ten areas include:

- Charger Enterprise – Appendix 1
- Innovative & Alternative Delivery
- Business & Industry Services
- Farm Business Production Management
- Public Safety – non-degree programming
- Food Service Operations – Appendix 2
- Housing
- Child Care Center
- Bookstore – Appendix 3
- Events



## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### STRENGTHS

- Strong Financial Operations
- Cash Balance as a % of Revenues
- Manageable Debt Burden Net Direct Debt / Full Value
- Net Pension Liability / Full Value
- Recent History of Operational Surpluses
- Large Tax Base

### WEAKNESSES

- Revenue Sources – limited revenue raising flexibility
- Socioeconomic – below average wealth indices
- Prioritization of competing priorities
- Limited resources, limits the awesomeness than can be pursued

### 19-20 STRATEGIC INITIATIVES

#### 2019-20 Operations Council Chairs: Heath Ahnen and Kelly Kelly

#### *Bookstore Course Resource & Space/Design Projects*

Leads: Kim Maier and Kelly Kelly

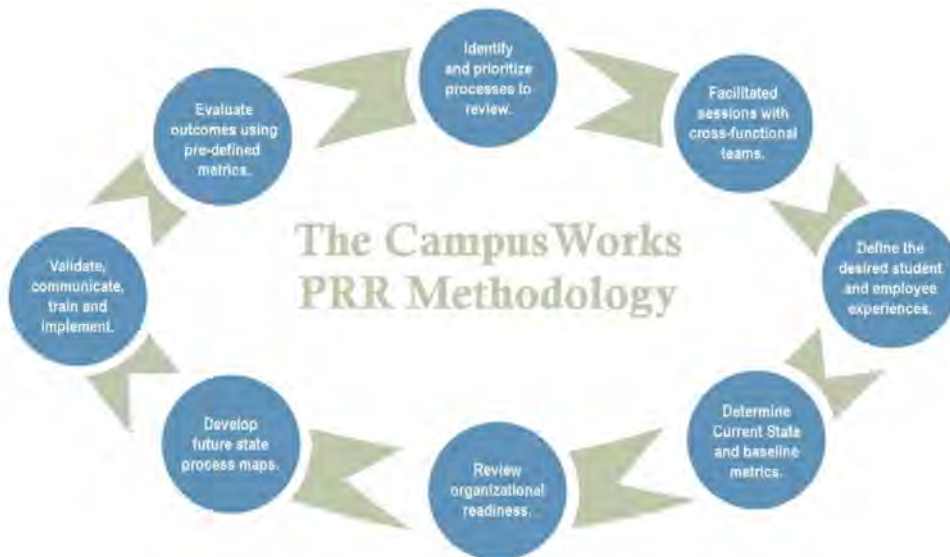
Bookstore Course Resource Project is committed to reducing student costs while maintaining learning objectives. The emphasis in the 19-20 fiscal year is on Open Educational Resources (OER), which are free course resources options for students. We will also continue to provide other cost saving resources for our students, especially in the Cengage Unlimited product (most Cengage titles are available in this e-Book suite).

Bookstore Space/Design Project will create the structure to support the vision of the Bookstore Course Resource Project to better service students. Tentative project timeline has construction on the remodel to beginning in December 2019.

**Board Monitoring Report**  
Operations Council: Financial Sustainability – May 2019

***Enterprise Resource Project (ERP)***

Lead: Matthew Baute



Phase II of the ERP Fit-Gap Analysis will redesign all our functional business units business process based on the desired state of the college, focusing on enhancing both the staff and student experience. Our CampusWorks Consultants will then lead us through the RFP process of selecting a new ERP student system.

***Process Efficiency: IT Savings and Investments (continued)***

Leads: Jake Mootz and Stephanie Brown

Reduce inefficiencies in current technology utilization. Engage the campus community in identifying opportunities to invest in technologies to help more students be successful.

Goal: Continue to save dollars in order to reinvest in technology to enhance the stakeholder experience increasing satisfaction and ultimately recruitment, retention and completion.

Board Monitoring Report  
Operations Council: Financial Sustainability – May 2019

*Appendix 1 - Charger Enterprise Auxiliary Report*



**Executive Team Update: December 3, 2018**

*Last Executive Team update: August 7, 2018 (Quality Liquid Feeds in Dodgeville)*

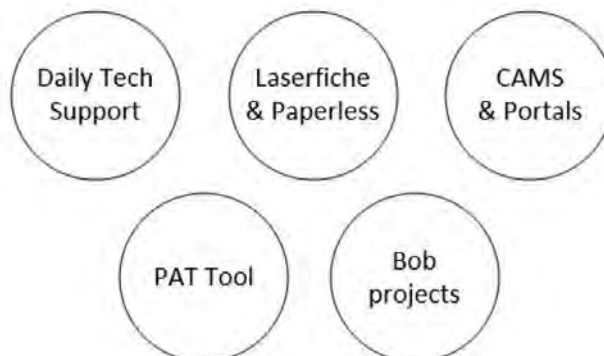
**Financial Recap: PAT Tool Summary**

	Spr 2017	Sum 2017	Fall 2017	Spr 2018	Sum 2018	Fall 2018	
<b>pilot customers</b>	<b>2</b>	<b>1</b>	<b>2</b>				
<b>paying customers</b>		<b>1</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>10</b>	
<b>invoices</b>		<b>1</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>5</b>	
<b>revenue</b>		<b>\$ 975</b>	<b>\$ 3,297</b>	<b>\$ 2,597</b>	<b>\$ 4,595</b>	<b>\$ 4,395</b>	<b>\$ 15,859</b>

