



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

April 23, 2020

Held virtually due to the COVID-19 Public Health Emergency

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, April 23, 2020

7:00 p.m. - Board Meeting

Virtual Meeting using Zoom – Zoom.us, Meeting ID: 934-8044-3574

Password: 854520

AMENDED ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The April 23, 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 Regular Board Meeting of March 26, 2020

Minutes of the March 26, 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 seven contracts totaling \$53,485.95 in March 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

There is one resignation being presented for approval in the Personnel Report.

F. 2020-21 Out-of-State Tuition Waivers

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included with the electronic Board material.

Recommendation: Approve the Consent Agenda, as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Ad Hoc Committee of the Board

The Board Chair has requested the Board consider a small committee, following the parameters in the policy, be designated to finalize contract negotiations with the President. Given the current situation, and noting the President is not seeking an increase in salary, the committee will most likely complete their work and report back to the Board in May to recommend how to move forward. Included in the electronic Board material is Governance Policy 1.11 Board Committees, which outlines the creation of ad hoc committees. Also included in the electronic Board information is an overview of the proposed ad hoc committee.

Recommendation: Approve developing a 2020-21 Presidential Contract Ad Hoc Committee per the policy to include the Board Chairperson, three Board Members, and the College President.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 Third Quarter report is available with the electronic Board material.

B. COVID-19 Monitoring Report – Student Learning

Included in the electronic Board material is the COVID-19 Monitoring Report – Student Learning report. The focus of this report is on the academic response to COVID-19 including transitioning to online learning, assessment, and support services. Katie Garrity, Chief Academic Officer, will present the report.

C. FY2021 Budget Update including ERP Update

Caleb White will present the FY2021 budget update including an update on the Enterprise Resource Planning (ERP) system. A budget overview is included in the electronic Board material.

D. 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

C. College President's Report

1. Reminder: Move May Meeting to May 21, 2020
2. COVID-19 Response
3. Kudos from Exec Team

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Proposed Budget
2. State of College Report
3. Financial Sustainability Monitoring Report
4. President's Evaluation & Contract

B. Time and Place

The next meeting will be a virtual meeting on Thursday, May 21, 2020, at 7:00 p.m.

ADJOURN TO CLOSED SESSION

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

- 1. Final 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.}
- 2. 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.}
- 3. 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.}

1. Approval of Closed Session Minutes from March 26, 2020

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The April 23, 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, April 23, 2020

7:00 p.m. - Board Meeting

Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 934-8044-3574

Password: 854520

AGENDA

OPEN MEETING

The following statement will be read: "The April 23, 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 Regular Board Meeting of March 26, 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. 2020-21 Out-of-State Tuition Waivers

OTHER ITEMS REQUIRING BOARD ACTION

- A. Ad Hoc Committee of the Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. COVID-19 Monitoring Report – Student Learning
- C. FY2021 Budget Update including ERP Update
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Reminder: Move May Meeting to May 21, 2020
- 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. Final 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.}
 - 2. 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.}
 - 3. 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 from March 26, 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 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

B. Minutes of the Regular Meeting of March 26, 2020

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MARCH 26, 2020



The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:04 p.m. on March 26, 2020. Due to the COVID-19 pandemic and Governor Ever's "Safer at Home" Executive Order, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Jeanne Jordie, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Krista Weber, Caleb White, and Jake Wienkes.

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



BOARD MEETING NOTICE/AGENDA

Thursday, 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, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 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.}

After a review of the Consent Agenda, including the March 26, 2020, agenda; February 21-22, 2020, Board meeting minutes; financial reports; five contracts totaling \$26,969.04 in February 2020; a promotion/transfer for Camille Chappell – Data Analyst; and a lease amendment for the Dodgeville Outreach Site for 2020-21, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

Tracy Fillback excused herself from the discussion and vote on purchasing three new 2020 Chevrolet Malibu sedans. Four bids were received, and Caleb White, Vice President for Administrative Services, reviewed the bid summary. Mr. Tuescher moved to award the purchase of three new 2020 Chevrolet Malibu 4-door LS Sedans bid in the amount of \$54,900.00 to Les Mack Automotive, Lancaster, WI. Ms. Fitzsimons seconded the motion. Upon a roll call vote where all members voted affirmatively, with Ms. Fillback abstaining, the motion was carried.

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. Mr. White explained that a budget modification for the expenses would be presented with other budget modifications at the October 2020 Board meeting. This resolution allows for the college to spend up to \$500,000 in expenditures in excess of the previously adopted budget. Mr. Moyer moved to approve the resolution authorizing \$500,000 in expenditures related to COVID-19 in excess of the previously adopted budget for 2019-2020. Ms. Wonderling seconded the motion. The motion carried on a roll call vote with all members voting affirmatively.

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 recommended the Board of Directors approve a policy authorizing paid leave for the public health emergency through the Families First Coronavirus Response Act. Krista Weber, Chief Human Resources Officer, explained this would allow for an additional two weeks of paid leave for college employees requiring extra time to adjust to the new routines and care for themselves or family members that may be ill. Mr. Tuescher moved to 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. Ms. Nickels seconded the motion; the motion carried with all members voting affirmatively in a roll call vote.

A recommendation had been received to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. This is a one-year term with the option of a second one-year term. Mr. Moyer moved to nominate Chuck Bolstad to the District Boards Association Secretary/Treasurer position. Ms. Wonderling seconded the motion. The motion carried upon a roll call vote with all members voting affirmatively.

Krista Weber provided an update on College staffing noting the Data Analyst position had been filled and there was an LTE child care aide position recently posted.

The 2019-20 FTE Comparison Enrollment Report reflected a slight increase in FTEs this year as compared to last year at this time. The Fall 2020 Application Report showed applications received for Fall 2020 are up by 26 applications as compared to this same time last year. Katie Glass, Executive Director of Marketing, provided an overview of recruitment activities including campaigns for long-term care facility recognition, National FFA Week, and Future Chargers social media campaign. Upcoming recruitment activities include a virtual 'Ask a Charger.'

Under the Chairperson's Report, Mr. Bolstad had recently attended part of the all-staff meeting where he shared the Board's thanks for all that the faculty and staff are doing to help students during the COVID-19 pandemic. He was very impressed with the stories shared during the meeting.

During the President's Report, Dr. Wood thanked the faculty for responding so quickly in moving their classes to a virtual format, students services for providing service in new and great ways, the ITS department for helping students and staff transition to learning virtually and working remotely, all staff for their acts of compassion and kindness, and the marketing team for capturing the response. He shared the board monitoring reports for academics will focus on maintaining compliance and ensuring quality in the present state and the finance report will focus on compliance and financial outlook. Dr. Wood also provided the Board with an update on the Enterprise Resource Planning (ERP) system noting the contracts have not been signed and the committee is gathering more information on whether to move forward at this time.

Mr. Prange motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and discussing preliminary notices of non-renewal per Wis. Statutes 19.85(1)(c). Ms. Fillback seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 7:54 p.m. The meeting reconvened to open session at 8:10 p.m. with no action taken.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Nickels seconded the motion. The motion carried and the meeting adjourned at 8:11 p.m.

Donald L. Tuescher, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 03/01/2020 - 03/31/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	SPR 1920 HOUSING	SPR 1920 housing	\$159,217.04	
EPIC CONSTRUCTION INC	APPLICATION 5-FINAL	PO# 6694	\$106,796.10	
HEARTLAND BUSINESS SYSTEMS	304112-H	PO# 6734	\$68,490.00	
CAMPUS WORKS INC	7276	Final Payment	\$40,625.00	
SWTC REAL ESTATE FOUNDATION	FALL 1920 HOUSING	Fall 1920 housing	\$13,632.96	
ZEPHYR ALUMINUM PRODUCTS INC	198252-000	Building 100 Door	\$13,045.00	
GREENSHADES SOFTWARE	171848	Greenshades renewal	\$11,340.00	
WESTERN TECHNICAL COLLEGE	IN09451	Plumbing Apprenticeship costs	\$10,792.90	
SOUTH SUBURBAN WELDING & FAB	11101	Humbler Forcible entry prop	\$8,327.50	
WESCO DISTRIBUTION INC	05826167	OSHA training service	\$5,667.50	
FLIGHTPATH AGENCY	SWTC-6	Youtube campaign	\$5,000.00	
HARTJE LUMBER, INC	MN286363	Supplies	\$4,512.40	
Joseph A Fiorello	1759359	Opp Student Refund	\$4,127.48	
Kiah L Hoesly	1759179	Opp Student Refund	\$3,848.51	
Jessica Strickland	1759298	Opp Student Refund	\$3,808.86	
SWTC REAL ESTATE FOUNDATION	PAST DUE	Past Due Housing	\$3,720.56	
Tyler A Wheeler	1759252	Opp Student Refund	\$3,619.17	
WPS HEALTH INSURANCE	030320016441	R Walz Medicare Prem	\$3,396.24	
STARS & STRIPES FLAG	19958	Light Pole Banners	\$3,201.00	
HALLADA AUTO GROUP	207286	WO# 684	\$3,117.16	
WPS HEALTH INSURANCE	030320020976	J Roesch Medicare PRem	\$2,969.81	
GRANT COUNTY SOCIAL SERVICES	2020 TRAUMA WKSP	2020 Trauma Informed concepts	\$2,892.00	
HSR ASSOCIATES INC	19036-03	Platteville Outreach	\$2,787.55	
HSR ASSOCIATES INC	19024-08	New Bookstore	\$2,736.90	
Shanan K Farris	1759305	Opp Student Refund	\$2,652.72	
Lindsay B Edwards	1759363	Opp Student Refund	\$2,601.00	
Ashley K Holman	1759085	Opp Student Refund	\$2,599.00	
Briana L Turner	1759088	Opp Student Refund	\$2,599.00	
Lindsey A McClaren	1759198	Opp Student Refund	\$2,599.00	

Vendor	Invoice #	Description	Amount	
Silfise Pubien	1759339	Opp Student Refund	\$2,599.00	
IMEG	18001186.00-4	Daycare Boiler replacement	\$2,581.66	
Ashley M Olson	1759131	Opp Student Refund	\$2,579.00	
HARTJE LUMBER, INC	MN286366	Cabinets/coutertops	\$2,536.95	
Total Invoices				\$511,018.97
Purchase Orders				
Vendor	PO #	Description	Amount	
HEARTLAND BUSINESS SYSTEMS	6873	IT-Palo Alto Network Device	\$134,931.50	
EPA AUDIO VISUAL INC	6884	IT-Charley's Media Upgrade	\$33,666.83	
SHI INTERNATIONAL CORP	6886	Facilities-Video Security System	\$30,000.00	
CDW GOVERNMENT	6882	Facilities-LocknCharge Tower	\$13,741.58	
VANGUARD COMPUTERS INC	6875	Electromech-HP EliteBook 850 G6 (8)	\$9,846.16	
TIERNEY BROTHERS	6883	IT-Classroom Media Upgrades	\$8,516.11	
EPA AUDIO VISUAL INC	6878	Facilities-Platteville Outreach Instructor Lectern	\$4,999.80	
EPA AUDIO VISUAL INC	6885	IT-Classroom Media Upgrade	\$4,854.00	
CDW GOVERNMENT	6887	Facilities-APC Smart-UPS 3000VA	\$4,091.04	
EPA AUDIO VISUAL INC	6876	IT-Room 2007 Media Equipment	\$2,726.05	
Total Purchase Orders				\$247,373.07
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI EE Trust Funds #225365	CMTRX00002626	WDL000007073	\$121,844.27	
941 ER Federal Tax #40643744	CMTRX00002614	WDL000007042	\$112,066.64	
941 ER Fed Tax #81059852	CMTRX00002621	WDL000007060	\$110,989.36	
WI DOR #1-172-61-504	CMTRX00002614	WDL000007037	\$22,161.84	
WI EE Dept Rev 1-551-370-528	CMTRX00002621	WDL000007062	\$20,044.85	
Symetra Life Ins #01-017869	CMTRX00002621	WDL000007061	\$9,888.03	
Wells Fargo #821818799	CMTRX00002622	WDL000007067	\$6,941.17	
Wells Fargo #818816142	CMTRX00002615	WDL000007045	\$6,728.00	
Delta Dental #346677	CMTRX00002611	WDL000007027	\$5,512.52	
Hasler Postage March 2020	CMTRX00002611	WDL000007028	\$5,000.00	
Delta Dental #347829	CMTRX00002617	WDL000007048	\$4,386.44	
Delta Dental #352943	CMTRX00002623	WDL000007070	\$3,323.15	
WageWorks #1980567	CMTRX00002616	WDL000007047	\$2,767.54	
Total Bank Withdrawals				\$431,653.81

Payroll

Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 3/20/2020	UPRCC00001038	WDL000007055	\$285,395.74	
Direct Deposit 3/6/2020	UPRCC00001033	WDL000007030	\$285,081.51	
Direct Deposit 3/6/2020	UPRCC00001036	WDL000007033	\$35,845.55	
Direct Deposit 3/20/2020	UPRCC00001041	WDL000007058	\$33,721.44	
Direct Deposit 3/6/2020	UPRCC00001034	WDL000007031	\$13,985.14	
Direct Deposit 3/6/2020	UPRCC00001032	WDL000007026	\$12,566.00	
Direct Deposit 3/20/2020	UPRCC00001037	WDL000007049	\$12,236.53	
Direct Deposit 3/20/2020	UPRCC00001040	WDL000007057	\$3,329.64	
Direct Deposit 3/6/2020	UPRCC00001035	WDL000007032	<u>\$3,166.04</u>	
Total Payroll				\$685,327.59

Purchase Cards

Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 2.18.2020	CMTRX00002611	WDL000007029	\$72,836.45	
US Bank ending 03.03.2020	CMTRX00002618	WDL000007051	<u>\$68,350.39</u>	
Total Purchase Cards				\$141,186.84
Total Purchases >= \$2,500				\$2,016,560.28

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 03/31/2020			
Receipts			
Fund			
1 General	280,688.08		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	44,593.66		
6 Internal Service	300,443.59		
7 Financial Aid/Activities	1,752,415.73		
Total Receipts		2,378,141.06	
Expenses			
Fund			
1 General	1,633,132.01		
2 Special Revenue			
3 Capital Projects	456,402.44		
4 Debt Service	-		
5 Enterprise	66,561.09		
6 Internal Service	327,521.90		
7 Financial Aid/Activities	587,106.33		
Total Expenses		3,070,723.77	
Net cash change - month			(692,582.71)
EOM Cash Balances			
-Midwest One Operating 0356	618.02		
-Midwest One Investment 1324	23,716,955.42		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,230,691.81		
Ending Cash/Investment Balance		24,951,205.25	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 9 Months ended March 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	19,887,353.88	84.61	83.07	86.13	81.75	95.09
General Fund Expenditures	24,165,000.00	16,085,428.09	66.56	67.75	66.99	65.72	68.37
Capital Projects Fund Revenue	4,020,000.00	4,027,538.90	100.19	99.52	104.25	101.09	99.89
Capital Projects Fund Expenditures	5,100,000.00	1,663,209.43	32.61	48.42	46.71	37.09	41.39
Debt Service Fund Revenue	5,425,000.00	3,438,498.69	63.38	64.37	66.56	64.59	4.18
Debt Service Fund Expenditures	5,724,600.00	459,612.50	8.03	11.14	12.27	12.57	12.68
Enterprise Fund Revenue	1,768,000.00	1,324,078.72	74.89	67.40	63.28	64.65	74.62
Enterprise Fund Expenditure	1,636,000.00	1,263,025.39	77.20	66.47	61.34	57.23	72.97
Internal Service Fund Revenue	4,427,000.00	2,781,672.28	62.83	65.79	69.85	67.70	76.99
Internal Service Fund Expenditures	4,427,000.00	2,953,983.01	66.73	68.78	71.30	69.36	83.96
Trust & Agency Fund Revenue	8,020,000.00	4,703,881.11	58.65	64.44	77.73	83.34	77.97
Trust & Agency Fund Expenditures	8,075,000.00	5,728,067.29	70.94	72.96	78.36	84.28	79.16
Grand Total Revenue	47,166,000.00	36,163,023.58	76.67	76.88	80.77	79.02	79.37
Grand Total Expenditures	49,127,600.00	28,153,325.71	57.31	60.57	61.40	61.01	64.20

D. Contract Revenue

There were seven contracts totaling \$53485.95 in March 2020 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS

3/1/2020 - 3/31/2020

								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>	
CESA 3	03-2020-0030-I-11	ColLEDGE UP - Lab Science-Richland Center	Kim Maier	4	\$ 4,842.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Belmont	Kim Maier	1	\$ 414.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Boscobel	Kim Maier	5	\$ 2,070.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Cuba City	Kim Maier	1	\$ 414.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Dodgeville	Kim Maier	4	\$ 1,656.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Fennimore	Kim Maier	6	\$ 2,898.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Highland	Kim Maier	12	\$ 4,896.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Mineral Point	Kim Maier	6	\$ 4,968.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-North Crawford	Kim Maier	2	\$ 1,656.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Potosi	Kim Maier	6	\$ 2,484.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Seneca	Kim Maier	1	\$ 828.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Southwestern	Kim Maier	9	\$ 6,624.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Wauzeka	Kim Maier	6	\$ 6,624.00	No			X	
CESA 3	03-2020-0031-I-11	ColLEDGE Up - Gear Up-Weston	Kim Maier	4	\$ 3,312.00	No			X	
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Barneveld	Kim Maier	1	\$ 988.00	No			X	
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Ithaca	Kim Maier	1	\$ 988.00	No			X	
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Lancaster	Kim Maier	1	\$ 988.00	No			X	
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Foundation-Dodgeville	Kim Maier	3	\$ 1,242.00	No			X	
CESA 3	03-2020-0032-I-11	ColLEDGE Up - Nursing Core-Lancaster	Kim Maier	1	\$ 571.50	No			X	
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - March	Caleb White		\$ 500.00	No		X		
Gratiot First Responders	03-2020-0122-T-42	Participant Agreement-First Responder Refresher	Kris Wubben		\$ 248.34	No		X		
Southwest Health Center	03-2020-0126-T-41	Emotional Intelligence Presentation	Amy Charles		\$ 1,500.00	No	X			
Cassville Fire Department	03-2020-0138-I-42	Health & Safety Officer Training	Kris Wubben	26	\$ 2,774.11	No		X		
TOTAL of all Contracts				100	\$ 53,485.95					
Exchange of Services				-	\$ -					
For Pay Service				100	\$ 53,485.95					

E. Personnel Items

One resignation is being presented for approval in the Personnel Report. The Personnel Report is included below.

**PERSONNEL REPORT
April 23, 2020**

Employment: NEW HIRES

None	
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PROMOTIONS / TRANSFERS

None	
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RETIREMENTS / RESIGNATIONS

Jaren Knight (Resignation 3/31/2020)	Financial Aid Assistant/Accounting Bursar
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F. 2020-21 Out-of-State Tuition Waivers

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. The request is included below.

2020-21 Out-of-State Tuition Waivers

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 675 credits for 25 needy and worthy students during the 2020-21 academic year. The district projects 1300 FTEs (net of Community Services) for the year.

Recommendation: Approve the Consent Agenda, as presented.

Other Items Requiring Board Action

A. Ad Hoc Committee of the Board

The Board Chair has requested the Board consider a small committee, following the parameters in the policy, be designated to finalize contract negotiations with the President. Given the current situation, and noting the President is not seeking an increase in salary, the committee will most likely complete their work and report back to the Board in May to recommend how to move forward. Included in the below is Governance Policy 1.11 Board Committees, which outlines the creation of ad hoc committees. Also included below is an overview of the proposed ad hoc committee.

Recommendation: Approve developing a 2020-21 President's Contract Negotiation Ad Hoc Committee per the policy to include the Board Chairperson, three Board Members, and the College President.

1.11 - BOARD COMMITTEES

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. The Board may form ad-hoc committees as follows:

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.
2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
4. Ad hoc committees do not exercise control or authority over the President or the staff.
5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

Adopted: 1/24/02
Reviewed: 11/21/02, 9/27/07
Revised: 1/24/19

Proposal for 2020-21 President's Contract Negotiation Ad Hoc Committee

Ad Hoc Committee: President's Contract Negotiation

Committee Charge: The small group, not to exceed four members of the Board, will meet with the President to negotiate the President's employment contract recognizing the President is declining additional compensation for the 2020-2021 fiscal year.

Committee Membership: As appointed by the Board Chair during the April 2020 meeting.

Responsibility: The group will recommend options for full Board consideration at the May 2020 meeting at which time their work will be concluded and the ad hoc committee discontinued. The full board is not obligated to approve the recommendations of the ad hoc committee.

Board Monitoring of College Effectiveness

A. Foundation Quarterly Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 Third Quarter report is available below.



Southwest Tech Foundation and SWTC Real Estate Foundation (REF) FY20 Third Quarter Report to District Board April 23, 2020

- **FY20 Fundraising Totals 7/1/19-3/31/20**
 - \$1,044,844 total gifts received (*FY20 goal is \$1,000,000*)
 - \$624,528.10 cash received (*FY20 goal is \$800,000*)
 - \$420,316.21 Gift In-Kind total
 - 5,013 total gifts (*FY19 total was 5,336*)
 - 1035 total donors (*FY19 total was 1117*)
- **Appeals/Requests as of 3/31/20**
 - Phonathon – 46,807.70 received, \$5,206.06 outstanding, \$52,013.76 total (*FY20 goal is \$55,000*). Spring phonathon ended 4.5 weeks early. All past donors had already been contacted except for board members and retirees.
 - Supporting Our Students (S.O.S. Fund) – \$2,845 received as of 4/15. Email was sent out to specific groups (board members, and retirees) as well as included in regular e-newsletter and added to Foundation webpage and COVID-19 webpage.
- **Gift Highlights – Thank you!**
 - \$221,820 gift-in-kind from Sloan Implement for Ag Development Fund
 - \$25,000 from Saputo Cheese USA for Dairy Goat Herd Management Development Fund
 - \$10,360 from William Huff for the Bill Huff Scholarship
 - \$10,000 from Linda Kramer for John N. and Linda C. Kramer Scholarship
 - \$5,000 from Joyce Czajkowski for Czajkowski IT Scholarship
 - \$3,148 gift-in-kind from Reddy Ag for Southwest Tech Farm Enterprise Fund
 - \$2,500 from Mound City Bank for Charger Annual Fund
 - \$2,000 from Vortex Optics for Vortex Optics Scholarship

- **Scholarships**
 - Scholarship deadline was extended to April 15. Goal was 625 applications. Received 647!
 - Grading in progress. Selection will be in early-May with goal to notify students about 20-21 scholarship awards in mid-May.
- **Events** – All planned events cancelled/postponed for mid-March through May.
- **Distinguished Alumni and Retiree Excellence Awards** – Recipient were selected. Determining best options for recognizing 2020 recipients
- **Real Estate Foundation**
 - 138 leases for spring semesters. As of 4/16, 20 students have moved out early and received refunds totaling \$15,166.
 - 77 leases received for 20-21. Nearly the same as last year at this time.
 - 12 leases for summer 2020. More than last year.
 - New construction: 1523/25 Brownwood – The carpentry program is not working on the unit. The maintenance department carpenter is working on the unit, and the unit will be finished by hired contractors.
 - Real Estate Foundation board meeting was April 22. 20-21 budget, maintenance items and construction is on the agenda to be discussed.
- **News Releases**
 - [Charge Forward Scholars Program Impacting Lives at Southwest Tech](#)
 - [Southwest Tech's first nursing assistant grad shares her story](#)
 - [Southwest Tech alumnus earns success in auto body industry](#)
 - [Southwest Tech team delivering food pantry items](#)

B. COVID-19 Monitoring Report – Student Learning

Included below is the COVID-19 Monitoring Report – Student Learning report. The focus of this report is on the academic response to COVID-19 including transitioning to online learning, assessment, and support services. Katie Garrity, Chief Academic Officer, will present the report.

Board Monitoring Report Student Learning

April 23, 2020



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Status of Programming and Change During COVID-19

Program	Instructor(s)	Plan	Will Need to Return for Skills
Accounting	Melinda Nicely/Gary Christianson	Moved to Online	No
Ag Business Science & Technology (Agronomy, Animal Science, & AgBus Management)	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Agricultural Power	Justin Rounds/John Kvigne	Moved to Online	No
Auto Collision	Greg Wubben	Accommodated Virtual Limited	Yes
Automotive Technician	Tyson Larsen/Brian Waldner	First-year Students Accommodated Fully Online; Second-year Students Accommodated Virtual Limited	Yes
Building Trades	Craig Peterson	Moved to Online with Home-based Kit Projects	No
Business Management	Karyl Nicholson/Paul Bell	Moved to Online	No
Cancer Information Management	Sara Biese	Already Fully Online	No
Child Care Services	Renae Blaske/Emily McBee	Accommodated Virtual Limited	Yes
CNC	Jason Robbins	Accommodated Virtual Limited	Yes
Computer Support Technician	Aaron Holverson	Moved to Online	No
Cosmetology	Barb McCormick/Cindy DeSalvo	Accommodated Virtual Limited	Yes
Criminal Justice Studies	Tom Kretschman/Gary Roberts	Moved to Online/Limited	Yes
Culinary Management	Jeff Dombeck/Karen Bast	Moved to Online	No
Culinary Arts	Jeff Dombeck/Karen Bast	Moved to Online	No
Dairy Goat Herd Mgt Certificate	Clare Heberlein	Already Fully Online	No
Dental Assistant	Krista Demo	Not run in Spring	
Driver Safety and Education	Annette Biggin	Moved to Online	Unknown
Drivers Education	Annette Biggin	Moved to Online	Yes
Early Childhood Education	Renae Blaske/Emily McBee	Moved to Online	Yes
Electrical Power	Joe Randall/Kyle McCorkle	Moved to Online	Yes
Electrician Apprenticeship	Scotty Wallace	Moved to Online	No
Electromechanical Technology	Stephen Goss/Jobert Bermuda/Bart Wood	Moved to Online	No
EMT	Ken Bartz	Run with Modifications As Needed	Yes

Program	Instructor(s)	Plan	Will Need to Return for Skills
Farm Business and Production Management	Kory Stalsberg/Jonna Schutte	Moved to Online with Limited Farm Visits	No
Farm Ops & Mgt - Ag Mechanics	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Crop Operations	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Crops	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Dairy	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Dairy Tech	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Farm Ag Maintenance	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Livestock	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Livestock Tech	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Reproduction Tech	Ryan Weigel	Moved to Online	No
Golf Course Management	Scott Kennedy	Moved to Online	Yes
Graphic & Web	Katie Anderson	Moved to Online	No
Health Information Technology	Jenny Lame	Already Fully Online	No
Human Services	Kathy Witzig/Amber McKelvey	Moved to Online	Yes
Individual Tech Studies	Unknown	Moved to Online	No
Industrial Electrician Apprenticeship	Derek Dachelet	Moved to Online	No
Industrial Mechanical	Bart Wood/Jobert Bermuda/Steven Goss	Move to Online	No
Instrumentation and Controls	Bart Wood/Jobert Bermuda/Steven Goss	Moved to Online	No
Lab Science	Karen Bricco	Moved to Online	Yes: RCHS
Law Enforcement Academy	Kris Wubben	Planning to Run	Yes
Leadership Development	Kim Maier	Already Fully Online	No
Logistics Certificate	Doris Pulvermacher	Already Fully Online	No

Program	Instructor(s)	Plan	Will Need to Return for Skills
Mechatronics Technician Apprenticeship	Derek Dachelet	Moved to Online	No
Medical Assistant	Tonia Breur/Kris Schoville	Moved to Online	No
Medical Coding	Jenny Lame	Already Fully Online	No
Medical Lab Technician	Joan Young	Moved to Online	No
Midwife	Hilary Schlinger	Online	Yes
Nail Technician	Barb McCormack/Cindy DeSalvo	No Current Students	No
Network Specialist	Aaron Holverson	Moved to Online	No
Nursing	Darci Colsch	Moved to Online	No
Nursing Assistant	Jill Henry	Moved to Online	Yes
Payroll Assistant	Melinda Nicely/Gary Christianson	Moved to Online	No
Pharmacy Tech	Shared program...Contact Lakeshore Technical	Virtual	No
Physical Therapist Assistant	Stacey Place	Moved to Online	Yes
Plumbing Apprenticeship	Earlynn Hanson	Moved to Online	No
Production Planner	Doris Pulvermacher	Already Fully Online	No
Purchasing Agent	Doris Pulvermacher	Already Fully Online	No
Respiratory Therapist	Shared with Western Technical College		
Supply Chain Assistant	Doris Pulvermacher	Already Fully Online	No
Supply Chain Management	Doris Pulvermacher	Already Fully Online	No
Tax Preparer Assistant	Gary Christianson/Melinda Nicely	Moved to Online	No
Transfer Liberal Arts	Shared with Nicolet	Virtual	No
Welding	Ed Anderson	Moved to Online	Yes

Schoology (ONLINE) Status Report

1. Schoology Support and Documentation

- a. Nine hours of Schoology trainings offered March 18 – March 20
- b. Academic Continuity Checklist Knowledge Base creation
 - i. <https://kb.swtc.edu/98863>
- c. Distribution of live training recordings and Knowledge Base via training wrap-up and weekly update emails sent by Innovative & Alternative Learning (IAL) staff
- d. Mentor/mentee relationship established for Instructors. Pairing together new Schoology users with a more experienced Instructor as well as an IAL coach.

2. Schoology Response to Outages

- a. Schoology has proactively turned off non-essential features for Instructors/Students during high usage periods to restore normal functioning(No outages since April 2)

3. Best Way to Answer Student Questions

- a. IAL staff have reached out to both students (Update forum within Schoology) and Instructors (Weekly update forum in Schoology) to address the stability issues by recommending:
 - i. Move due dates outside of the 10am – 3pm window If Possible
 - ii. Remember that if something isn't working the best thing to do is just give Schoology 30 minutes and try again later.
 - iii. Do not expect perfection (Out of Ourselves, our Students or the Technology)

Transitioning to Alternative Learning

Quantitative Impact

1. 80 faculty impacted
2. 257 courses were transitioned to Online Delivery
3. Seven new KB articles created including a comprehensive "Academic Continuity Checklist" addressing the transition to Online Delivery
 - a. Academic Continuity Checklist <https://kb.swtc.edu/98863>
4. Offered six Zoom trainings with over 70 faculty attendees during the week of March 16.
5. Offered six Schoology Café sessions with 16 faculty attendees during the week of March 16.
6. Over 250 Instructor created videos submitted for Closed Captioning/Schoology Hosting
7. 80 faculty supported via 1:1 consultations and email communication

Qualitative Impact

1. Gary Christiansen, Joe Randall and John Kvigne have whole heartedly embraced using Video technologies during the online transition. They have all created Synchronous Zoom lectures, posted them as Recordings in Schoology for asynchronous review and topic specific videos so students can study on their own time. Students are able to take advantage of their wealth of knowledge on their subjects in real time and at their own pace.

Assessment Overview and Compliance Higher Learning Commission Reporting

What is the initial expected time frame of the operations adjustment? (HLC does not expect an adjustment to last beyond September 1, 2020. Any time frame can be extended if a situation changes.) (*)

At this time, we anticipate that virtual coursework will be maintained through the Spring 2020 semester as well as through the summer 2020 course offerings.

Describe the scope of the operations adjustment (e.g., is the entire campus shutting down or will essential staff be on ground while classes operate online?): (*)

As required by the Governor of Wisconsin, our College is closed to students and staff. The only staff on campus are for security purposes. All remaining departments are maintaining operations virtually.

Outline the institution's plan for assuring quality:

For nearly three years, Southwest Tech has worked to move all courses into the content management system, Schoology. Students access all course information through Schoology regardless of the form of delivery – face2face, online, or blended. Consequently, moving all courses to a virtual format did not require faculty or students to access course content any differently. The courses within Schoology are structured uniformly to ensure that regardless of delivery, the course competencies and rubrics for assessing achievement are uniform. Faculty conduct course assessments each semester and this process will remain unchanged. Course competency assessments are tied to program mastery outcomes. This linkage enables faculty to readily identify where students are struggling in concept mastery to aid faculty to make changes where needed to enhance student skill attainment. In addition, students complete a Student Perception of Teaching (SPOT) survey for each course. This will continue. Student responses are shared with faculty and their supervisor at the end of each semester and used to make changes within the course if needed and/or for identifying professional development opportunities for faculty.

Schoology is supported by the Instructional Alternative Learning (IAL) department. Faculty and students experiencing any technical difficulties can reach out to the IAL and the Southwest Tech IT department to obtain assistance. The entire college is focused on ensuring our students and faculty have the resources and support needed to continue and complete programming successfully.

Outline the institution's plan for overall business continuity during the suspension: (*)

The Southwest Wisconsin Technical College Board and leadership made a commitment to retain all college staff through June 30, 2020 in order to provide the best services possible to students. Wisconsin's Governor ordered the closure of all non-essential businesses, including educational facilities, by March 23, 2020. He also issued a "Safer at Home" order through April 24, 2020. Prior to this pandemic, each department at Southwest Tech created a business continuity plan in preparation for any emergency closure. These plans were implemented upon campus closure. All instruction, college departments, service areas, and student supports are continuing in a virtual format until this order is removed and/or until student and staff safety can be assured. We plan to continue virtual course delivery through the entire spring semester to minimize instructional disruptions. The sole exception are required hands-on lab instruction which necessitate face2face delivery. Our college leadership is finalizing options and safety standards to enable completion of these hands-on lab components which will be implemented when the "Safer at Home" order is removed.

Outline the institution's communication plan to constituents related to the suspension: (*)

A COVID-19-Coronavirus web page was launched on March 9th to keep our college staff abreast of the pandemic and actions taken by Wisconsin government. A link to this page is prominently displayed on the Campus' main webpage as well as the main page of the College's staff communication site, *The Hub*. The COVID-19 webpage includes multiple tabs to inform staff, students, and the public about Southwest Tech's actions related to COVID-19; to answer frequently asked questions related to COVID-1; and to provide the public and staff with links to reliable sources of information. All college communications related to COVID-19 direct the audience to this webpage which is: <https://www.swtc.edu/news/covid-19-coronavirus>

Southwest Tech utilized the emergency notification system texting option to push employees and students to check their emails for important updates. Our College continues to utilize the all-campus (staff and student) text alert to steer staff and

students to this webpage or to college email for information and updates related to COVID-19.

Staff Communication:

The President of Southwest Tech initiated all staff COVID-19 communications on March 17, 2020. These President "COVID-19 Updates" have been shared with all staff on March 17 – 20; March 23-26, March 30, and April 4. These update emails are stored on the COVID-19 webpage for all staff, students, and public to view. In addition, virtual all-campus meetings were held March 20 and 27 and April 9.

Student Communication:

Students have received texts, emails, and phone calls beginning March 18. Southwest Tech's President has shared student specific emails March 18, March 20, March 23, and March 30. In addition, faculty have reached out to every student enrolled in their courses; college advisors have reached out to our most vulnerable students; Special Needs staff have contacted students who need special accommodations, and an all student call list has been created to ensure all students are aware of the services available to assist them during this time. A [Student Resources page](#) was created on March 20 directing students to agencies, services, and supports within their communities and at the college and a [Virtual Programming page](#) was created on March 30 with links to virtual events to assist students with health and fitness, entertainment, and Just for Fun virtual sites to support emotional well-being.

Course Assessment Documentation During COVID-19

Italicized words represent the directions that can be seen when you click on Edit.

Course Info Tab

- Remains the same

Assessment Tab (to be completed in August, January, or June – at the beginning of the semester)

Step 1: Fill in general assessment information

Course Name

Assessment Required?

Leave as Default "Assessment Required" unless Independent Study or Course Cancelled

Date Assessed

You will need to come back and fill this out when you complete the Follow Up Tab

Enter Today's date as the date us assessed the course

Delivery Mode Assessed

If more than one delivery mode is being assessed, select combination and include details in the 'Results Summary

Step 2: Review your course assessment and identify an area where you can improve student learning. (instructional methods, learning activities, resource materials, labs, stimulations, etc.) This information can be found on the Follow Up tab the last time the course was taught.

Assessment Activity

Select the course assessment used to assess course competency or core ability

Previous Data

Summarize the assessment activity data that identified this as an improvement opportunity. For example, only 60% of students received an 80% or above on the identified assessment activity.

Core Ability

IF a core ability is being assessed, select from the list. NOTE: Select a Core Ability OR enter a Competency

Course Competency

If core ability is being assessed, this may be left blank.

Step 3: Set Goal

Standard for Student Success

Enter the measurement of success per student. (Example: Student will earn 8/10 using rubric to meet success level.)

Cohort Quality Objective

Enter your student cohort goal. (Example: 80% of student cohort will be at or above the Standard for Student Success level.)

Improvement Plan

Be specific with tasks/actions/steps you will take to achieve your objective. For example,

- 1. Add video to course*
- 2. Add quiz covering video material*
- 3. Analyze quiz results*

Step 4: Implement the Improvement Plan then use the Follow Up tab to document your results by the end of the course.

Follow Up Tab (to be completed by the end of the semester)

Course Name

Improvement Plan (copy over from Assessment Tab)

Be specific with tasks/actions/steps you will take to achieve your objective. For example,

1. *Add video to course*
2. *Add quiz covering video material*
3. *Analyze quiz results*

Cohort Quality Objective (copy over from Assessment Tab)

Enter your student cohort goal. (Example: 80% of student cohort will be at or above the Standard for Student Success level.)

Results Analysis Summary

Enter your actual results from the current term here. What did you observe after implement your improvement plan?

Goal Met/Not Met

Choose from Met or Not Met based on your student cohort goal.

Follow – Up

Based on our results/observations/achievement of goal, what are your next steps for this course? Write these so anyone who teaches the course can apply them.

Examples:

If goals were met or nearly met, consider:

- *Setting a higher goal and continuing to assess the identified competency*
- *Close the loop on assessment of this competency/core ability and select a new one for assessment based on student learning needs*

If goals were not met, consider:

- *Retaining the same goal and modifying improvement plan interventions*
- *Modifying the numeric goal to a more achievable one*

Advisory Committee Notification and Guidelines during COVID-19

Advisory committee meeting has **not** yet met for the 19-20 academic year

Hold Advisory Committee meeting using the approved template, located on the HUB, and including the Spring 2020 COVID Update (framework below)

Advisory committee meeting has been held for the 19-20 academic year

Faculty complete the Spring 2020 COVID Update. Distribute to Advisory Committee members with the guiding script, below.

Dear Advisory Committee Members,

Thank you for your service in maintaining the high standards of the Southwest Tech [Engineering] program. We are writing to share the work being done in response to the unprecedented realities associated with the COVID-19 pandemic and to invite your input into this work.

The program faculty members have responded by designing and delivering instruction and assessments consistent with the evolving public safety recommendations. The changes made were consistent with institutional and programmatic accreditation guidance, state and federal requirements, and credentialing exam pathways. In working with you, we are seeking to assure this work is fitting with the needs of our local communities and employers.

A summary of the work follows:

The week of March 18-22 - Faculty and staff members transitioned to online and alternative delivery methods, guided by our Innovative and Alternative Learning (IAL) team.

Monday, March 25 - Courses resumed on in alternative format. Faculty members contacted every students personally to assess that student's comfort with the changes and to assess whether the student had adequate access to the technologies needed to continue their learning. Students with technological or financial needs were referred to the Southwest Tech Information Technology team, or to the appropriate support teams, including the members of the Knox Learning Center.

Regarding the [Engineering] program's [13] courses, [4] courses required changes in delivery related to the move to alternative delivery. Those changes are noted below:

Course	Changes in Learning Activities	Changes in Assessment Activities
Engineering Fundamentals	No changes	3 exams moved from face-to-face to online format
Intermediate Engineering	Model building project changed from a face-to-face group project to an individual project conducted at home, worked on collaboratively over Zoom.	Students conducted live model demonstration to classmates from their home using Zoom versus a classroom demonstration
Engineering Three	No changes	Rather than completing a 1-week practical observation with a local municipal engineer, students collaborated virtually with a local municipal engineer and used the 'Engineer Pro' application to design an urban planning project based on an actual urban planning challenge in a selected district city.
Engineering Four	Classroom lectures were replaced with recorded Zoom lectures and twice weekly synchronous focused Zoom discussion periods.	The fourth semester 4-week practicum has been divided into an advanced 'Engineer Pro' project, completed with a local municipal engineer, and a 2-week face-to-face practicum which will be completed in the summer of 2020.

Thank you for your ongoing engagement with and support for the Southwest Tech [Engineering] program. Please reach out to the program faculty and administrators with any suggestions. Your engagement is foundational to the work of providing skilled [Engineers] for the employers and communities of Southwest Wisconsin.

Overcoming Student Needs During COVID-19

Southwest Tech provided to students

- 24 Virtual Desktops
- 17 Laptops
- 1 Hotspot

Charger Cupboard: Began family delivery services

Student Calling Campaign by Faculty and Staff

Southwest Tech Foundation: Emergency Loans

Mental Health Services have moved to a virtual format

Accommodations have moved to virtual and phone format

Student Life has moved to a virtual format with multiple activity offerings and invitations for participation

Knox Learning Center moved to a virtual format Academic At-Risk students are being contracted and grades monitored. Faculty and the Knox Learning Center staff are in close daily communication with instructors, students, and staff.

Academic Services Students Served Since COVID-19

Overall Big Picture Numbers

Unique Students Served March 30	Hours of Tutoring Occurring	Total Number of SASs since March 30
133	334 Hours	223

Individual Tutor Numbers

Tutor Name	Tutoring Sessions Occurred/Student Appointments (Individual) Since March 30 th	SASs Addressed
Melissa Klinkhammer	33 Student Appointments	4 SASs
Katie Snitker	48 Appointments/ 20 Unique Students	66 SASs
Matt Cram	10 Unique Student Served	79 SASs

Brenda Schwarzmann	22 Unique Students Served (129 hours of tutoring)	N/A
Pete Esser	12 Unique Students for an average of 34.89 hours (3 hours a week per student)	N/A
Carol Soden (Part Time)	12 Unique Students (but touched based with 73 students over the phone- not tutoring sessions)	74 SASs
Sue Gillitzer (Part Time 3 Hours A Week)	8 Unique Students	N/A
Cara Jones (Part Time 6 hours a week)	16 Unique Students	N/A

Withdrawal Trends and Practices

Since March 9, there have been approximately 49 withdrawals.

Students are required to contact Student Services prior to withdrawal and this is being tracked daily.

Faculty are meeting via Zoom at a minimum of once per week and have counseled and encouraged student completion.

Retention, persistence, and completion data will be collected at semester end.

C. FY2021 Budget Update including ERP Update

Caleb White will present the FY2021 budget update including an update on the Enterprise Resource Planning (ERP) system. A budget overview is included below.

Southwest Wisconsin Technical College General Fund 2020-2021 Budgetary Development Status

	2018-19 <u>Actual</u>	2019-20 <u>Budget</u>	2020-21 <u>Budget</u>	<u>Change</u>	
REVENUES					
Local Government	5,416,844	5,343,000	5,366,000	23,000	23%
State Aids	10,014,879	10,451,100	10,441,600	(9,500)	45%
Program Fees	4,441,995	4,551,400	4,546,600	(4,800)	19%
Material Fees	289,212	291,000	286,000	(5,000)	1%
Other Student Fees	575,649	567,700	510,100	(57,600)	2%
Institutional	2,145,015	1,654,600	1,826,000	171,400	8%
Federal	<u>715,192</u>	<u>647,200</u>	<u>371,500</u>	<u>(275,700)</u>	2%
Total Revenues	23,598,786	23,506,000	23,347,800	(158,200)	100%
EXPENDITURES					
Instruction	15,020,315	14,907,000	14,912,800	5,800	62%
Instructional Resources	149,622	173,000	146,600	(26,400)	1%
Student Services	2,162,174	1,999,000	2,003,200	4,200	8%
General Institutional	4,868,969	4,994,000	4,905,700	(88,300)	20%
Physical Plant	<u>2,023,329</u>	<u>2,092,000</u>	<u>2,085,800</u>	<u>(6,200)</u>	9%
Total Expenditures	24,224,409	24,165,000	24,054,100	(110,900)	100%
Net Revenue (Expenditures)	(625,623)	(659,000)	(706,300)		
Operating Transfer In (Out)	<u>127,836</u>	<u>265,000</u>	<u>-</u>		
Change in Fund balance	(497,787)	(394,000)	(706,300)		
Beginning Fund Balance	<u>9,428,904</u>	<u>8,528,904</u>	<u>8,134,904</u>		
Ending Fund Balance	<u>8,931,117</u>	<u>8,134,904</u>	<u>7,428,604</u>		

Budget Assumptions/Considerations

1,300 FTEs

Revenue Sources Uncertain

Health/Dental increases @ 5%/10%

1.81% CPI raise (\$265k) not currently budgeted

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 - 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
22	New Position	Child Care Aide (LTE - ending 5/15/2020 12-15 hours/week)	On hold	3/1/2020	Hourly - \$12.07
24	Replacement - Camille Chappel	Financial Aid Assistant/Accounting Bursar	Posted	5/15/2020	Hourly Band B22 \$18.22 - \$23.74

Information and Correspondence

A. Enrollment Report

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

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
10-101-1	Accounting	25	51	26	17.33	38.10	20.77
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	(5)	17.83	14.20	(3.63)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	2	13.73	17.57	3.83
10-006-6	Agribusiness Science & Technology - Animal Science	30	29	(1)	27.27	29.87	2.60
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	23.33	31.80	8.47
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	29.07	(3.80)
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	47	52	5	26.07	24.63	(1.43)
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
10-150-1	IT-Network Communications Specialist	2		(2)	0.83		(0.83)
10-150-2	IT-Network Specialist	44	23	(21)	30.63	13.27	(17.37)
10-196-1	Leadership Development	34	24	(10)	16.23	11.20	(5.03)
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	201	210	9	106.63	107.67	1.03

Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
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	25.50	3.47
	Total Associate Degree	1,082	1,062	(20)	695.70	669.60	(26.10)
31-101-1	Accounting Assistant	8	6	(2)	4.10	2.43	(1.67)
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)	9.97	5.87	(4.10)
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	4	3	(1)	1.53	0.70	(0.83)
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	17.40	19.83	2.43
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	52	15	9.07	9.07	-
32-080-4	Farm Operations & Management - Ag Mechanics	2	2	-	1.77	1.67	(0.10)
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	7	4	(3)	4.93	1.80	(3.13)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	8	13	5	6.40	5.67	(0.73)
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)
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

Program Code	Program Title	04-15-19 Students	04-13-20 Students	Student Change	04-15-19 FTE	04-13-20 FTE	FTE Change
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)	28.57	24.57	(4.00)
31-530-2	Medical Coding Specialist	62	65	3	27.80	30.83	3.03
30-504-4	Nail Technician		2	2		0.37	0.37
30-543-1	Nursing Assistant	245	198	(47)	35.80	26.83	(8.97)
50-427-5	Plumbing Apprentice	26	20	(6)	3.28	3.52	0.23
31-504-5	Security Operations (ETD) (NEW)	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	770	785	15	348.85	366.98	18.13
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	459	544	85	87.93	94.13	6.20
	Total	2,347	2,424	77	1,145.92	1,143.95	(1.97)
	Percent of Change						-0.17%
	Vocational Adult (Aid Codes 42-47)	2,997	3,067	70	61.56	64.10	2.54
	Community Services (Aid Code 60)	33	-	(33)	0.43	-	(0.43)
	Basic Skills (Aid Codes 73,74,75,76)	293	312	19	40.80	36.87	(3.93)
	Basic Skills (Aid Codes 77 & 78)	732	693	(39)	33.60	36.60	3.00
	Grand Total	6,402	6,496	94	1,282.31	1,281.52	(0.79)
	Total Percent of Change						-0.06%

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21									
PROGRAM	CAP	04/16/19			04/13/20			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			36	36		20	20	-16	
Accounting Assistant			5	5		4	4	-1	
Agribusiness Science & Technology - Agbus Mgmt	20		5	5		5	5	0	
Agribusiness Science & Technology - Agronomy	20		6	6		5	5	-1	
Agribusiness Science & Technology - Agronomy Tech	20		1	1		1	1	0	
Agribusiness Science & Technology - Animal Science	20		21	21		16	16	-5	
Agricultural Power & Equipment Technician	22		40	40		28	28	-12	
Auto Collision Repair & Refinish Technician	22		6	6		18	18	12	
Automotive Technician	22		31	31		35	35	4	
Building Trades-Carpentry	20		9	9		18	18	9	
Business Management			32	32		43	43	11	
Cancer Information Management	30	14	56	70	15	60	75	5	
Child Care Services	13		9	9		7	7	-2	
CNC Machine Operator/Programmer	5		7	7		4	4	-3	
Cosmetology	24		16	16		17	17	1	
Criminal Justice Studies	70		37	37		34	34	-3	
Criminal Justice-Law Enforcement 2						1	1	1	
Culinary Arts			2	2		5	5	3	
Culinary Management			4	4		2	2	-2	
Dental Assistant	18		25	25		22	22	-3	
Driver and Safety Education Certification						1	1	1	
Early Childhood Education	28		29	29		28	28	-1	
Electrical Power Distribution	44		71	71		84	84	13	
Electro-Mechanical Technology	24		28	28		25	25	-3	
Farm Operations & Management - Ag Mechanics	20		3	3		2	2	-1	
Farm Operations & Management - Crops Operations	20		1	1		2	2	1	
Farm Operations & Management - Crops	20		0	0		1	1	1	
Farm Operations & Management - Dairy	20		8	8		7	7	-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		1	1	1	
Farm Operations & Management - Livestock Tech	20		2	2		2	2	0	
Golf Course Management			7	7		5	5	-2	
Graphic and Web Design	25		12	12		20	20	8	
Health Information Technology	22	4	15	19	4	18	22	3	
Human Services Associate	31		33	33		22	22	-11	
Industrial Mechanic	6		2	2		3	3	1	
Instrumentation and Controls Technology	6		5	5		2	2	-3	

		04/16/19				04/13/20			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
IT-Computer Support Technician			12	12		9	9	-3	
IT-Network Specialist			14	14		23	23	9	
Laboratory Science Technician	15		2	2		0	0	-2	
Leadership Development			8	8		1	1	-7	
Liberal Arts - Associate of Arts		11	4	15	9	9	18	3	
Liberal Arts - Associate of Science		4	4	8	8	2	10	2	
Medical Assistant	32		38	38		31	31	-7	
Medical Coding Specialist	23	12	27	39	9	22	31	-8	
Medical Laboratory Technician	16	8	8	16	5	6	11	-5	
Nail Technician			0	0		1	1	1	
Nursing-Associate Degree	54	108	63	171	108	56	164	-7	
Nursing-Associate Degree-Part-time	28	1	26	27	2	24	26	-1	
Pharmacy Tech (Shared)			0	0		2	2	2	
Physical Therapist Assistant	18	14	7	21	11	16	27	6	
Security Operations			1	1		0	0	-1	
Supply Chain Assistant			1	1		0	0	-1	
Supply Chain Management			6	6		3	3	-3	
Undecided		37	0	37	31	0	31	-6	
Welding	40		38	38		56	56	18	
TOTAL		213	831	1044	202	832	1034	-10	
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Direct Entry Midwife	32	15	19	34	14	18	32	-2	
Welding (January Start)	20		0	0		1	1	1	
TOTAL		15	19	34	14	19	33	-1	



Southwest Wisconsin
TECHNICAL COLLEGE

More Students Learning More

College Health Indicator Alignment:
Increase enrollment headcount

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 withdrawals)

2020: 89 (**down** 70 applications year-over-year)

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



April 2020

Application goal: 120

2019: 108 (46 withdrawals)

2020: 65 (as of 4/16/20)

FTE Count Goal: 1307.95 (2% growth year-over-year)

2019: 1,282.31 (pulled 4/15/19)

2020: 1,281.52 (4/13/20) **down** 0.06% year-over-year



Highlights and Upcoming Events

K-12 Recruitment Efforts – focusing on virtual events, new student registration and scholarship application

- April 2, 2020 – Program Visit Day – all day – multiple zoom sessions – FREE APPLICATION DAY
- April 7, 2020 – 10 a.m. – 12:00 p.m. Counselor Conference – via zoom
- April 9, 2020, at 1:00 p.m. – Ask a Charger Ag Event – via Zoom
- April 18 at 9:00 a.m. – Saturday Ask a Charger Event – via zoom
- April 22 at 10:00 a.m. – Discover Southwest Tech – FREE APPLICATION DAY via Facebook Live
- May 6 at 10:00 a.m. – Discover Southwest Tech – via Facebook Live

Adult Recruitment Efforts

- Healthcare Employers – delivering treats to show prospective students, graduates, and employers that we are the college that cares- ordering these from local business with preference to alumni run businesses



Southwest Tech is online all summer.



 Southwest Wisconsin
TECHNICAL COLLEGE

**SUMMER
COURSES**

swtc.edu/summer

**100%
ONLINE**

TRANSFERABLE
COURSES



THIS IS WHERE YOU BEGIN

Southwest Tech's three key recruitment strategies in response to the COVID-19 outbreak.

1. We care about each student and will do everything we can to see them succeed
2. We are the most affordable option and prepare students for financial success upon graduation
3. We are safe – we have small class sizes, and our campus will be set up to meet social distancing protocol



Southwest Tech is caring.



Southwest Tech

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Even though the Southwest Tech campus is closed, work continues to get food into the homes of students with a need. Rex Smith, Dining Services manager, is leading the effort of taking the Chargers Cupboard food pantry mobile. | Read the full article here: <https://tinyurl.com/w8zf3tl>.

**"I would like to personally thank you
for helping my family
and myself out at this time.
I currently don't have a vehicle,
and live in the country
and with transportation not running
during the virus, you have been a lifesaver."**

– Anonymous recipient



6,537

People Reached

715

Engagements

Boost Post

  70

12 Comments 37 Shares

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JoJo Taylor I'm SWTC PROUD!!!!!! 🙌

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 2



Tonia Breuer ❤️ SWTC 🙌

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 2



Gundersen Boscobel Area Hospital and Clinics Fantastic work Rex and team!

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 1



Jan Martin Cathy Mark This is a nice article!

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THIS IS WHERE YOU BEGIN

Southwest Tech is affordable.

I'M GRADUATING WITH

ZERO
DEBT!

Southwest Wisconsin
TECHNICAL COLLEGE



CATIE
Medical Lab
Technician



THIS IS WHERE YOU BEGIN

Southwest Tech is safe.



Southwest Tech
is safe.



B. Chairperson's Report

C. College President's Report

1. Reminder: Move May Meeting to May 21, 2020
2. COVID-19 Response
3. Kudos from Exec Team

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Proposed Budget
2. State of College Report
3. Financial Sustainability Monitoring Report
4. President's Evaluation & Contract

B. Time and Place

The next meeting will be a virtual meeting on Thursday, May 21, 2020, at 7:00 p.m.

Adjourn to Closed Session

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

1. **Final 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.}
2. **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.}
3. **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 March 26, 2020

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment