



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 19, 2020

Held Virtually using Zoom
Meeting ID: 947 9734 1908
Passcode: 989817

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, November 19, 2020

6:30 p.m. – Phonathon, Winterize Your Wheels, and ABE Transition Student Presentations

7:00 p.m. - Board Meeting

Virtually using Zoom

Meeting ID: 947 9734 1908

Passcode: 989817

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The November 19, 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 and in the City of Fennimore and at CESA 3 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

The November 19, 2020, agenda is included with the electronic Board material.

B. Minutes of the Board Retreat / Regular Meeting of October 29, 2020

Minutes of the October 29, 2020, Board retreat / regular Board meeting are included with the Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

There were two contracts totaling \$477.00 in October 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation is being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION

A. Bid: Building 400 Lecture Hall

On June 29, 2020, the District Board approved the WTCS Facilities Request: Auditorium to remodel Room 413 into an auditorium/lecture hall. The WTCS State Board approved the Facilities Request on November 11, 2020. The next step in the project is to award a bid for remodeling. Ten vendors bid on the project. Caleb White will present the bid summary, which is included in the electronic board meeting material.

RECOMMENDATION: Accept the low bid for the Building 400 Lecture Hall (Auditorium) Project, in the amount of \$1,161,000 to Tricon Construction Group of Dubuque, IA. This project was approved by the WTCS State Board on November 11, 2020, in the amount of \$1,500,000, which is inclusive of audio/visual allowance and engineering/architecture fees.

B. Bid: Computerized Transmission Dynamometer

Bids for a Computerized Transmission Dynamometer were solicited from vendors. The Dynamometer will dynamically test live transmissions before and after the rebuilding process. Two vendors submitted bids. Caleb White will present the bid summary at the board meeting. The summary is included with the electronic Board packet.

RECOMMENDATION: Award the bid for a Computerized Transmission Dynamometer in the amount of \$141,100 to PowerTest of Sussex, WI.

C. Student Senate Bylaws Modification

Robin Hamel, Student Life Coordinator, will present a proposed change to the Student Senate Bylaws to allow student groups, special interest, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. Information is available with the electronic Board material.

RECOMMENDATION: Approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes.

D. Out-of-State Tuition Waivers

At the April 23, 2020, District Board meeting, the Board approved remitting out-of-state tuition for 675 credits for 25 needy and worthy students during the 2020-21 academic year and received approval from the Wisconsin Technical College System (WTCS). We are finding a need to remit out-of-state tuition for 10 additional students and are requesting approval from the Board to submit the request to the WTCS. Information is included with the Board meeting material on the request. A Board resolution is also included with the electronic Board meeting information.

RECOMMENDATION: Approve the Board Resolution requesting to remit out-of-state tuition for 200 credits for an additional 10 students during the 2020-21 academic year.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Project RISE Update

Matthew Baute, Heath Ahnen, and Sarah Delegge will provide an update on Project RISE (ERP) at the Board meeting. Included in the electronic Board material is a brief update. More information will be provided at the Board meeting.

B. 2021-22 Budget Process

Caleb White will present the 2021-22 budget process. An outline of the process is available electronically with all other Board material.

C. 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

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are included in the electronic Board material. A WTCS enrollment summary is also included in the Board material.

B. Chairperson's Report

C. College President's Report

1. Legislative Visits
2. Student Feedback
3. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. FY2020 Financial Audit
2. Annual Borrowing
3. Bid – Malibu Vehicle for Drivers' Ed Program
4. Monitoring Reports on the Assessment Academy and the Student Laptop Program
5. Board Monitoring Report – Student Access

B. Time and Place

Thursday, December 17, 2020, at 7:00 p.m. in Room 110 and Virtually via Zoom

ADJOURN TO CLOSED SESSION

- A. **Consideration of adjourning to closed session for the purpose of**
 - 1. **Discussing the 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 October 29, 2020.**

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: “The October 29, 2020, Board Retreat/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, at the Fennimore City Clerk’s Office, and at CESA 3 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, November 19, 2020

6:30 p.m. – Phonathon, Winterize Your Wheels, and ABE Transition Student Presentations

7:00 p.m. - Board Meeting

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Meeting ID: 947 9734 1908

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AGENDA

OPEN MEETING

The following statement will be read: “The November 19, 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 and in the City of Fennimore and at CESA 3 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 October 29, 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. Bid: Building 400 Lecture Hall
- B. Bid: Computerized Transmission Dynamometer
- C. Student Senate Bylaws Modification
- D. Out-of-State Tuition Waivers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update
- B. 2021-22 Budget Process
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of discussing the 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 October 29, 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.}

B. Minutes of the Board Retreat / Regular Meeting of October 29, 2020



**MINUTES OF THE
BOARD RETREAT/REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 29, 2020**

The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/Board meeting commencing at 1:01 p.m. on October 29, 2020, in Room 110 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. A Zoom videoconferencing option was also available. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons (videoconference), Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 1:59 on videoconference), Crystal Wallin, and Jane Wonderling (videoconference)

Absent: David Blume

Others present for all or a portion of the meeting either in person or on videoconference included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Krista Weber, Caleb White, Chantel Hampton, Camille Chappell, Jake Wienkes, and Heath Ahnen. Public present included students Alyssa Campbell, Timothy Krieger, Honesti Runde, and Alexis Morris.

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, October 29, 2020

1:00 p.m. –Board Retreat
4:30 p.m. – Light Dinner
5:30 p.m. – Regular Board Meeting
Southwest Tech Campus
Room 110 with a Virtual Option - www.Zoom.us,
Meeting ID: 935 0508 7373
Passcode: 234740

AGENDA

1:00 p.m. – Board Retreat

OPEN MEETING

The following statement will be read: "The October 29, 2020, Board Retreat/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 and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call

BOARD RETREAT

- A. Charger Respect Pledge and Process for New College Value for Diversity, Equity & Inclusivity
- B. Review Board Ends
 - 1. Mission, Vision, Purposes, Values, and Strategic Directions
 - 2. College Health Indicators
 - 3. Special Population Data
- C. Presentations from Faculty, Staff, and Students
 - 1. Charge Forward Students
 - 2. Community Development, Student Campus Safety Program & Public Safety Civic Engagement
 - 3. Connection to Board Ends and Goals
- D. President's Goals & Teambuilding Dialogue

4:30 p.m. – Light Dinner

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

5:30 p.m. – Regular Board Meeting Southwest Tech Campus Room 110

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 24, 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. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2019-20 Budget Modifications)
- B. Resolution for Adoption of 2020 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Board Monitoring Report - Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 1. Discussing Personnel Updates 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. 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. Discussing 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 August 27, 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.}

Krista Weber, Chief Human Resources Officer, and Chantel Hampton, Diversity, Equity & Inclusivity Coordinator, presented on equity and inclusion activities leading to diversity. They provided an overview of the Charger Respect Pledge developed in January 2020. Four students – Alyssa Scott, Timothy Krieger, Honesti Runde, and Alexis Morris – shared what the tenets of the Respect Pledge means to them. The District Board members were provided with the Chargers Respect Pledge for signing, if they chose. Ms. Weber presented a process on how the College Council will work with the Board of Directors in developing a College Value related to inclusivity.

Dr. Wood reviewed the Board Ends including the mission, vision, purposes, values, and strategic directions. No changes to the Ends were suggested.

The College Health Indicators were presented for discussion including the two new indicators of 'equity in student learning' and 'economic impact.' Dr. Wood provided information on the definitions and how the indicators affect the goals of the College. Camille Chappell, Research Analyst, presented data related to the achievement of special populations students compared to non-special populations students and how this data ties into the College Health Indicator of Equity in Student Learning.

Presentations from faculty, staff, students and community members were heard via video. Two students, Alicia Woodhouse and Alyssa Scott, presented on what it means to be a part of the Charge Forward (cohort 2) program focused on students of color. Tony Ruesga, a former police officer in Darlington and now Chief of Police in Cross Plains, presented on incorporating diversity, equity, and inclusivity in what we do as a college and in the communities in southwest Wisconsin. Tom Kretschman, Criminal Justice Instructor & Security Coordinator, outlined the student security force he is developing on campus. Gary Roberts, Criminal Justice Instructor, discussed how the Criminal Justice students are actively engaging with the community through volunteer service. Each of the Board members provided thoughts on the importance of training criminal justice students to be aware of diversity, equity, and inclusion and to integrate with the communities they will serve.

The Board discussed the proposed College Health Indicators and goals for Economic Development and Equity in Student Learning. Suggestions made included making the public aware of the value of the college, not the cost of it, focus on a connection to the communities throughout the year which will drive the value proposition, continue developing partnerships between the K-12 school districts and the college to introduce more high school students to the value of a technical education, establish a stronger connection to business and industry, be aware of how industries are changing in the district and work to implement the same changes to the college.

The Board reviewed the categories to prioritize for the President's goals and determine to emphasize the following areas: student learning, fiscal responsibility, Equity and Inclusion Lead to Diversity, Fundraising, Developing Leaders for the Future. The Board emphasized the President should present an investment plan to strengthen the College during the short-term with a long-term benefit in mind – options will be discussed during the February retreat. The Board also expressed the importance of continuing to develop an acting succession plan. Board members expressed ideas for specific goals and gave examples of what they would like to see the college accomplish. The Board discussed their own progress and determined to continue to emphasize the importance of attendance and participation at

District Board Association events as well as the importance of everyone participating in conversations and decisions. The President committed to providing the Board with the specific performance measures and a timeline of activities for the goals before the next Board meeting.

At 4:30, the Board adjourned for dinner for social purposes only and no College business was conducted.

The Board reconvened at 5:38 p.m. with the following members present:

Charles Bolstad, Tracy Fillback (arrived at 6:48 on videoconference), Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin, and Jane Wonderling (arrived at 5:50 on videoconference)

Absent: David Blume, Melissa Fitzsimons

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

After a review of the Consent Agenda, including the October 29, 2020 agenda; September 24, 2020, Board minutes; financial reports; nine contracts totaling \$10,021.68 in September 2020; employment recommendations for Darwyn Wolfe – Systems Analyst – Student Services/Financial Aid/Business Office, Guilio Reyes – Multi-Cultural Success Coach, Demi Vetesnik – Human Resources & Payroll Specialist LTE, and Holly Straka – Marketing/Recruiting Assistant LTE; and the membership renewal for the American Association of Community Colleges in the amount of \$3,538.00, Mr. Tuescher moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

Caleb White, Vice President for Administrative Services, presented the Fund & Account Transfers for the 2019-20 budget modifications. Two funds were affected with the modifications and included moving \$100,000 in Uses from Instructional to Student Services in the General Fund and moving \$400,000 in Uses from General Institutional to Instructional Resources (\$50,000) and Physical Plant (\$350,000) in the Capital Fund. All six of the College Funds were reviewed. Mr. White noted the General Operational Fund reflected a \$1 million balance to the positive mainly due to the COVID pandemic and the cost savings in professional development, travel, printing, and utilities. The Enterprise Fund reflected a \$115,000 deficit due to the pandemic as there was very little revenue brought in in the last quarter of the year in food service, child care, vending, and the Bookstore. Mr. Tuescher moved to approve the 2019-20 budget modifications as presented. Ms. Jordie seconded the motion. Upon a roll call vote with all members present voting affirmatively and representing two-thirds of the Board, the 2019-20 budget modifications were approved.

A resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2020 in the amount of \$5,421,039 for operational expenses, \$5,650,000 for debt retirement for a total tax levy of \$11,071,039 was presented. Mr. White explained the resolution is for slightly more than what was approved in the 2020-21 Budget. The percent increase over last year is 4.0% on a dollar-for-dollar basis. The equalized valuation increased over 6.5 percent over last

year, and the mill rate is 1.18. Mr. Tuescher moved to approve, as presented, the Resolution Providing for Tax Levy for the Year 2020. Ms. Jordie seconded the motion. Upon a roll call vote where all members present voted affirmatively and two-thirds of the Board was represented, the motion carried.

The annual resolution identifying which college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented. The resolution included Jason S. Wood, Caleb J. White, Krista M. Weber, Kathleen E. Garrity, Derek Dachelet, and Holly Clendenen. Mr. Tuescher moved to approve the Code of Ethics Resolution as presented with Ms. Wallin seconding the motion. The motion carried on an unanimous roll call vote.

At the September 24, 2020, Board meeting, the Compliance Board Monitoring Report was presented for approval. The Board tabled the action and asked that it be brought back to the October meeting for approval to provide them with the opportunity to review the report with the lens of approval. Mr. Tuescher moved to approve the Board Monitoring Report – Compliance with high confidence in the direction the college is going based on the report. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, reviewed the FY21 First Quarter Foundation report highlighting the activities and results of fundraising efforts and other initiatives. Gifts received in the first quarter total over \$300,000; the Phonathon is in progress; the Support our Students (SOS) Fund has seen an uptick in requests; Patrick Thiele is now giving STEP scholarships for two high schools – Boscobel and Wauzeka-Steuben; the employee giving kick off will be mid-November; more work is being done on planned giving and the retirees; in 2021 the Foundation will award over \$350,000 in scholarships; there are 116 leases for student housing compared to 139 last fall; two apartment units are completely empty for isolation, if needed; and there are two new leases for January.

Caleb White reviewed the six-year Purchase Card Activity Summary report and a listing of the FY2020 >\$50,000 Vendors. For 2019-20, the College purchased just over \$1.7 million dollars using purchase cards. The rebate for FY2020 is \$38,105. The dollar amount spent is \$200,000 less than the previous year due to the pandemic.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. She noted there were three positions filled, which were included in the Personnel Report in the Consent Agenda. There has been another LTE position posted for a budget and finance assistant during the ERP implementation.

The Board reviewed the 2020-21 Comparison FTE Report and the Fall 2021 Application Report. The biggest difference in the 2020-21 Comparison FTE Report is this year's numbers include applications from Open House where last year's numbers did not include open house applications. Applications are currently down three percent. Dr. Wood shared that withdrawal numbers are lower this year compared to last year. At the November Board meeting, there will be an update on enrollments for all the technical colleges in the WTCS.

Under the Chairperson's Report, Chairperson Bolstad and Board members Chris Prange, Jeanne Jordie, and Tracy Fillback reported out on the recent virtual District Boards Association meeting. The focus was on Marketing with Nicolet College presenting on how they have partnered with local economic development drivers and business and industry to promote the college.

Under the President's Report, Dr. Wood highlighted:

- Feedback on 2020-21 Employee Compensation Plan - In July a one percent increase for employees was approved with the intent to bring back the remaining percentage of the CPI. CPI was 1.81%. The College is monitoring the state budget and other financial impacts that could be placed on the college and will determine over the next several months if they will bring back the remaining 0.81% for approval.
- Project RISE – Blueprinting will finish up next week; currently are a little over budget which should be able to be made up so we get back on target. A Risks, Assumptions, Issues, and Dependencies (RAID) analysis was provided to the Board on the project.
- HR Professional of the Year Award – Krista Weber was nominated for this award from the Wisconsin Chamber of Commerce; will know more in December.

Mr. Prange moved to adjourn to Closed Session for the purpose of discussing personnel updates per Wis. Stats. 19.85(1)(f); President's evaluation per Wis. Stats. 19.85(1)(c); and President's contract per Wis. Stats. 19.85(1)(c). Ms. Wallin seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 7:01 p.m. The Board reconvened to open session at 8:14 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 8:15 p.m.

Chris J. Prange, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 10/01/2020 - 10/31/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
HEWLETT PACKARD FINANCIAL SVC	600649092	Laptop Program	\$289,536.29	
UNIT4 EDUCATION SOLUTIONS INC	20000001722	CAMS Software	\$109,988.68	
REDSHELF	INV20233	August 2020 POS billing	\$39,328.88	
WEGNER CPAS LLP	1612412	Progress Bill for Audit Svcs	\$23,000.00	
WI TECHNICAL COLLEGE SYSTEM	INV170432	WIDS Consult	\$17,100.00	
SLOAN IMPLEMENT	2089072	John Deere Tractor/deck	\$10,800.00	
ELSEVIER	13594DE9	Textbooks	\$9,916.70	
DISTRICTS MUTUAL INSURANCE	1882	Workers Comp Ins	\$9,835.00	
NORTHERN METAL & ROOFING CO, INC	0000871-IN	SWTC# 500	\$8,530.00	
WI TECHNICAL COLLEGE SYSTEM	2100031	20-21 annual	\$8,517.84	
REILLE AUDREY	10122020	Executive Coaching	\$7,425.00	
TRANE U.S. INC.	311176504	Trane Tracer Ensemble System	\$7,020.00	
WOODWARD PRINTING SERVICES	5547021	open house postcard	\$6,856.44	
PEARSON EDUCATION INC.	10088469	textbooks	\$6,503.63	
DRIVE LINE OF DUBUQUE INC	249096	Plow and mount kit	\$6,309.00	
OTIS ELEVATOR COMPANY	CED15663001	PI Board/Emergency Light Batte	\$5,948.29	
AHIMA	27271419	Electronic Access codes	\$5,865.00	
NORTHERN METAL & ROOFING CO, INC	0001310-IN	Bldg 400 repair	\$5,255.00	
MADISON AREA TECHNICAL COLLEGE	20/21 DISTRICT	CTSO Membership fees	\$5,050.00	
KEYSTONE AUTOMOTIVE	DU716169	Keco Glue pull kit	\$5,024.00	
ELSEVIER	16499DE7	Textbook purchase	\$4,797.00	
MAGELLAN PROMOTIONS LLC	220022	Customer sticker sheet/env	\$4,656.38	
RAVE MOBILE SAFETY	28595	RAVE mobile Safety renewal	\$4,465.11	
LAMAR COMPANIES	111871422	Billboard Ads	\$3,954.00	
LAMAR COMPANIES	111870052	Billboard Ads	\$3,954.00	
LAMAR COMPANIES	111769049	Billboard advertising	\$3,954.00	
WOODWARD PRINTING SERVICES	5166011	Motorist Handbook	\$3,782.13	

Vendor	Invoice #	Description	Amount	
PEARSON EDUCATION INC.	10083371	textbooks	\$3,499.50	
SHEAR GLORY	07222020	Shear Kits	\$3,496.00	
SHOPPING NEWS	7.31.20 STATEMENT	Open positions	\$3,452.08	
CENGAGE LEARNING	71990727	Quickbooks	\$3,312.00	
TELEGRAPH HERALD	9.30.20 STMT	9.30.20 STMT	\$3,280.00	
KSK CLEANING SERVICES LLC	6004435	Clean up of Moon Property	\$2,987.50	
WPS HEALTH INSURANCE	100320021411 10.5.20	Medicare Prem K Yanna	\$2,888.40	
ELSEVIER	13719DE6	Textbooks	\$2,878.56	
ELSEVIER	12782DE7	textbooks	\$2,842.35	
HUSCH BLACKWELL LLP	2911805	Oct 2020 Misc Corporate Issues	\$2,793.00	
HYDRO-FLO PRODUCTS, INC.	2383377	ACI Blower	\$2,777.42	
NATIONAL INSTRUMENTS CORP	3443449	Academic Site License	\$2,764.25	
PEARSON EDUCATION INC.	10099113	textbooks	\$2,624.75	
SPRAGUE BROTHERS TREE SERVICE	3710	remove trees	\$2,500.00	
Total Invoices				\$659,468.18
Purchase Orders				
Vendor	PO #	Description	Amount	
EPA AUDIO VISUAL INC	6956	Conference Room 450 Remodel: Conference Equip	\$69,288.35	
HVA PRODUCTS INC	6961	Facilities: Motorized exhaust reels	\$30,875.04	
TRI-PHASE AUTOMATION LLC	6969	Electro Mech: Vision System for Robotics Lab	\$25,679.00	
INNOVO STORAGE SYSTEMS LLC	6959	Ag Mechanics: Drawwer storage for tools	\$17,888.25	
PARISI & VENTURINI CORP	6963	Science: Human Anatomy models	\$12,960.00	
SHI INTERNATIONAL CORP	6973	Housing: Security cameras	\$12,331.88	
HEARTLAND BUSINESS SYSTEMS	6960	ITS: Outdoor\ Indoor Wireless Access Points	\$12,236.22	
NORTHCENTRAL TECHNICAL COLLEGE	6965	ITS: VMWare Horizon VDI Licensing	\$8,684.60	
VANGUARD COMPUTERS INC	6970	Conference Room 450 Remodel: Hardware	\$4,339.16	
NASCO EDUCATION LLC	6966	Midwifery: Equip for test out & skills (COVID)	\$3,688.90	
PJR PROPERTIES LLC	6962	20-21 Parking Space License: Platteville Outreach	\$3,600.00	
NORTHCENTRAL TECHNICAL COLLEGE	6971	ITS: VMWare Horizon VDI Licensing	\$3,136.50	
Total Purchase Orders				\$204,707.90

Bank Withdrawals			
Vendor	Transaction #	Audit Trail	Amount
WI Tech EE Benefit Sept 2020	CMTRX00002816	WDL000007562	\$308,154.08
WI EE Trust Fund #235865	CMTRX00002835	WDL000007621	\$123,943.98
941 ER Fed Tax #20183271	CMTRX00002825	WDL000007592	\$118,248.36
941 Fed Tax #41976154	CMTRX00002835	WDL000007620	\$117,579.88
941 ER Fed Tax #44506056	CMTRX00002815	WDL000007560	\$113,935.03
WI DOR PR Tax #606-647-072	CMTRX00002835	WDL000007617	\$23,917.12
WI DOR PR Tax #292-559-136	CMTRX00002825	WDL000007591	\$23,831.67
WI DOR PR Tax #156-563-744	CMTRX00002815	WDL000007557	\$23,035.66
Symetra Life Ins #1496311	CMTRX00002835	WDL000007619	\$10,202.74
WI UI Tax #2041D20FCDDUS	CMTRX00002815	WDL000007556	\$6,626.92
Great-West Trust #863503255	CMTRX00002826	WDL000007597	\$6,621.36
Great-West Trust #860850134	CMTRX00002816	WDL000007565	\$6,521.36
Delta Dental #401654	CMTRX00002818	WDL000007570	\$5,575.87
Delta Dental #406789	CMTRX00002828	WDL000007600	\$5,265.90
Delta Dental #407945	CMTRX00002834	WDL000007616	