**Recap of Achievements / Goals**

90% of time is currently spent on Southwest Tech (non-Charger Enterprise) projects:

- SIS/ERP (CAMS replacement)
- Behavioral SAS (Maxient replacement: \$10K annual savings)
- CAMS / Portals upgrades & support
- Laserfiche stabilization & Quick Wins: project management
- Paperless projects (e.g. LE 720 & Jail Academies online applications: launched 11/16)



## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### Future Budget Projection

	Spr 2019	Sum 2019	Fall 2019	Spr 2020	Sum 2020	Fall 2020	
<b>pilot customers</b>							
<b>paying customers</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	
<b>invoices</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>8</b>	
<b>revenue</b>	<b>\$ 4,500</b>	<b>\$ 7,200</b>	<b>\$ 6,300</b>	<b>\$ 5,400</b>	<b>\$ 8,100</b>	<b>\$ 7,200</b>	<b>\$ 38,700</b>

### Goals for Upcoming Year and Beyond

- 6 of 16 Wisconsin technical colleges are customers; 10 to go; leads on 3 (Northeast, Western, Lakeshore)
- DOJ overall plan at the statewide level?
- Jail Academies (state scheduled to release new template in December); pricing model?
- EMT (Ken Bartz pilot)
- Field Training Program (Madison PD pilot June 2019?)
- Dennis Cooley's assistance: assembling team
- promotional webpage / demo video on main PAT Tool website / rebranding?

### Major Southwest Tech Initiatives Requiring Significant Commitment of my Time

- CAMS replacement: multi-year prep/conversion
- Laserfiche & Paperless: processes throughout the enterprise
- Bob legacy systems rewrites

### Key discussion point

90% of my time will likely *continue* to be spent on Southwest Tech (non-Charger Enterprise) projects. This is due to the major initiatives listed above, but also because of the daily technical support required to support existing users and systems.

Based on this, we must set realistic expectations for Charger Enterprise revenue.



**Board Monitoring Report**  
Operations Council: Financial Sustainability – May 2019

**Appendix 2 - Food Service Operations Auxiliary Report**

**Dining Services**

**Executive Team Update: March 18, 2019**

**Team Members:** Rex Smith, Tim Evans, Sue Friederick

**Financial Recap:**

	2018 YTD	2017 YTD	2016 YTD
<b>REVENUES</b>			
Institutional	\$288,132.51	\$295,316.28	\$279,525.86
Total Revenues	288,132.51	295,316.28	279,525.86
<b>EXPENDITURES</b>			
Auxiliary	427,250.19	391,492.66	359,758.75
Total Expenditures	427,250.19	391,492.66	359,758.75
Net Revenue (Expenditures)	(139,117.68)	(96,176.38)	(80,232.89)

\*Employed 4 Full-Time benefitted employee positions

	17-18		16-17		15-16	
<b>Food</b>	Sales	%	Sales	%	Sales	%
CANDY & SNACKS	12,106	4%	15,093	5%	14,878	5%
GRAB & GO	26,426	9%	24,931	8%	12,632	5%
LUNCH	121,527	42%	120,405	41%	118,281	42%
CATERING	75,970	26%	69,010	23%	70,726	25%
DAY CARE	9,700	3%	12,346	4%	14,471	5%
<b>Food Total</b>	<b>245,728</b>	<b>85%</b>	<b>241,785</b>	<b>82%</b>	<b>230,987</b>	<b>83%</b>
<b>Beverage</b>						
<b>Beverage Total</b>	<b>42,404</b>	<b>15%</b>	<b>53,531</b>	<b>19%</b>	<b>48,539</b>	<b>17%</b>
	<b>288,133</b>	<b>100%</b>	<b>295,316</b>	<b>100%</b>	<b>279,526</b>	<b>100%</b>

<b>Expense Breakdown</b>	2018	%	2017	%	2016	%
Wages: Full & Part-Time	137,287	32%	121,923	31%	105,280	29%
Wages: Students	38,304	9%	28,004	7%	23,088	6%
Fringe Benefits	67,303	16%	63,434	16%	54,518	15%
Travel		0%		0%	6	0%
Professional Development		0%		0%	519	0%
Supplies	1,410	0%	1,159	0%	637	0%
Minor Equipment	597	0%	989	0%	1,692	0%
Contracts & Services		0%	727	0%	1,850	1%
Unemployment	2,559	1%	114	0%		0%
Depreciation	3,228	1%	3,155	1%	2,631	1%
Resale Purchases	154,531	36%	153,531	39%	152,045	42%
Resale Disposables	22,031	5%	18,456	5%	17,492	5%
<b>Total Expenses</b>	<b>427,250</b>	<b>100%</b>	<b>391,493</b>	<b>100%</b>	<b>359,759</b>	<b>100%</b>

**Board Monitoring Report**  
Operations Council: Financial Sustainability – May 2019

**Recap of Achievements / Goals:**

- **Costs:**
  - o Continue to evaluate costs and adjust retail prices as necessary
  - o Working with vendors to create efficiencies and cost savings by ordering from a single source
  - o Minimized disposable costs with washable to go containers
- **Labor:**
  - o Develop production procedures to create efficiencies.
  - o Training on using recipes and process and standard recipes are being developed
  - o Developing student training on policies, procedures and performance standards
  - o Create a culture of critical thinking and improve soft skills such as communication, creativity, objectivity and problem solving for all staff.

**Future Budget Projection: 18-19**

<b>Year to Date: July 1 - January 31</b>	<b>2019 YTD</b>	<b>2018 YTD</b>	<b>2017 YTD</b>	<b>2016 YTD</b>
<b>REVENUES</b>				
Institutional	\$147,037.71	\$175,867.58	\$164,455.17	\$156,793.78
<b>Total Revenues</b>	<b>147,037.71</b>	<b>175,867.58</b>	<b>164,455.17</b>	<b>156,793.78</b>
<b>EXPENDITURES</b>				
Auxiliary	210,013.50	255,685.54	207,959.40	191,269.53
<b>Total Expenditures</b>	<b>210,013.50</b>	<b>255,685.54</b>	<b>207,959.40</b>	<b>191,269.53</b>
<b>Net Revenue (Expenditures)</b>	<b>(62,975.79)</b>	<b>(79,817.96)</b>	<b>(43,504.23)</b>	<b>(34,475.75)</b>

<b>Current Staffing Structure</b>		
<b># of Employees</b>	<b>Shift</b>	<b>Notes</b>
2	6:30 am - 3 pm	Full-time Food Service Workers
1	2:30 pm - 6:30	*position needed for student supervision
<b>Proposed Staffing Structure</b>		
<b># of Employees</b>	<b>Shift</b>	<b>Notes</b>
1	6:30 am - 3 pm	(M-F) Full-time Food Service Workers
1	10 am - 6:30 pm	(S-TH) Full-time Food Service Workers
1	10 am - 2 pm	Part-time Cashier

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### Goals for Upcoming Year and Beyond

- **Costs:**
  - Continue to evaluate costs and adjust retail prices as necessary
  - Continue to work with single source vendor for best cost savings
  - Evaluate sales/costs on a monthly basis
- **Increased Revenues:**
  - Develop staff and faculty incentives to use Dining Services
  - Develop student incentives to use Dining Services
  - Expand offerings for housing and honor carts
  - Working with our Marketing on a marketing plan
- **Service:**
  - Create a survey for staff and students (will be coming in April 2019)
    - Use the feedback to develop menus, services offered and incentives
- **Labor:**
  - Elimination of kitchen lead and replacing with a food service worker
  - Combining 2 food service positions into one job description, will allow for better employee utilization
  - Restructure labor shifts to maximize efficiencies
  - Continue a culture of critical thinking and improve soft skills such as communication, creativity, objectivity and problem solving for all staff.
  - Plan is to employ a part-time worker to cover the cashiering shift between 10 am and 2 pm
  - Create more student employment opportunities
  - Maximize the "no cost" services provided to the college

**Board Monitoring Report**  
Operations Council: Financial Sustainability – May 2019

**Appendix 3 - Bookstore Auxiliary Report**



**Executive Team Auxiliary Returns Update**

**Financial Recap:**

	2019 YTD	2018	2017	2016	2015
<b>REVENUES</b>					
Institutional	882,509	983,805	1,079,076	1,078,992	1,111,332
Total Revenues	882,509	983,805	1,079,076	1,078,992	1,111,332
<b>EXPENDITURES</b>					
Auxiliary	685,393	876,929	886,567	919,109	982,653
Total Expenditures	685,393	876,929	886,567	919,109	982,653
Profit/Loss	197,116	106,876	192,509	159,883	128,679

**Sales Breakdown**

	2019 YTD	2018	2017	2016	2015
Books (Texts, ebooks & rentals)	612,137	715,688	812,948	780,329	812,974
Apparel	16,047	24,422	26,767	34,656	24,126
General Supplies	190,290	195,893	192,088	187,830	121,419
Parts (Ag Power/Auto Body Work Orders)	64,035	47,802	47,273	76,177	25,286
<b>Total</b>	<b>882,509</b>	<b>983,805</b>	<b>1,079,076</b>	<b>1,078,992</b>	<b>1,111,332</b>
Departmental Charges	24,016	68,489	95,189	64,505	59,107
Financial Aid & Third Party Payments	478,333	548,320	627,328	678,558	726,235



## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### Web Sales:

Summer	2018	2017	2016	2015
Orders	109	125	52	37
Sales	9,897	18,273	1,730	1051
Fall	2018	2017	2016	2015
Orders	573	397	189	67
Sales	134,131	43,163	4,952	10,391
Spring	2018	2017	2016	2015
Orders	403	267	66	62
Sales	80,167	69,424	5,889	7,509

### Achievements:

- Utilize purchase orders on the Point of Sale System
- Created and expanded upon existing procedures to match current practices
- Developed internal cross-training with Fiscal Services
- Created reporting to help facilitate more efficient ordering of course materials
- Introduced part-time and student workers to Speed of Trust and related duties to Core Abilities
- Streamlined our outgoing web order process and work area
- Coordinated with CESA 3 and the library a CNA book checkout process for students
- Determined Staffing needs

Full-time Staff	Jen Fonder, Bookstore Course Resource Coordinator & New Hire, Bookstore Merchandising Coordinator
Student Workers	Jacob Kruser Cole Needham Jon Farrey
Back-up Staff	Sarah Imhoff

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

- Bookstore Resource Project purpose was to reduce costs to students and provide for more engaged learning environment. Implemented Cengage Inclusive eBook offering into courses below:

**Microsoft Office Courses - 10103 - 11 Sections - Instructors: David Birkelo, Elizabeth Cummins, Joshua Krohn, Lisa Riley**  
**Fall - Adopted Cengage Unlimited - 182 students**

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Text Price Option	Cengage Price Option	Total Savings to Student
14,011	14,304	2,997

**Instructor Quotes:**

*The Cengage Unlimited product offers many features to students learning new Office skills. The short video clips for each feature are available to students at any time for review and reinforcement of knowledge of the skill. The trainings provide three ways to learn the skill: Observe, Practice, and Apply. The exam closely follows the skills and steps learned in the training. Repetition is key for learning these skills. - Lisa Riley*

*Cengage Unlimited gives our students access to everything needed for the course when it fits their time schedule. practice/examples on given topics. They also have access to the entire textbook that they can reference and use for additional practice/examples on given topics. - Dave Birkelo*

**Human Disease for the Health Profession - 10530-182-0080 Instructor: Sara Biese**  
**Fall - Adopted Cengage Unlimited - 34 Students**

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Text Price Option	Cengage Price Option	Total Savings to Student
7,093	4,080	3,013

**Instructor Quote:**

*For the HIT course, Human Diseases for Health Professions, I switched to Cengage's MindTap Pathopharmacology for several reasons.*

1. *This electronic textbook included all elements of the course curriculum in one book. Previously, the students had to buy two textbooks which cost them approximately \$250-300. This is a definite savings for the students.*
2. *The two textbooks that I was using were written as individual textbooks, so the chapter reading assignments did not coincide with each other. The textbooks also presented the materials in different order.*
3. *This electronic resource is very beneficial to the students because it includes learning activities throughout the chapter that reinforces the materials that they are reading. The activities can be completed multiple times, so they can practice as many times as they would like.*
4. *Not only did the students earn better grades using this textbook, but they seemed to enjoy the class more! – Sara Biese*

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### Goals:

#### Costs

- Reduce course resources costs by implementing a one-time fiscal year course resource adoption process. This would allow us to take advantage of publisher discounts and buying when demand is low.
- Research and implement Open Education Resources (OER) materials for cost savings to students
- Implement a more cost effective purchasing process
- Reduce shipping costs by using our shipping accounts to take advantage of our contracts/discount pricing.
- Reduce overhead and waste.

#### Labor

- Developing additional policies and procedures for daily and cyclical operations within the bookstore to be readily available to all staff.
- Working on problem solving and critical thinking with the student workers to allow them to grow into competent and confident employees able to serve the customers with accurate information, to anticipate their needs and to best use the resources we have available.
- Using a train the trainer method with the student workers to use time more efficiently.
- Staffing model of 2 full-time positions: Bookstore Course Resource Coordinator and Bookstore Merchandising Coordinator and 3 part-time students.

#### Resources

- To be a better resource to faculty when exploring new resources for the classroom and help navigate the pros and cons of emerging trends in the bookstore industry
- Continue to collaborate with Innovative & Alternative Learning to improve learning for our students and develop best practices
- To better educate students on the course resource options available and how to use them
- To continue implementation of our current POS system
- Improve customer acquisition and customer retention
- Update our website

#### Revenue Ideas

- To find our niche with supplies/sundries. We have had some additional calls/inquiries now with World of Variety closed.
- Try program specific clothing orders (Program Pride) t-shirts and/or sweatshirts.
- Logo apparel can only be obtained through the Bookstore & Marketing (logo quality and keeping purchases in-house)
- Custom publishing course resources that don't fall within OER or Inclusive Access. Will increase sales in-house and keep costs down through the book buy back process. This would eliminate the student complaint that they hardly used the book.
- Bookstore Space/Design Workgroup is currently discussing future options for the Bookstore. We would like to keep this model for the future as an "advisory board" to the Bookstore.
- Revitalize and market used laptop program
- Work with Marketing to increase sales and customer awareness

## Board Monitoring Report

Operations Council: Financial Sustainability – May 2019

### Future

- Jen Lame, will be implementing Cengage Unlimited 2 year package for \$239 for the HIT Program and the 1 year subscription for the Medical Coding degree.
- Leadership Development switched from a custom Cengage eBook to the Cengage Unlimited product in Spring 18-19 to take advantage of the additional tools available to students.
- Social Science instructors would like to move to an eBook model for Fall 19-20. We are currently researching this new publisher and the integration with Redshelf.
- Research and implement Open Educational Resources (OER) as free course resources for our students
  - The Bookstore Project Team will be meeting with Cindy Domaika from Nicolet College regarding OER adoption and best practices and she will also be presenting at the Learning Academy Schoology Tools session on May 22<sup>nd</sup> – How to get started with OER.

### Bookstore Definitions:

**Course Resource Adoption** – The process by which the faculty choose classroom resources for courses they are teaching. This triggers the procurement process in the Bookstore.

**Course Resources** – Available materials chosen by the faculty to be used in the instruction process. These may include; textbooks, eBooks, Inclusive Access, OER (Open Educational Resources) and custom publishing.

**Learning Management System (LMS)** – Is the computer-based system that Southwest Tech uses for the electronic portions of courses offered.

**RedShelf** – Is a cloud-based eBook reader that is accessible anytime, anywhere and is compatible with any internet-enabled device. Features for the students include highlighting, annotations, word definitions, narrator, flashcards, study guides and collaboration capabilities for students and instructors.

**Student Choice eBook** – Student chooses to purchase the digital version (eBook) of the adopted hard copy course material(s) allowing the resource to be in the student's hands day one. This type of purchase is not integrated into our LMS, but is accessed through RedShelf.

**Inclusive Access** – Subscription-based resource that is integrated into our LMS. All students in the course that it is adopted for, are billed and have access to most of the publishers catalog. Currently we are using Cengage Unlimited. Other major publishers are starting to offer this format.

**Open Education Resource (OER)** - Course materials are available without charge. Primarily digital, but open-access books can be downloaded and printed by users. Popular OER options are [OpenStax](#) and [Center for Open Education](#).

**Book Vouchers** – Students who are funded through Financial Aid or a Third Party can obtain a voucher from Financial Aid. This allows these students to put the bookstore charges on their student account. Book vouchers start approximately 3 weeks prior to the term and close approximately 4 weeks after classes begin.

### ***C. Update to Quality Teaching & Learning Monitoring Report***

In the Quality Teaching & Learning Monitoring Report presented at the March 23, 2019, Board Meeting an attachment containing Technical Skills Attainment (TSA) data contained the incorrect information regarding Phase II completion of TSA for the College programs. Included below is the updated document with the corrected TSA Phase II data in red font.

### ***Attachment to the March 23, 2019, Board Monitoring Report on Quality Teaching & Learning***

#### **Updated Current State of Initiatives and People to Note as of 3/18/19:**

	Programs Meeting Standard as of 3/18/19	Programs Not Meeting Standard as of 3/18/19	Key Leaders in This Area. (*large number of 'volunteer hours and tasks')
WIDS Curriculum – 'Above the Line'	96% -( N=714 courses)	None	*Denise Janssen, *, * Lisa Riley, *Amy Loy, , Annette Biggin, Tonia Breuer, John Pluemer, Danielle Seippel, Jody Millen,
WIDS Curriculum – 'Below the Line' (Learning Plans)	Over 95% (N=448 courses). .	None.	All of the group immediately above plus many, many other faculty members who are helping their colleagues to learn or relearn the use of WIDS to design curriculum.
Documentation of Program Outcome Assessment Plans in WIDS	100% - All programs.	None	Amy Loy, Lisa Riley, Annette Biggin, and all program leaders.
TSA	<p>March 2019...TSA Phase II = 38 programs (56%) completed  March 2019... TSA Phase II = <del>54</del> <b>52</b> programs (<del>82%</del> <b>96%</b>)</p> <ul style="list-style-type: none"> <li>On Track for Phase I &amp; II Completion <ul style="list-style-type: none"> <li>Criminal Justice Studies</li> <li>Security Operations</li> <li>Cancer Information Management</li> <li>CNC Machine Operator/Programmer</li> </ul> </li> </ul>		Lisa Riley, Amy Loy, all faculty members.



	<ul style="list-style-type: none"> <li>• Direct Entry Midwife</li> <li>• On Track for Phase II Completion <ul style="list-style-type: none"> <li>• Bricklaying/Masonry (PDCI)</li> <li>• Building Maintenance &amp; Construction (PDCI)</li> <li>• IT Computer Support Technician</li> <li>• Supply Chain Assistant</li> </ul> </li> </ul> <p>All program faculty are participating in the TSA process, evaluation, and updates in all phases</p>		
Faculty compliance with TAP plans for programs and co-curricular offerings	As of January 2019, All faculty were compliant with the TAP plans and semester update requirements.		Faculty members, Lisa Riley, Amy Loy, Doris Pulvermacher, Mandy Henkel.
Faculty club advisor compliant with co-curricular assessment activities.	The Co-Curricular assessment work is on track and will be into the 2 <sup>nd</sup> year of assessment for the 2019-2020 academic year		Faculty Club Advisors, Melissa Klinkhammer, Barb Tucker.

#### ***D. Staffing Update***

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori- Hired at \$17.00: Jen- Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor Lead	Connor Zingarelli	1/3/2019	MS \$53,314-\$84,768 Hired at \$55,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00



### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Automotive Mechanics Instructor - Part-Time	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Houly Band B24 \$20.32 - \$26.4 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Maria Kindrai	12/3/2018	MS \$52,202-\$83,000 Hired at \$58,000
12	New Position	Disability Services Associates	Heather Swatek	9/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$20.00/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety. Part-time-30 hr)	Ken Straka	9/24/2018	Hourly Band B21 \$16.79 - \$21.83 Hired at \$17.50/hour
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Brian Kitchinger	9/15/2018	Salary Band C42 \$48,795-\$68,313 Hired at \$53,000
18	New Position	Help Desk Technology Support	Jamish Patel	9/20/2018	Hourly Band B23 \$19.36 - \$25.17 Hired at \$19.50/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Prior position for Cora Halverson	Finacial Aid Asst/Accounting Bursar	Camille Chappell	10/8/2018	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.26
20	New Position	Electrical Power Distribution Instructor	Kyle McCorkle	3/18/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$73,000
21	Replacement - Robin Lenz	Student Life Coordinator & Athletic Director	Robin Hamel	1/16/2019	Salary Band C42 \$48,795 - \$68,313 Hired at \$55,500
22	Replacement - Emily Vogt	Associate Degree Nursing Instructor	Tiffany Cote'	5/13/2019	MS \$53,314 - \$84,768 Hired at \$64,000
23	Replacement -Dan Kliebenstein	Evening Custodian	Kendrick Henkel	1/3/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61
24	Replacement -Pete Hoffman	Ag Power & Equipment Tech Instructor	Justin Rounds	4/18/2019	BS \$48,304 - \$76,805 Hired at \$57,000

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	Replacement - Ed Ruff	Farm Business & Production Management Instructor	Jonna Schutte	5/20/2019	BS \$48,304 - \$76,805 Hired at \$56,000
26	Replacement - Nancy Devlin	Bookstore Mechandising Coordinator	Eric Rohn	6/3/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$19.00
27	Replacement - Jim Broihahn	Building Trades Carpentry Instrutor	Interviews Scheduled	5/29/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
28	Replacement - Tim Evans	Café Food Service Worker	Posted	5/9/2019	Hourly Band A12 \$15.61 - \$18.73
29	Replacement - Kendrick Henkel	Evening Custodian	Posted	5/9/2019	Hourly Band A12 \$15.61 - \$18.73
30	Replacement - Dave Markin	Maintenance - Carpenter	Posted	5/9/2019	Hourly Band A13 \$16.42 - \$19.70

### Staffing Update 2018-19 Fiscal Year


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
31	Replacement - Charles Herbers	IT Support Specialist	Posted	5/9/2019	Hourly Band C42 \$23.46 - \$32.84
32	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Posted	5/16/2019	Hourly Band B22 \$18.26 - \$23.74
33	Replacement - JoEllen Taylor	Child Care Lab Assistant	Posted	5/16/2019	Hourly Band B21 \$17.15 - \$22.30
34	New Position	Graphic & Web Design Instructor/Marketing Specialist	Posted	5/16/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93)

## Information and Correspondence

### **A. Enrollment Report**

The 2018-19 and 2019-20 Comparison FTE Reports are available below.

#### **2018-19 Comparison FTE Report**

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
10-101-1	Accounting	37	25	(12)	27.87	17.33	(10.53)
10-106-6	Administrative Professional	5		(5)	4.47		(4.47)
10-006-2	Agri-Business/Science Technology	7	1	(6)	2.20	0.10	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	18	2	13.80	17.73	3.93
10-006-5	Agribusiness Science & Technology - Agronomy	24	14	(10)	25.80	13.77	(12.03)
10-006-6	Agribusiness Science & Technology - Animal Science	25	30	5	25.10	27.27	2.17
10-102-3	Business Management	112	135	23	83.73	88.27	4.53
10-530-5	Cancer Information Management	72	97	25	40.03	50.87	10.83
10-504-X	Criminal Justice Studies	59	52	(7)	45.20	39.93	(5.27)
10-316-1	Culinary Arts	14	12	(2)	11.70	7.63	(4.07)
10-317-1	Culinary Management	8	7	(1)	6.73	5.80	(0.93)
10-510-6	Direct Entry Midwife	48	60	12	25.57	23.60	(1.97)
10-307-1	Early Childhood Education	47	56	9	34.73	41.07	6.33
10-620-1	Electro-Mechanical Technology	40	36	(4)	35.10	32.83	(2.27)
10-325-1	Golf Course Management	17	24	7	16.83	20.57	3.73
10-201-2	Graphic And Web Design	36	31	(5)	31.73	25.50	(6.23)
10-530-1	Health Information Technology	63	47	(16)	36.93	26.07	(10.87)
10-520-3	Human Services Associate	40	38	(2)	30.33	27.70	(2.63)
10-825-1	Individualized Technical Studies	17	6	(11)	14.90	5.10	(9.80)
10-620-3	Instrumentation and Controls Technology	4	7	3	2.13	5.70	3.57
10-150-X	IT-Network Specialist	34	46	12	23.73	31.47	7.73



Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
10-513-1	Medical Laboratory Technician	17	19	2	13.37	13.30	(0.07)
10-543-1	Nursing-Associate Degree	206	201	(5)	104.33	106.53	2.20
10-531-1	Paramedic Technician	2		(2)	0.70		(0.70)
10-524-1	Physical Therapist Assistant	48	44	(4)	30.17	28.67	(1.50)
10-196-1	Leadership Development	42	34	(8)	19.67	16.20	(3.47)
10-182-1	Supply Chain Management	38	41	3	17.27	22.03	4.77
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
	<b>Total Associate Degree</b>	<b>1,079</b>	<b>1,081</b>	<b>2</b>	<b>724.40</b>	<b>695.03</b>	<b>(29.37)</b>
31-101-1	Accounting Assistant	8	8	-	4.33	4.10	(0.23)
30-531-6	Advanced EMT	9	9	-	1.93	2.97	1.03
32-070-1	Agricultural Power & Equipment Technician	35	34	(1)	30.40	31.90	1.50
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.07	9.97	0.90
32-404-2	Automotive Technician	32	32	-	26.47	25.60	(0.87)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction		6	6		2.30	2.30
31-475-1	Building Trades-Carpentry	9	7	(2)	7.27	5.93	(1.33)
31-307-1	Child Care Services	3	11	8	2.80	7.50	4.70
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	8.00	4.97	(3.03)
31-502-1	Cosmetology	23	26	3	19.60	21.90	2.30
30-504-2	Criminal Justice-Law Enforcement 720 Academy	10	17	7	4.33	10.33	6.00
31-317-1	Culinary Specialist	4	2	(2)	1.47	1.33	(0.13)
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	20	14	(6)	5.40	3.40	(2.00)
31-413-2	Electrical Power Distribution	29	24	(5)	26.50	24.47	(2.03)
50-413-2	Electricity (Construction) Apprentice	22	22	-	2.87	2.93	0.07
30-531-3	Emergency Medical Technician	67	37	(30)	16.33	9.07	(7.27)
32-080-4	Farm Operations & Management - Ag Mechanics	1	1	-	0.33	0.87	0.53
31-080-6	Farm Operations & Management - Crop Operations		3	3		1.07	1.07
32-080-3	Farm Operations & Management - Dairy	7	13	6	5.50	13.33	7.83
31-080-3	Farm Operations & Management - Dairy Technician	2	7	5	0.73	4.93	4.20
31-080-2	Farm Operations & Management - Farm Ag Maintenance		9	9		7.30	7.30
31-080-7	Farm Operations & Management - Livestock Tech	1	3	2	0.93	2.90	1.97
30-317-1	Food Production Assistant		1	1		1.03	1.03

Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	8	5	(3)	1.70	0.67	(1.03)
31-620-1	Industrial Mechanic	7	2	(5)	5.07	1.83	(3.23)
31-154-6	IT-Computer Support Technician	20	10	(10)	10.83	5.00	(5.83)
31-513-1	Laboratory Science Technician	4	4	-	2.40	2.30	(0.10)
50-620-1	Mechatronics Technician Apprentice		8	8		1.93	1.93
31-509-1	Medical Assistant	36	38	2	28.20	28.57	0.37
31-530-2	Medical Coding Specialist	54	62	8	25.60	27.80	2.20
30-543-1	Nursing Assistant	222	243	21	26.00	34.90	8.90
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	26	8	3.40	3.28	(0.12)
31-504-5	Security Operations	2	2	-	1.20	1.93	0.73
31-182-1	Supply Chain Assistant	6	5	(1)	2.33	2.87	0.53
31-442-1	Welding	61	49	(12)	48.57	34.13	(14.43)
	<b>Total Technical Diploma</b>	<b>762</b>	<b>777</b>	<b>15</b>	<b>338.93</b>	<b>354.28</b>	<b>15.35</b>
20-800-1	Liberal Arts - Associate of Arts	17	23	6	5.30	8.57	3.27
20-800-2	Liberal Arts - Associate of Science	26	13	(13)	10.17	4.87	(5.30)
	Undeclared Majors	506	502	(4)	83.53	98.13	14.60
	<b>Total</b>	<b>2,390</b>	<b>2,396</b>	<b>6</b>	<b>1,162.33</b>	<b>1,160.88</b>	<b>(1.45)</b>
	<b>Percent of Change</b>						<b>-0.12%</b>
	Vocational Adult (Aid Codes 42-47)	3,752	3,087	(665)	75.59	64.49	(11.11)
	Community Services (Aid Code 60)	41	28	(13)	0.19	0.41	0.22
	Basic Skills (Aid Codes 73,74,75,76)	344	310	(34)	44.80	43.97	(0.83)
	Basic Skills (Aid Codes 77 & 78)	745	732	(13)	46.13	33.60	(12.53)
	<b>Grand Total</b>	<b>7,272</b>	<b>6,553</b>	<b>(719)</b>	<b>1,329.05</b>	<b>1,303.34</b>	<b>(25.70)</b>
	<b>Total Percent of Change</b>						<b>-1.93%</b>



## 2019-20 Comparison FTE Report



		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
10-101-1	Accounting	23	35	12	10.10	15.03	4.93
10-106-6	Administrative Professional	1		(1)	0.20		(0.20)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	14	(2)	8.77	8.00	(0.77)
10-006-5	Agribusiness Science & Technology - Agronomy	12	13	1	6.90	7.17	0.27
10-006-6	Agribusiness Science & Technology - Animal Science	21	26	5	12.17	15.93	3.77
10-102-3	Business Management	66	87	21	28.10	38.33	10.23
10-530-5	Cancer Information Management	64	77	13	23.23	26.53	3.30
10-504-5	Criminal Justice Studies	52	40	(12)	24.83	18.63	(6.20)
10-316-1	Culinary Arts	10	3	(7)	5.17	1.17	(4.00)
10-317-1	Culinary Management	5	5	-	3.03	2.27	(0.77)
10-510-6	Direct Entry Midwife	29	23	(6)	9.57	6.77	(2.80)
10-307-1	Early Childhood Education	46	38	(8)	22.60	16.30	(6.30)
10-620-1	Electro-Mechanical Technology	30	19	(11)	16.37	9.57	(6.80)
10-325-1	Golf Course Management	19	14	(5)	9.77	6.80	(2.97)
10-201-2	Graphic And Web Design	31	16	(15)	14.40	7.53	(6.87)
10-530-1	Health Information Technology	46	42	(4)	17.80	14.20	(3.60)
10-520-3	Human Services Associate	25	30	5	12.43	14.37	1.93
10-825-1	Individualized Technical Studies	6		(6)	2.70		(2.70)
10-620-3	Instrumentation and Controls Technology	3	6	3	1.70	1.93	0.23
10-150-X	IT-Network Specialist	28	19	(9)	12.63	8.87	(3.77)
10-513-1	Medical Laboratory Technician	10	17	7	4.60	7.43	2.83
10-543-1	Nursing-Associate Degree	168	156	(12)	50.30	45.33	(4.97)
10-524-1	Physical Therapist Assistant	24	16	(8)	9.43	6.23	(3.20)
10-196-1	Leadership Development	20	16	(4)	5.97	3.60	(2.37)
10-182-1	Supply Chain Management	23	17	(6)	8.77	6.63	(2.13)
	<b>Total Associate Degree</b>	<b>778</b>	<b>729</b>	<b>(49)</b>	<b>321.53</b>	<b>288.63</b>	<b>(32.90)</b>
31-101-1	Accounting Assistant	4	4	-	1.30	1.50	0.20
30-531-6	Advanced EMT	1		(1)	0.13		(0.13)
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1		(1)	0.53		(0.53)
32-070-1	Agricultural Power & Equipment Technician	31	42	11	16.03	20.93	4.90

Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
31-405-1	Auto Collision Repair & Refinish Technician	12	8	(4)	4.77	2.77	(2.00)
32-404-2	Automotive Technician	29	18	(11)	14.43	8.47	(5.97)
31-475-1	Building Trades-Carpentry	7	6	(1)	3.53	3.07	(0.47)
31-307-1	Child Care Services	5	4	(1)	2.40	1.60	(0.80)
30-420-2	CNC Machine Operator/Programmer	4	5	1	2.00	2.37	0.37
31-502-1	Cosmetology	19	22	3	9.50	11.00	1.50
30-504-2	Criminal Justice-Law Enforcement 720 Academy	8	17	9	4.83	11.90	7.07
31-317-1	Culinary Specialist		1	1		0.50	0.50
30-508-2	Dental Assistant	13	12	(1)	6.93	6.40	(0.53)
30-812-1	Driver and Safety Education Certification	3	2	(1)	0.40	0.30	(0.10)
31-413-2	Electrical Power Distribution	31	39	8	15.47	18.93	3.47
50-413-2	Electricity (Construction) Apprentice	9		(9)	0.60		(0.60)
30-531-3	Emergency Medical Technician	8	6	(2)	1.33	1.00	(0.33)
32-080-4	Farm Operations & Management - Ag Mechanics	5	2	(3)	2.17	0.80	(1.37)
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.57	0.10	(0.47)
32-080-3	Farm Operations & Management - Dairy	15	15	-	7.27	9.63	2.37
31-080-3	Farm Operations & Management - Dairy Technician	4	4	-	1.93	1.00	(0.93)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	9	5	1.67	2.03	0.37
31-080-7	Farm Operations & Management - Livestock Tech	1	2	1	0.53	1.00	0.47
30-317-1	Food Production Assistant	1		(1)	0.53		(0.53)
50-413-1	Industrial Electrician Apprentice	1	2	1	0.07	0.13	0.07
31-620-1	Industrial Mechanic	1		(1)	0.20		(0.20)
31-154-6	IT-Computer Support Technician	11	6	(5)	4.73	2.83	(1.90)
31-513-1	Laboratory Science Technician	5	1	(4)	2.20	0.27	(1.93)
31-509-1	Medical Assistant	29	27	(2)	14.13	13.87	(0.27)
31-530-2	Medical Coding Specialist	31	33	2	11.93	12.10	0.17
30-543-1	Nursing Assistant	36	31	(5)	3.83	3.77	(0.07)
31-504-5	Security Operations	1	2	1	0.43	0.77	0.33
31-182-1	Supply Chain Assistant	1	3	2	0.27	0.53	0.27
31-442-1	Welding	32	30	(2)	16.27	14.70	(1.57)
	<b>Total Technical Diploma</b>	<b>364</b>	<b>354</b>	<b>(10)</b>	<b>152.93</b>	<b>154.27</b>	<b>1.33</b>

Program Code	Program Title	05-14-18 Students	05-13-19 Students	Student Change	05-14-18 FTE	05-13-19 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	9	12	3	1.50	2.60	1.10
20-800-2	Liberal Arts - Associate of Science	9	7	(2)	1.50	2.00	0.50
	Undeclared Majors	71	66	(5)	8.90	9.73	0.83
	<b>Total</b>	<b>1,231</b>	<b>1,168</b>	<b>(63)</b>	<b>486.37</b>	<b>457.23</b>	<b>(29.13)</b>
	<b>Percent of Change</b>						<b>-5.99%</b>
	Vocational Adult (Aid Codes 42-47)	428	491	63	10.66	11.13	0.47
	Basic Skills (Aid Codes 73,74,75,76)	15	-	(15)	-	-	-
	Basic Skills (Aid Codes 77 & 78)	101	92	(9)	-	-	-
	<b>Grand Total</b>	<b>1,775</b>	<b>1,751</b>	<b>(24)</b>	<b>497.03</b>	<b>468.36</b>	<b>(28.67)</b>
	<b>Total Percent of Change</b>						<b>-5.77%</b>

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

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

1. College Happenings

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

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

### ***A. Agenda for Next Board Meeting***

3. Public Budget Hearing/Approval
4. College Culture Monitoring Report

### ***B. Time and Place***

The next regularly scheduled meeting will be held on Thursday, June 20, 2019, at 7:00 p.m. at the Southwest Tech campus, Rooms 492-493 in the College Connection.

## **Adjourn to Closed Session**

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

1. **Discussing personnel issues per Wis. Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
2. **Discussion of President's Contract per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

### ***B. Approval of Closed Session Minutes of April 25, 2019***

## **Reconvene to Open Session**

### ***A. Action, if necessary, on Closed Session Items***

#### **1. President's Contract**

## **Adjournment**