



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

March 26, 2020

Held virtually due to the COVID-19 Public Health Emergency

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, March 26, 2020

7:00 p.m. – Board Meeting

The Board meeting will be held using Zoom technology (Video and Audio Conferencing). To join the meeting go to <https://swtc.zoom.us/j/380549629>. The meeting ID is 380 549 629.

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The March 26, 2020, 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, posted on the College's website at www.swtc.edu/about/board/meetings and posted on campus 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

A copy of the agenda is included with the electronic Board material.

B. Minutes of the Board Retreat/Regular Meeting of February 21-22, 2020

Minutes of the February 21-22, 2020, Board meeting are included with the electronic Board packet

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

There were five contracts totaling \$29,969.04 in February 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

There is one promotion/transfer being presented for approval in the Personnel Report.

F. Dodgeville Outreach Site Lease for 2020-21

A lease amendment is included in the Board material for the Dodgeville Outreach Site, located at 316 W. Spring Street, Dodgeville, WI 53533. This lease amendment is a 12-month contract to rent the facility for \$1100.00 per month.

Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans

Invitations to bid on three (3) new 2020 Chevrolet Malibu sedans were due on February 14, 2020, at 2:00 p.m. The bid summary and recommendation are included in the electronic Board material.

Recommendation – Award the New 2020 Chevrolet Malibu 4 door LS Sedans (3) bid in the amount of \$54,900.00 to Les Mack Automotive, Lancaster, WI.

B. COVID-19 Emergency Spending Resolution

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, there have been and will be expenses incurred related to the College's response. A resolution authorizing \$500,000 in expenditures in excess of the previously adopted budget are being requested. The resolution is included with the electronic Board material.

Recommendation – Approve the resolution authorizing \$500,000 in expenditures related to COVID-19 in excess of the previously adopted budget for 2019-2020.

C. COVID-19 Paid Leave Policy

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, College administration recommends the Board of Directors approve a policy authorizing paid leave for the public health emergency through the Families First Coronavirus Response Act. The policy is included with the electronic Board material.

Recommendation – Approve the policy authorizing additional paid time off for employees due to qualifying reasons through the Emergency Sick Leave Act and the Emergency Family Medical Leave Act. These acts are part of the Families First Coronavirus Response Act signed into law on March 18, 2020.

D. Recommendation for 2020-21 District Boards Association Officer

A recommendation has been received to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. The letter requesting nominations is included in the electronic Board material.

Recommendation – Nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FTE Comparison YOY Report**
- 2. Fall 2020 Application Report**
- 3. Recruitment Efforts**

The 2019-20 Comparison Enrollment Report and Fall 2020 Application Report are included in the electronic Board material. Also included are the PowerPoint slides showing the recruitment metrics.

B. Chairperson's Report

1. Message to the College at the All-Staff Meeting

C. College President's Report

1. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Quality Teaching & Learning Monitoring Report
2. Out-of-State Tuition Waivers
3. Foundation Quarterly Report

B. Time and Place

Thursday, April 23, 2020, at 7:00 p.m. - Virtual Meeting using Zoom

ADJOURN TO CLOSED SESSION

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

1. Discussion of personnel issues per Wis. Stats. 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 preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of Closed Session Minutes – February 21, 2020

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The March 26, 2020, 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, posted on the College's website at www.swtc.edu/about/board/meetings and posted on campus 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



BOARD MEETING NOTICE/AGENDA

Thursday, March 26, 2020

7:00 p.m. – Board Meeting

The Board meeting will be held using Zoom technology (Video and Audio Conferencing). To join the meeting go to <https://swtc.zoom.us/j/380549629>. The meeting ID is 380 549 629.

AGENDA

OPEN MEETING

The following statement will be read: "The March 26, 2020, 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, posted on the College's website at www.swtc.edu/about/board/meetings and posted on campus 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 Board Retreat/Regular Meeting of February 21-22, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Dodgeville Outreach Site Lease for 2020-21

OTHER ITEMS REQUIRING BOARD ACTION

- A. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans
- B. COVID-19 Emergency Spending Resolution
- C. COVID-19 Paid Leave Policy
- D. Recommendation for 2020-21 District Boards Association Officer

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 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. Discussion of personnel issues per Wis. Stats. 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 preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. Approval of Closed Session Minutes – February 21, 2020

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

A. Minutes of the Board Retreat/Regular Meeting of February 21-22, 2020



MINUTES OF THE BOARD RETREAT/REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE FEBRUARY 21-22, 2020

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 12:08 p.m. on February 21, 2020, at the Dodgeville Outreach Site, located at 316 W. Spring Street, in the City of Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Jeanne Jordie, Russ Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Melissa Fitzsimons

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Josh Bedward, Amy Campbell, Karen Campbell, Holly Clendenen, Katie Garrity, Connie Haberkorn, Cora Beth Halverson, Dan Imhoff, Katie Glass, Kelly Kelly, Cynde Larsen, Jake Mootz, Joe Randall, Danielle Seippel, John Troxel, Barb Tucker, Krista Weber, Caleb White. Public present included John Mehan from Robert W. Baird & Co and Scott Doxey and Joe Rossmeier from Campus Works; Dodgeville School Board members – Mike Humke, David Blume, Tom McGraw, Dennis Polglaze, Carrie Schroeder, Randy Thompson and Dodgeville Schools Administration – Jeff Jacobson, Ryan Bohnsack, and Jacque Goetzke.

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

BOARD RETREAT/MEETING NOTICE/AGENDA February 21-22, 2020

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

**Friday, February 21, 2020
12:00 p.m. – Lunch; 12:30 Board Meeting / Retreat**

AGENDA

OPEN MEETING

The following statement will be read: "The February 21-22, 2020, Board retreat/regular meeting of the Southwest Wisconsin Technical College District 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, at CESA #3 and in the city offices of Fennimore and Dodgeville 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

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Dodgeville Outreach
- B. Academic Vitality Plan

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 23, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Designate Bond Counsel
- B. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- C. RFP: Enterprise Resource Planning System
- D. RFP: Project Management for Enterprise Resource Planning System Implementation
- E. Bid: Platteville Outreach Site Development
- F. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans
- G. Performance Management Compensation Proposal
- H. Employee Benefits & Wellness Initiative
- I. First Reading of Governance Policy 1.15: Local Preference

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Higher Learning Commission Accreditation Visit Report
- B. 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 specific 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. Discussing President's evaluation per Wis. Statutes 19.85 (1)(e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
3. Discussing Executive Team contracts per Wis. Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes of January 23, 2020

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Energy Sustainability Plan
- B. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 22, 2020. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 22, 2020

8:45 a.m. – Board Retreat

**Southwest Tech Outreach Site
316 W. Spring Street
Dodgeville, WI 53533**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. Long-term Financial Report
- C. Long-range Facilities Report
- D. District Board/President Dialogue
- E. Review of Retreat

ADJOURNMENT

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

Members of the Dodgeville School District Board and administration joined in a conversation with the College's District Board and administration on collaboration between the two educational entities. Topics discussed included parameters for a partnership between Southwest Tech and Dodgeville Schools and what the future would look like with this type of partnership.

Katie Garrity, Chief Academic Officer, presented information to the Board on the Academic Vitality Plan the Academic Council has developed and the Program Gap Analysis compiled by

EMSI. Vitality investments will be made with the Culinary programs, Precision Machining Technology, Lab Science Technician, Agriculture programs, Auto Collision, Building Trades, Welding, and Business and Industry Services. Outreach efforts will be enhanced in Richland Center, Platteville, Dodgeville, Prairie du Chien, and Darlington. Potential new programming being evaluated includes Non-Profit Management, Renewable Energy, Artificial Intelligence, Data Analytics, Facilities Maintenance, Cyber Security, and Geo-Spatial Information Systems. The Academic Council will continue to work on the plan.

After a review of the Consent Agenda, including the February 21-20, 2020, agenda; January 23, 2020, regular Board meeting minutes; financial reports; 14 contracts totaling \$15,539.11 in January 2020; employment recommendations for Dustin Farrey – Evening Custodian and Diane Holmes – Midwifery Clinical Site Coordinator; and a promotion/transfer for Dennis Cooley – Charger Leadership Director, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion.

A letter of engagement was received from Quarles & Brady LLP for bond counsel. Mr. Tuescher moved to approve the College retain Allison M. Buchanan of Quarles & Brady LLP as Bond Counsel. Ms. Nickels seconded the motion; motion unanimously carried.

John Mehan, Managing Director of Robert W. Baird & Co. presented the five bids received on the sale of \$4,000,000 in General Obligation Promissory Notes. Northland Securities, Inc. was the low bidder at a 1.0824 percent true interest cost. We received this low interest partially due to the Aa2 Moody's Investors Service rating. The bid is a premium, noncallable bid. Mr. Moyer moved to approve the resolution authorizing the sale of \$4,000,000 in General Obligation Promissory Notes. Ms. Jordie seconded the motion. A roll call vote was held where all members presented voted affirmatively. The motion carried.

Proposals were due October 4, 2019, for a Request for Proposals (RFP) for an Enterprise Resource Planning (ERP) System. The Operations Council and other staff have been researching the systems submitted through the RFP process and made a presentation on their recommendation. Scott Doxey and Joe Rossmeier from Campus Works also presented on the process and shared their affirmation with the College's recommendation. After discussion, Mr. Moyer moved to approve the College move forward with entering into a contract with Campus Management not to exceed the cost over a five-year period of \$1,299,067 in software fees, \$1,525,225 for implementation services, and travel not to exceed 18 percent of implementation costs. Ms. Wonderling seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Southwest Tech has engaged Campus Works to assist with the Enterprise Resource Planning system selection process. Their assistance has been important by providing expertise and information the College does not have, nor the capacity to acquire without working closely with an outside entity. After careful consideration and extensive discussions with other colleges, the College recommends entering into a project management contract with Campus Works for the implementation of the ERP system. Mr. Prange moved to approve a project management contract with Campus Works in the amount of \$350,000 for first year of implementation with the second year cost not to exceed \$350,000 and travel and expenses not to exceed 18 percent. Ms. Nickels seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Invitations to bid on the Platteville Outreach Center Site Development were provided to vendors and posted widely in applicable electronic and physical venues to garner bids. Three

bids were received with a summary of the bids presented to the Board for approval. Mr. Prange moved to accept the low bid for the Platteville Outreach Center Site Development in the amount of \$274,010 from Maryville Construction Co, Inc., of Hazel Green, WI. This bid amount falls under the project amount approved by the WTCS State Board in November 2019. Ms. Nickels seconded the motion. A roll call vote was taken where all members present voted affirmatively. The motion was approved.

Invitations to bid on three (3) new 2020 Chevrolet Malibu sedans were due on February 14, 2020, at 2:00 p.m. The bid summary and recommendation were presented to the Board of Directors. Four bids were received and, in addition, the state contract was included in the bid summary. No action was taken on the bids at this meeting.

The Performance Management Phase 2 workgroup developed a process for performance management compensation. Performance management compensation is the third tier of the multi-level Compensation Plan presented to the Board previously. Joe Randall - Electrical Power Distribution Instructor, Josh Bedward – Facilities Manager and Master Electrician, John Troxel – Network Administrator, and Krista Weber – Chief Human Resources Officer presented the plan highlighting the ongoing conversations supervisors and employees will be having throughout the year, survey results on feedback on the performance management tool, and an overview of the training and calibration process. Compensation will be paid in set dollars vs. percentage, is base-building, is based on a sliding scale on points earned in the annual performance evaluation, and is financially sustainable and built to be flexible with the budget. The Executive Team will not receive this increase but will utilize the same evaluation tool. Mr. Tuescher moved to approve the performance management compensation proposal acknowledging funding for the initiative will be considered during the budget process and prioritized based on many factors. Mr. Prange seconded the motion. Upon a voice vote, the motion was unanimously approved.

Caleb White, Krista Weber – Chief Human Resources Officer, and Connie Haberkorn – Benefits Manager & HR Generalist provided an update on the Wisconsin Technical College Employee Benefits Consortium noting the College's premium rate increases for health insurance have been an average of 1.3 percent over the FY2016 – FY2020, all other colleges in the consortium have moved to a four-tiered insurance plan while Southwest Tech remains with a two-tiered plan, and benefit enhancements of Tel-a-doc, Real Appeal, and Quality Path have been added to the plan. For fiscal year 2021, the College is proposing to increase health insurance premiums 5 percent; implement a four-tiered health insurance plan; increase the deductibles from \$1500 for single to \$2,000 and for a family plan move from \$3,000 to \$4,000, set the single plus spouse plan at \$4,000 and the single plus children at \$4,000; increase the college-provided Health Savings Account contribution from \$500 for single to \$1,000 and for the remaining three tiers move from a \$1,000 contribution to \$2,000 contribution; increase health insurance out-of-network copay to 20 percent; and increase dental insurance premiums 10 percent.

Connie Haberkorn and Amy Campbell – Accounts Payable, co-leads for the Wellness Initiative, reviewed the progress of the Wellness Initiative and the proposed recommended changes to the program. The proposed changes to the program are to increase the wellness initiative amount that is deposited in employees' health savings accounts from \$50 to \$100 per category. The Board gave verbal support for the insurance changes and wellness initiative concepts and request administration present it to a broader college audience for feedback prior to final board approval.

The District Board has been reviewing and discussing local preference when purchasing and reviewed the Governance Policy 1.15: Local Preference. Dr. Wood noted the key to the policy is there is accountability language contained in the policy. Mr. Moyer moved to approve the first reading of Governance Policy 1.15: Local Preference, with Mr. Prange seconding the motion. Motion carried on a voice vote with one nay vote.

The College's accreditation Comprehensive Quality Review is scheduled for April 25-26, 2022. Barb Tucker, Accreditation Liaison Officer, presented the accreditation team structure and implementation plan noting that criterion leads and teams will be developed to gather evidence and provide input into the assurance argument narrative.

Krista Weber provided an update on College staffing noting the positions of Data Analyst and Child Care Aide are in various stages of the hiring process.

Caleb White updated the Board on the enrollment for this fiscal year. Compared to last year at the same time, enrollment data shows a less than one percent increase in FTE. The Fall 2020 Application Report reflects an increase of 31 potential students compared to last year at this time.

Katie Glass provided an update on recruitment noting that adult recruitment is the one area the College believes we can make a major impact to increase. There was not a lot of movement from January to February.

Under the Chairperson's Report, Mr. Bolstad shared the District Boards Association is asking for recommendations for 2020-21 District Boards Association Officers. If you have any recommendations, please let Mr. Bolstad or Karen Campbell know.

Dr. Wood included these items in his President's Report:

- Tour of UW-Platteville – He and one of the recruiters took ten students who are looking at transferring to a four-year college after graduating on a tour of UW-Platteville.
- Economic Impact Reports – The Economic Impact team have completed 25 presentations on the College's economic impact to the region.
- Presentations – Dr. Wood and college staff will be presenting at the District Boards Association quarterly meeting and the Higher Learning Commission annual conference.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f), President's evaluation per Wis. Statutes 19.85 (1)(e), and Executive Team contracts per Wis. Statutes 19.85 (1)(c). Ms. Nickels seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 5:02 p.m. The meeting reconvened to open session at 6:28 p.m. with no action taken.

The Energy Sustainability Plan was moved to Saturday's meeting.

The Board recessed until Saturday, February 22, 2020. The Board had dinner and breakfast for social purposes only and no College business was conducted.

The Board of Southwest Wisconsin Technical College reconvened in open session of the regular Board meeting commencing at 8:55 a.m. on February 22, 2020, at the Dodgeville Outreach Site,

located at 316 W. Spring Street, in the City of Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Jeanne Jordie, Russ Moyer, Chris Prange, Donald Tuescher, and Jane Wonderling

Absent: Tracy Fillback, Melissa Fitzsimons, and Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Dan Imhoff, Katie Glass, and Caleb White.

Caleb White presented information relevant to the budget assumptions and parameters for 2020-21. The strategic directions and priorities were reviewed, which included strategic direction 1 – Engage Students in High-Quality Learning with two priorities – Investments in Academic Innovations and Instructional Vitality Investments; strategic direction 2 – Strengthen Culture of Accountability with two priorities – College Transformation of Excellence-Enterprise Resource Planning System upgrades and Employee Performance and Assessment; and the third strategic direction – Enhance the College's Economic Impact with one priority – Strengthen our Impact at Outreach Sites. The budget assumptions include a slight increase in valuation and tuition rates, flat state aid, increase in health and dental insurance, utility rates will increase 0-2 percent, grant funding is expected to decrease, WI Retirement System contribution rates increased on January 1, 2020, and CPI increase on wages. At this time, the budget gap is approximately \$1,000,000. The Board asked for a future meeting presentation on the 5-year history of the projected gaps and actual gaps and the fund balance and how the OPEB buyout affected it. Mr. White will bring the budget back to the Board each month until it is approved at the June meeting.

Mr. White presented information related to long-term finances of the College. He reviewed a three-year forecast showing if things remain the same for the next three years, we will have a \$2 million deficit. Mr. White also presented the debt long-range plan. The Board would like a discussion in the future on what happens when the referendum debt falls off in nine years.

Caleb White and Dan Imhoff, Director of Facilities, Safety & Security, and Holly Clendenen, Executive Director of the Foundations, presented the long-range draft Master Facilities Report. The plan included core remodeling sequencing of the Welcome Center/Bookstore (currently in progress), remodeling the vacated Bookstore into meeting space, renovating the lab in 413 to a lecture hall/auditorium/large meeting space, Lenz Center and Café/Cafeteria upgrades, Student Life and Activities Center (potentially a dome) to hold student activities, May graduation, and lease for community events. The Board asked that a comprehensive plan be brought back to them for approval. The plans will include usage, revenues, expenses, rental fees, etc.

Mr. Imhoff reviewed the 2020 Sustainability Plan with the Board. The report focused on energy and emissions, travel, water use and protection, solid waste and recycling, and campus engagement. Some of the projects include weatherization of windows and doors; energy saving HVAC and lighting; renewable energy including solar for the Child Care Center; purchasing low emissions (electric) vehicles for college use; and green practices with lawn care, cleaning supplies, and waste;

With no further business to come before the Board, Ms. Wonderling moved to adjourn the meeting. Mr. Tuescher seconded the motion. The motion carried and the meeting adjourned at 10:40 a.m.

Donald Tuescher, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 02/01/2020 - 02/29/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
HSR ASSOCIATES INC	19036-02	PVile Outreach	\$14,701.60	
CENGAGE LEARNING	68620346	PAC Cengage unlimited	\$14,254.81	
CHIPPEWA VALLEY TECHNICAL	03-177-124-120 REIMB	Grant #177 Reimbursement	\$11,071.00	
HIGHER LEARNING COMMISSION	H12689	Assessment Academy Membership	\$8,500.00	
J&T CONCRETE CONSTRUCTION LLC	1155	Concrete work	\$8,250.00	
HEARTLAND BUSINESS SYSTEMS	338737-H	Equipment Rack	\$7,718.40	
NATIONAL PAS	1359	AgBus Conf registration	\$7,410.00	
SCIENCE INTERACTIVE GROUP LLC	INV-069688	kits	\$4,623.20	
REDSHELF	INV-14921	January 2020 POS Sales	\$4,524.28	
Britney R Wall	1753887	Opp Student Refund	\$4,300.00	
ACTION TRAINING SYSTEMS INC	19420	Emergency Medical Training	\$4,076.62	
Jaimie E Fogel	1753950	Opp Student Refund	\$4,056.26	
Jacob O Neis	1754082	Opp Student Refund	\$4,049.22	
ULINE	116471771	supplies	\$4,013.09	
Samantha M Lammers	1754315	Opp Student Refund	\$3,952.60	
Ashley A Kirchner	1754046	Opp Student Refund	\$3,918.44	
H & N PLUMBING & HEATING, INC.	1166	labor; welding area	\$3,825.00	
Esther N Breininger	1754281	Opp Student Refund	\$3,702.02	
SYSCO FOODS OF BARABOO	218432174	Supplies	\$3,681.93	
Mackenzie K Marovets	1754292	Opp Student Refund	\$3,681.84	
Heather M Gintoft	1753922	Opp Student Refund	\$3,611.98	
Daniel J Mount	1754332	Opp Student Refund	\$3,611.34	
Blake J Wegmuller	1754107	Opp Student Refund	\$3,558.53	
AMER ASSOC OF COMMUNITY	2020 DUES	Dues to the Assoc 2020	\$3,538.00	
Levi D Esters	1753925	Opp Student Refund	\$3,516.96	
Alexis L Pascoe	1754062	Opp Student Refund	\$3,503.90	
Karlee G Leatherberry	1754230	Opp Student Refund	\$3,500.00	
MATC/CTSO/PAS	CONF REG 2020	Student Reg Fee	\$3,500.00	

Vendor	Invoice #	Description	Amount
Catie A Kreul	1754187	Opp Student Refund	\$3,447.00
Dillon J Potts	1753983	Opp Student Refund	\$3,423.16
Jeffery R Cobb	1754216	Opp Student Refund	\$3,389.67
Morgan A Miller	1754245	Opp Student Refund	\$3,384.67
Marissa A Hoehne	1753980	Opp Student Refund	\$3,369.72
Madison M Travis	1754095	Opp Student Refund	\$3,313.60
Lily G Rickey	1753895	Opp Student Refund	\$3,284.58
Valerie J Heins	1754354	Opp Student Refund	\$3,272.42
Jamie R Sue	1754086	Opp Student Refund	\$3,265.34
Brendan Werner	1754267	Opp Student Refund	\$3,262.63
Rachel M Dugan	1754087	Opp Student Refund	\$3,244.74
FRANKLIN COVEY CLIENT SALES INC	IS10119096	Unconscious Bias Consult	\$3,200.00
Crystal Johnson	1754241	Opp Student Refund	\$3,146.42
Nichole E Buckley-Metcalf	1753939	Opp Student Refund	\$3,142.09
Lisa A Wolfe	1753931	Opp Student Refund	\$3,117.13
Kaylee M Krueger	1754053	Opp Student Refund	\$3,098.00
Jordan M Adams	1749924	Opp Student Refund	\$3,098.00
HEARTLAND BUSINESS SYSTEMS	2020020301	ATM moving	\$3,059.50
LAMAR COMPANIES	111095938	billboard ad	\$3,054.00
Lindsay B Edwards	1754287	Opp Student Refund	\$3,053.94
Daisy D Cunzenheim	1754049	Opp Student Refund	\$3,038.48
Kenneth W Stevenson	1754277	Opp Student Refund	\$3,035.11
Honesti R Runde	1754021	Opp Student Refund	\$2,975.76
Jennifer L Lawinger	1754237	Opp Student Refund	\$2,974.72
Sherreallyum L Allen	1754153	Opp Student Refund	\$2,937.48
WPS HEALTH INSURANCE	020420016478	J Senn Medicare Prem	\$2,910.53
Ashley K Holman	1753894	Opp Student Refund	\$2,896.28
Courtney A Schweiger	1754168	Opp Student Refund	\$2,886.15
Valerie S Meharg	1754232	Opp Student Refund	\$2,880.20
Mark A VanNatta	1753899	Opp Student Refund	\$2,872.02
Zachary D Dean	1754149	Opp Student Refund	\$2,860.58
Ashley M Olson	1753968	Opp Student Refund	\$2,849.16
Samantha R Kepler	1753996	Opp Student Refund	\$2,833.44
Jordan M Clendenen	1753897	Opp Student Refund	\$2,819.37
Joni M Schweiger	1753963	Opp Student Refund	\$2,817.84
Erin R Hemmer	1753912	Opp Student Refund	\$2,817.63
Anna M Ninneman	1754183	Opp Student Refund	\$2,787.40
HSR ASSOCIATES INC	19024-7	Bookstore	\$2,736.90
Kiah L Hoesly	1754020	Opp Student Refund	\$2,728.00
Amber M Lancaster	1754144	Opp Student Refund	\$2,725.21
CENGAGE LEARNING	69064361	books	\$2,724.00
Austin Miller	1749928	Opp Student Refund	\$2,722.00
Taylor L Cooley	1754109	Opp Student Refund	\$2,721.47
Amanda D Sutton	1754019	Opp Student Refund	\$2,694.42

Vendor	Invoice #	Description	Amount	
Emily L Page	1754244	Opp Student Refund	\$2,685.75	
Derek M Kastner	1754295	Opp Student Refund	\$2,655.64	
Jenna L Ingvalson	1754098	Opp Student Refund	\$2,639.21	
Shanda M Trumm	1753975	Opp Student Refund	\$2,638.39	
TYPHON GROUP LLC	3205-012820	student tracking system	\$2,610.00	
Patrick H Hilger	1753890	Opp Student Refund	\$2,588.52	
Emily R Noble	1754323	Opp Student Refund	\$2,587.15	
James T Breuer	1754160	Opp Student Refund	\$2,552.78	
Brianna L Matti	1753921	Opp Student Refund	\$2,500.24	
Total Invoices				\$308,979.46
Purchase Orders				
Vendor	PO #	Description	Amount	
EPA AUDIO VISUAL INC	6872	IT: Platteville Outreach Site Media Equipment	\$37,907.18	
GORDON FLESCH CO., INC.	6866	Bookstore: New Copier	\$25,885.50	
VANGUARD COMPUTERS INC	6864	IT: HP 850 Elitebook G6 Laptops (17)	\$25,279.02	
Total Purchase Orders				\$89,071.70
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Feb 2020	CMTRX00002592	WDL000006974	\$272,160.84	
WI EE Trust Funds #224939	CMTRX00002606	WDL000007018	\$122,159.70	
941 ER Fed Tax #82465726	CMTRX00002601	WDL000007005	\$110,407.11	
941 ER Fed Tax #15485745	CMTRX00002594	WDL000006979	\$109,451.96	
WI DOR Tax #1-835-524-384	CMTRX00002601	WDL000007007	\$21,908.92	
WI Dept of Rev #1-707-589-92	CMTRX00002594	WDL000006981	\$21,696.89	
WI Dept of Rev SalesTax Jan	CMTRX00002597	WDL000006992	\$13,555.08	
Symetra Life Ins #01-017869	CMTRX00002594	WDL000006980	\$9,919.93	
Symetra Life Ins #01-017869-	CMTRX00002601	WDL000007006	\$9,713.47	
Delta Dental #339269	CMTRX00002590	WDL000006968	\$9,000.21	
Wells Fargo #816061405	CMTRX00002602	WDL000007010	\$6,923.35	
Wells Fargo #813751322	CMTRX00002595	WDL000006984	\$6,718.00	
Delta Dental #345525	CMTRX00002605	WDL000007016	\$5,233.94	
Payscape January 2020 Fee	CMTRX00002592	WDL000006976	\$5,175.93	
Delta Dental #344368	CMTRX00002598	WDL000006999	\$2,619.03	
Delta Dental #340426	CMTRX00002596	WDL000006991	\$2,606.30	
Total Bank Withdrawals				\$729,250.66

[illegible]

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 02/29/2020			
Receipts			
Fund			
1 General	6,988,104.25		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	76,267.76		
6 Internal Service	305,401.04		
7 Financial Aid/Activities	274,595.54		
Total Receipts		7,644,368.59	
Expenses			
Fund			
1 General	1,626,615.25		
2 Special Revenue			
3 Capital Projects	215,315.94		
4 Debt Service	-		
5 Enterprise	127,244.83		
6 Internal Service	302,115.22		
7 Financial Aid/Activities	1,998,179.43		
Total Expenses		4,269,470.67	
Net cash change - month			3,374,897.92
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	19,700,245.84		
-Midwest One Cash Account 5062	5,934.87		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,229,507.51		
Ending Cash/Investment Balance		20,938,628.22	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 8 Months ended February 2020							
	2019-20	2019-20	2019-20	2018-19	2017-18	2016-17	2015-16
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,506,000.00	19,558,092.31	83.20	81.05	84.30	80.03	93.42
General Fund Expenditures	24,165,000.00	14,451,409.06	59.80	61.41	60.07	58.66	61.76
Capital Projects Fund Revenue	4,020,000.00	27,538.90	0.69	99.46	103.56	101.09	99.59
Capital Projects Fund Expenditures	5,100,000.00	1,206,675.74	23.66	41.86	43.37	33.51	37.48
Debt Service Fund Revenue	5,425,000.00	3,438,498.69	63.38	63.17	64.94	63.62	4.18
Debt Service Fund Expenditures	5,724,600.00	459,612.50	8.03	10.85	12.27	12.57	12.68
Enterprise Fund Revenue	1,768,000.00	1,276,056.23	72.18	64.20	59.41	61.13	71.28
Enterprise Fund Expenditure	1,636,000.00	1,197,098.80	73.17	60.47	56.91	53.52	66.46
Internal Service Fund Revenue	4,427,000.00	2,481,228.69	56.05	58.57	61.91	60.31	69.23
Internal Service Fund Expenditures	4,427,000.00	2,626,461.11	59.33	61.70	63.49	61.83	75.55
Trust & Agency Fund Revenue	8,020,000.00	2,951,465.38	36.80	62.82	69.50	72.42	67.51
Trust & Agency Fund Expenditures	8,075,000.00	5,139,118.68	63.64	65.31	69.62	74.19	69.08
Grand Total Revenue	47,166,000.00	29,732,880.20	63.04	74.66	77.23	75.26	75.72
Grand Total Expenditures	49,127,600.00	25,080,375.89	51.05	54.64	55.24	54.55	57.68

D. Contract Revenue

There were five contracts totaling \$29,969.04 in February 2020 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS

2/1/2020 - 2/29/2020

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	INDIRECT COST FACTOR		
							On-Campus	Off-Campus	Waiver
Platteville High School	03-2020-0033-I-11	Baking I	Amy Charles	17	\$ 7,021.00	No			X
Platteville High School	03-2020-0033-I-11	Baking I	Amy Charles	15	\$ 8,177.17	No		X	
Platteville High School	03-2020-0033-I-11	Infant & Toddler Development	Amy Charles	15	\$ 8,197.20	No		X	
WAT Grant: Lactalis	03-2020-0057-I-47	Lean-White Belt	Amy Charles	7	\$ 814.28	No		X	
WAT Grant: Lactalis	03-2020-0057-I-47	Lean-White Belt	Amy Charles	10	\$ 814.28	No		X	
WAT Grant: Lactalis	03-2020-0057-I-47	Lean-White Belt	Amy Charles	8	\$ 814.28	No		X	
WAT Grant: Lactalis	03-2020-0057-I-47	Lean-White Belt	Amy Charles	4	\$ 814.28	No		X	
WAT Grant: Lactalis	03-2020-0057-I-47	Lean-Yellow Belt	Amy Charles	7	\$ 1,476.36	No		X	
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - February	Caleb White		\$ 1,197.21	No		X	
WAT Grant: JG Development	03-2020-0094-I-47	Everything DiSC	Amy Charles	36	\$ 229.08	No		X	
Cobb Fire Department/First Response	03-2020-0107-T-42	Participant Guarantee - First Responder Refresher	Kris Wubben		\$ 413.90	No		X	
TOTAL of all Contracts				119	\$ 29,969.04				
Exchange of Services				-	\$ -				
For Pay Service				119	\$ 29,969.04				

E. Personnel Items

One promotion/transfer is being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT March 26, 20202

Employment: NEW HIRES

None	
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PROMOTIONS / TRANSFERS

Camille Chappell (Financial Aid Assistant/Accounting Bursar)	Data Analyst
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RETIREMENTS / RESIGNATIONS

None	
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F. Dodgeville Outreach Site Lease for 2020-21

A lease amendment is included in the Board material for the Dodgeville Outreach Site, located at 316 W. Spring Street, Dodgeville, WI 53533. This lease amendment is a 12-month contract to rent the facility for \$1100.00 per month.

Recommendation: Approve the Consent Agenda as presented.

AMENDMENT

This Amendment (the "Amendment") is made this ____ day of March, 2019, by and between Capitol Dodgeville, LLC ("Landlord") and Southwest Wisconsin Technical College ("Tenant").

WHEREAS, Landlord's predecessors and Tenant entered into a Lease dated January 31, 2013 (the "Lease") and Lease Amendment May 8, 2018 and further amended April 26, 2019 (the "Amendment") for a portion of the premises located at 316 West Spring Street, Dodgeville, Wisconsin; and

WHEREAS, the parties desire to amend the Lease and Amendment.

NOW, THEREFORE, in consideration of the foregoing recitals and covenants and agreements hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, Landlord and Tenant agree as follows:

1. The Term of the Lease and Amendment shall extend through June 30, 2021.
2. The rent shall continue to be One Thousand One Hundred Dollars (\$1,100.00) per month.
3. The Tenant acknowledges that the Landlord does not have possession of the security deposit of Two Thousand Two Hundred Dollars (\$2,200.00) paid by Tenant to the Landlord that executed the Lease with Tenant January 31, 2013 and Tenant acknowledges that Landlord is not responsible for such security deposit.
4. Except as expressly provided herein, all of the terms, covenants and provisions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date first written above.

LANDLORD:
CAPITOL DODGEVILLE, LLC

TENANT:
SOUTHWEST WISCONSIN TECHNICAL
COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Other Items Requiring Board Action

A. Bid: Three (3) New 2020 Chevrolet Malibu 4-door LS Sedans

Invitations to bid on three (3) new 2020 Chevrolet Malibu sedans were due on February 14, 2020, at 2:00 p.m. The bid summary and recommendation are available below.

Recommendation: Award the New 2020 Chevrolet Malibu 4 door LS Sedans (3) bid in the amount of \$54,900.00 to Les Mack Automotive, Lancaster, WI.

**Bid #1920-08 New 2020 Chevrolet Malibu 4 door LS Sedans (3)
February 14, 2020 @ 2:00 p.m., Room 341**

Invitations to bid on the New 2020 Chevrolet Malibu 4 door LS Sedans (3) for Southwest Tech's Driver's Education Program were sent to all district Chevrolet dealerships.

Public opening of the bids was held on Friday, February 14, 2020 at 2:00 p.m. in Room 341 of the College Campus. Four vendors responded to the bid request. The results are as follows:

Vendor	Location	Total Bid
Les Mack Automotive	Lancaster, WI	\$ 54,900.00
Fillback Automotive Inc	Boscobel, WI	\$ 55,506.84
Hallada Auto Group	Dodgeville, WI	\$ 56,193.00
Jones Chevrolet Buick	Richland Center, WI	\$ 69,678.75

RECOMMENDATION: Award the New 2020 Chevrolet Malibu 4 door LS Sedans (3) bid in the amount of \$54,900.00 to Les Mack Automotive, Lancaster, WI.

B. COVID-19 Emergency Spending Resolution

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, there have been and will be expenses incurred related to the College's response. A resolution authorizing \$500,000 in expenditures in excess of the previously adopted budget are being requested. The resolution is included below.

Recommendation – Approve the resolution authorizing \$500,000 in expenditures related to COVID-19 in excess of the previously adopted budget for 2019-2020.



COVID-19 EMERGENCY SPENDING RESOLUTION OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD

WHEREAS, the State of Wisconsin, Office of the Governor, Executive Order #72 has declared a Public Health Emergency in Response to the COVID-19 Coronavirus, College administration recommends the Board of Directors approve a resolution authorizing emergency spending for the College's response to the public health emergency, and

WHEREAS, Southwest Wisconsin Technical College has and will incur unforeseen expenses related to the College's response to COVID-19. Expenses such as staffing, supplies, technology and services to be used for mitigating the effects of COVID-19 will be incurred

BE IT THEREFORE RESOLVED that the District Board of Southwest Wisconsin Technical College authorizes expenditures of \$500,000 in excess of the previously adopted 2020-2021 budget.

Adopted and recorded this 26th day of March, 2020.

Charles J. Bolstad
Chairperson

ATTEST:

Donald L. Tuescher
Secretary

C. COVID-19 Paid Leave Policy

Due to the outbreak of COVID-19 and the State of Wisconsin, Office of the Governor, Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus, College administration recommends the Board of Directors approve a policy authorizing paid leave for the public health emergency through the Families First Coronavirus Response Act. The policy is available below.

Recommendation – Approve the policy authorizing additional paid time off for employees due to qualifying reasons through the Emergency Sick Leave Act and the Emergency Family Medical Leave Act. These acts are part of the Families First Coronavirus Response Act signed into law on March 18, 2020.

COVID-19 Paid Leave Policy

2020 Executive Order #72 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus has caused absences for college employees requiring extra time to adjust to the new routines and care for themselves or family members that may be ill. Although we expect as many people as possible to work remotely, we realize that there are reasons in which employees may not be able to work.

Due to the extenuating circumstances of COVID-19, the Southwest Wisconsin Technical College Board of Directors authorizes additional paid time off for employees due to qualifying reasons through the Emergency Sick Leave Act and the Emergency Family Medical Leave Act. These acts are part of the Families First Coronavirus Response Act signed into law on March 18, 2020.

The Southwest Wisconsin Technical College Board of Directors approves this policy on the 26th of March, 2020.

Charles J. Bolstad, Chairperson

ATTEST:

Donald L. Tuescher, Secretary

D. Recommendation for 2020-21 District Boards Association Officer

A recommendation has been received to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. The letter requesting nominations is included below.

Recommendation – Nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

Date: February 4th, 2020

To: District Board Chairpersons and Association Board of Directors

From: District Boards Association 2020 Nominations Committee
Chuck Bolstad (Southwest WI)
Ed Lukasek (Western)
Lynneia Miller (Mid-State)
Lois Vasquez (Lakeshore)
Jerry Worrick (Northeast WI)

Re: **District Recommendations for Association Officer Positions:**
Response Requested

The Nominations Committee is requesting your board's assistance by identifying any member you wish to be considered for nomination as a candidate for Association President, Vice President, or Secretary/Treasurer. This year's election of officers will take place at the Association's annual meeting on Saturday, April 4th, 2020, in Milwaukee. The status of each current officeholder and expressions of interest received follow:

President

- **Vernon Jung**, Moraine Park, is completing his first one-year term and is eligible to be re-elected as President for next year.

Vice President

- **Betty Bruski Mallek**, Mid-State, is completing her first one-year term and is eligible to be re-elected as Vice President for next year.

Secretary/Treasurer

- **Dawn Garcia**, Chippewa Valley, is completing her first one-year term, and is eligible to be re-elected as Secretary/Treasurer for next year.

Please discuss the election with your board colleagues and suggest any other members in addition to current officers, that you would like the Nominations Committee to consider adding to the slate.

Please respond no later than Friday, March 27th, 2020. You may communicate any suggestions to Layla Merrifield, lmerrifield@districtboards.org, who will assure the committee receives them. You may also contact any member of the Nominations Committee directly. The Nominations Committee will then put forward a slate of candidates in advance of the annual meeting.

Association bylaws also allow for nominations from the floor at the election. Please note that a member must consent to serve if elected, whether placed on the slate by the Nominations Committee or nominated from the floor on Saturday, April 4th, 2020.

This organization is fortunate to have a great diversity of dedicated members serving on district boards throughout the state. We look forward to your board's input as the annual election of officers approaches. Thank you.

cc: Offices of the College Presidents

Board Monitoring of College Effectiveness

A. 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 - Tim Evans	Café Food Service Worker	Re-evaluating	10/1/2019	Hourly Band A12 \$15.61 - \$18.73
2	Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
3	Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 \$16.42 - \$19.70 Hired at \$18.44/hour
4	Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 \$23.46 - \$32.84 Hired at \$25.25/hour
5	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$20.00/hour
6	Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$18.40/hour

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	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93) Hired at \$60,000
8	New Position	Farm Operations & Mechanics Instructor	Dan Kieffer	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$55,000
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 \$17.51 - \$22.30 Hired \$21.00/hour
10	New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) - Part-time	Madison Cooper	9/4/2019	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.00/hour
11	New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$21.00
12	Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 \$20.32 - \$26.41 Hired at \$25.50/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 \$20.75 - \$26.98 Hired at \$26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part-time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 - \$15.61 - \$18.73 Hired at \$15.61/hour
16	Replacement for Sherry Devries	Midwifery Instructor	Vicki Hedley	1/6/2020	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$64,000
17	Replacement for Steve Elliott (Internal Posting)	Day Maintenance Worker	Ben Neuroth	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.31
18	Replacement for Ben Neuroth (Internal)	Lead Evening Custodian	Tim Lyne	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.00

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 for Tim Lyne	Evening Custodian	Dustin Farrey	1/23/2020	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
20	Replacement for Amy Loy	Data Analyst	Camille Chappell	3/1/2020	Salary Band C42 \$48,795 - \$68,313 Hired at \$50,980.80
21	New Position	Midwifery Clinical Site Coordinator - (LTE- ending 5/31/2020 - 10 hours/week)	Diane Holmes	2/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$22.00/hour
21	New Position	Child Care Aide (LTE - ending 5/15/2020 12-15 hours/week)	Posted	3/1/2020	Hourly - \$12.07

Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available below. Also included are the PowerPoint slides showing the recruitment metrics.

2019-20 Comparison FTE Report

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	03-25-19 Students	03-23-20 Students	Student Change	03-25-19 FTE	03-23-20 FTE	FTE Change
10-101-1	Accounting	26	51	25	18.17	38.10	19.93
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	(5)	17.83	14.23	(3.60)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	2	13.73	17.57	3.83
10-006-6	Agribusiness Science & Technology - Animal Science	31	29	(2)	27.97	29.87	1.90
10-102-3	Business Management	135	134	(1)	88.27	84.70	(3.57)
10-530-5	Cancer Information Management	97	95	(2)	50.87	50.97	0.10
10-504-5	Criminal Justice Studies	53	46	(7)	40.73	37.07	(3.67)
10-316-1	Culinary Arts	12	6	(6)	7.63	2.77	(4.87)
10-317-1	Culinary Management	7	5	(2)	5.80	4.80	(1.00)
10-510-6	Direct Entry Midwife	60	77	17	23.17	31.80	8.63
10-307-1	Early Childhood Education	56	46	(10)	41.07	32.53	(8.53)
10-620-1	Electro-Mechanical Technology	36	31	(5)	32.87	29.10	(3.77)
10-325-1	Golf Course Management	24	18	(6)	20.57	14.63	(5.93)
10-201-2	Graphic And Web Design	31	26	(5)	25.50	18.63	(6.87)
10-530-1	Health Information Technology	52	52	-	29.10	24.63	(4.47)
10-520-3	Human Services Associate	38	42	4	27.70	31.63	3.93
10-825-1	Individualized Technical Studies	6	2	(4)	5.10	1.00	(4.10)
10-620-3	Instrumentation and Controls Technology	7	10	3	5.70	7.57	1.87
10-150-2	IT-Network Specialist	46	23	(23)	31.37	13.27	(18.10)

Program Code	Program Title	03-25-19 Students	03-23-20 Students	Student Change	03-25-19 FTE	03-23-20 FTE	FTE Change
10-196-1	Leadership Development	34	24	(10)	16.30	11.23	(5.07)
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	201	210	9	106.70	107.57	0.87
10-524-1	Physical Therapist Assistant	44	40	(4)	28.67	24.07	(4.60)
10-182-1	Supply Chain Management	41	44	3	22.03	25.47	3.43
	Total Associate Degree	1,089	1,062	(27)	700.13	669.57	(30.57)
31-101-1	Accounting Assistant	7	6	(1)	3.27	2.43	(0.83)
30-531-6	Advanced EMT	9	10	1	2.97	1.33	(1.63)
32-070-1	Agricultural Power & Equipment Technician	34	34	-	31.90	32.10	0.20
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	10.13	5.87	(4.27)
32-404-2	Automotive Technician	32	27	(5)	25.60	24.30	(1.30)
31-408-1	Bricklaying & Masonry		3	3		1.33	1.33
30-443-1	Building Maintenance & Construction	3	3	-	0.90	0.70	(0.20)
31-475-1	Building Trades-Carpentry	7	11	4	5.93	9.27	3.33
31-307-1	Child Care Services	11	8	(3)	7.50	3.83	(3.67)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.97	3.00
31-502-1	Cosmetology	23	29	6	17.53	19.83	2.30
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	17	3	10.23	12.23	2.00
31-317-1	Culinary Specialist	2	3	1	1.33	1.47	0.13
30-508-2	Dental Assistant	17	16	(1)	8.97	8.87	(0.10)
30-812-1	Driver and Safety Education Certification	14	26	12	3.40	5.80	2.40
31-413-2	Electrical Power Distribution	24	45	21	24.47	43.83	19.37
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.93	2.47	(0.47)
30-531-3	Emergency Medical Technician	37	49	12	9.07	8.57	(0.50)
32-080-4	Farm Operations & Management - Ag Mechanics	3	2	(1)	2.53	1.67	(0.87)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	13	16	3	13.33	14.87	1.53
31-080-3	Farm Operations & Management - Dairy Technician	6	4	(2)	4.23	1.80	(2.43)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	7	13	6	5.63	5.67	0.03
32-080-6	Farm Operations & Management - Livestock		1	1		0.97	0.97
31-080-7	Farm Operations & Management - Livestock Tech	3	3	-	2.90	1.77	(1.13)

Program Code	Program Title	03-25-19 Students	03-23-20 Students	Student Change	03-25-19 FTE	03-23-20 FTE	FTE Change
30-317-1	Food Production Assistant	1		(1)	1.03		(1.03)
50-413-1	Industrial Electrician Apprentice	5	8	3	0.67	1.40	0.73
31-620-1	Industrial Mechanic	2	4	2	1.83	3.43	1.60
31-154-6	IT-Computer Support Technician	10	26	16	5.00	20.47	15.47
31-513-1	Laboratory Science Technician	4	4	-	2.30	2.13	(0.17)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.93	1.60	(0.33)
31-509-1	Medical Assistant	38	33	(5)	28.67	24.57	(4.10)
31-530-2	Medical Coding Specialist	57	65	8	24.77	30.83	6.07
30-504-4	Nail Technician		2	2		0.37	0.37
30-543-1	Nursing Assistant	235	196	(39)	34.10	26.60	(7.50)
50-427-5	Plumbing Apprentice	26	20	(6)	3.28	3.52	0.23
31-504-5	Security Operations	1	2	1	1.00	1.20	0.20
31-182-1	Supply Chain Assistant	5	3	(2)	2.87	0.37	(2.50)
31-442-1	Welding	49	45	(4)	34.10	30.47	(3.63)
	Total Technical Diploma	752	780	28	342.35	366.25	23.90
20-800-1	Liberal Arts - Associate of Arts	23	24	1	8.57	8.50	(0.07)
20-800-2	Liberal Arts - Associate of Science	13	9	(4)	4.87	4.73	(0.13)
	Undeclared Majors	462	546	84	89.47	94.60	5.13
	Total	2,339	2,421	82	1,145.38	1,143.65	(1.73)
	Percent of Change						-0.15%
	Vocational Adult (Aid Codes 42-47)	2,897	3,089	192	59.52	63.81	4.29
	Community Services (Aid Code 60)	25	-	(25)	0.36	-	(0.36)
	Basic Skills (Aid Codes 73,74,75,76)	280	311	31	38.50	36.07	(2.43)
	Basic Skills (Aid Codes 77 & 78)	732	693	(39)	33.60	36.60	3.00
	Grand Total	6,273	6,514	241	1,277.36	1,280.13	2.77
	Total Percent of Change						0.22%

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21									
PROGRAM	CAP	3/18/2019			03/20/20			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			27	27		16	16	-11	
Accounting Assistant			3	3		3	3	0	
Agribusiness Science & Technology - Agbus Mgmt	20		5	5		6	6	1	
Agribusiness Science & Technology - Agronomy	20		4	4		3	3	-1	
Agribusiness Science & Technology - Agronomy Tech	20		1	1		1	1	0	
Agribusiness Science & Technology - Animal Science	20		23	23		17	17	-6	
Agricultural Power & Equipment Technician	22		43	43		29	29	-14	
Auto Collision Repair & Refinish Technician	22		6	6		17	17	11	
Automotive Technician	22		30	30		33	33	3	
Building Trades-Carpentry	20		7	7		18	18	11	
Business Management			24	24		42	42	18	
Cancer Information Management	30	14	53	67	11	55	66	-1	
Child Care Services	13		9	9		7	7	-2	
CNC Machine Operator/Programmer	15		4	4		5	5	1	
Cosmetology	24		14	14		17	17	3	
Criminal Justice Studies	70		35	35		31	31	-4	
Culinary Arts			2	2		4	4	2	
Culinary Management			4	4		2	2	-2	
Dental Assistant	18		26	26		22	22	-4	
Early Childhood Education	28		24	24		29	29	5	
Electrical Power Distribution	44		71	71		83	83	12	
Electro-Mechanical Technology	24		27	27		25	25	-2	
Farm Operations & Management - Ag Mechanics	20		2	2		1	1	-1	
Farm Operations & Management - Crops Operations	20		1	1		3	3	2	
Farm Operations & Management - Crops	20		1	1		1	1	0	
Farm Operations & Management - Dairy	20		7	7		8	8	1	
Farm Operations & Management - Dairy Technician	20		3	3		2	2	-1	
Farm Operations & Management - Farm Ag Maintenance	20		5	5		1	1	-4	
Farm Operations & Management - Livestock	20		0	0		0	0	0	
Farm Operations & Management - Livestock Tech	20		1	1		2	2	1	
Golf Course Management			6	6		4	4	-2	
Graphic and Web Design	25		14	14		17	17	3	
Health Information Technology	22	5	13	18	4	16	20	2	
Human Services Associate	31		27	27		17	17	-10	
Industrial Mechanic	6		2	2		3	3	1	
Instrumentation and Controls Technology	6		2	2		2	2	0	
IT-Computer Support Technician			9	9		10	10	1	
IT-Network Specialist			13	13		19	19	6	
Laboratory Science Technician	15		2	2		0	0	-2	
Leadership Development			5	5		1	1	-4	
Liberal Arts - Associate of Arts		8	3	11	15	3	18	7	
Liberal Arts - Associate of Science		7	1	8	8	1	9	1	

		3/18/2019			03/20/20			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Medical Assistant	32		35	35		28	28	-7
Medical Coding Specialist	23	9	25	34	8	20	28	-6
Medical Laboratory Technician	16	8	6	14	6	5	11	-3
Nail Technician						1	1	1
Nursing-Associate Degree	54	109	66	175	106	50	156	-19
Nursing-Associate Degree-Part-time	28	1	20	21	2	23	25	4
Pharmacy Tech (Shared)						2	2	2
Physical Therapist Assistant	18	14	4	18	14	14	28	10
Security Operations			1	1		0	0	-1
Supply Chain Assistant			1	1		0	0	-1
Supply Chain Management			6	6		2	2	-4
Undecided		29	0	29	31	0	31	2
Welding	40		29	29		56	56	27
TOTAL		204	752	956	205	777	982	26
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife	32	15	32	47	14	14	28	-19
Welding (January Start)	20		0	0		1	1	-1
TOTAL		15	32	47	14	15	29	-18



Southwest Wisconsin TECHNICAL COLLEGE

More Students Learning More

College Health Indicator Alignment:
Increase enrollment headcount

February 2020

Tour and Lunch Goal: 12-15

2019: no data

2020: 67

Application goal: 110

2019: 95 (49 withdrawals)

2020: 108 **up** year-over-year 49 applications

FTE Count Goal: 1279 (2% growth)

2019: 1,254 (pulled 2/13/19)

2020: 1,264.25 (pulled 2/10/20) **up** 0.77% year-over-year –down from last month



Highlights

Adult Recruitment Efforts

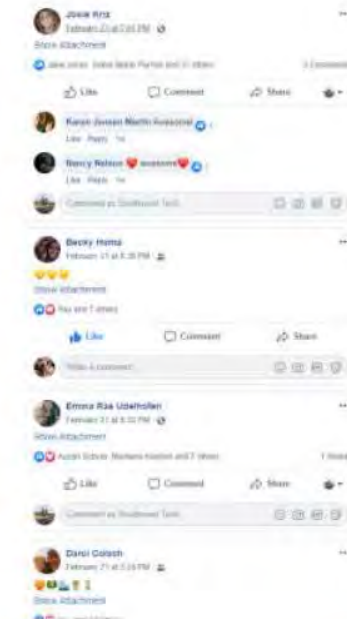
- Veteran Affairs Visits – 4/5 counties Kyle and Tom visited
- Hospital Visits
- Long-term Care Facility – Clinical Completion Celebration – Kaye and Pauline

Other

- EPD Student Recruitment Competition – Jo, Kyle and Kyle
- Skills USA – hosted many students in and out of district
- Richland Center homeschool community visit
- National FFA Week – visit all 30 high schools in three days



THIS IS WHERE **YOU** BEGIN



National FFA Week Campaign



THIS IS WHERE YOU BEGIN

Future Chargers Campaign

Southwest Tech
Published by Katie Friar Glass [?] · February 12 at 8:59 AM · 🌐

Southwest Tech faculty and staff are thrilled and excited to announce that Cuba City School District senior Matilyn Terpstra chose Southwest Tech! This fall, Matilyn will be starting the Associate Degree Nursing program.

For more than 40 years, Southwest Tech has offered a nursing program and built a reputation for developing high-quality and caring nurses that are hired by local healthcare organizations. The legacy of Southwest Tech's nursing graduates' success in their careers is a big part of what the college does today. In many cases, current students end up learning from past students, in the classroom, in clinical, and on the job. Matilyn, you're joining a legacy!

For more information about the Associate Degree Nursing program, fill out an inquiry form today! #FutureCharger
www.swtc.edu/icard



3,847 People Reached
794 Engagements
[Boost Post](#)

87 18 Comments 4 Shares

Like

Comment

Share



Top Fan

Darci Colsch Welcome to SWTC Nursing program! We are excited to meet you!

Like Reply Message · 4d



Dawn Marie Terpstra Welcome to Nursing Matilyn!

Like Reply Message · 5d



Maria Kindrai Yeah, welcome to nursing and to SWTC!

Like Reply Message · 4d

Terry Terpstra
February 12 at 12:11 PM · 🌐



Southwest Tech
February 12 at 8:59 AM · 🌐

Southwest Tech faculty and staff are thrilled and excited to announce that Cuba City School District senior Matilyn Terpstra chose Southwest Tech! This fall, Ma...
[See More](#)

👍👍 Melinda Nicely, Brad Collins and 160 others

31 Comments

Like

Comment

Share



THIS IS WHERE YOU BEGIN

March 2020

Tour and Lunch Goal: 12-15

2019: no data

2020: 7 (13 that we had to cancel)

Application goal: 165

2019: 159 (88 withdraws)

2020: 68 (as of 3/24/20)

FTE Count Goal: 1302.90 (2% growth)

2019: 1,277.36 (pulled 2/13/19)

2020: 1,280.13 (2/10/20) **up 0.22% year-over-year**



Upcoming

ASK A CHARGER - VIRTUAL EVENT

Interested in learning more about Southwest Tech from the comfort of your own home?

Join us for this virtual visit opportunity, where you'll have the opportunity to:

Ask current students questions about life at Southwest Tech!

WHO SHOULD ATTEND?

Anyone who is interested in learning more about Southwest Tech.

DATE/TIME

Friday, March 27, 2020

Time: 11:00 AM to Noon

LOCATION

Virtually using ZOOM! - It's simple and we'll send you the link!

Fill out this form to get the Virtual Meetup Link and Information.

* First Name

* Last Name

We guarantee 100% privacy. Your information will not be shared.

Email

Phone

Submit



THIS IS WHERE YOU BEGIN

B. Chairperson's Report

1. Message to the College at the All-Staff Meeting

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

1. Quality Teaching & Learning Monitoring Report
2. Out-of-State Tuition Waivers
3. Foundation Quarterly Report

B. Time and Place

Thursday, April 23, 2020, at 7:00 p.m. - Virtual Meeting using Zoom

Adjourn to Closed Session

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

1. **Discussion of personnel issues** per Wis. Stats. 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 preliminary notices of non-renewal** per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of Closed Session Minutes – February 21, 2020

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment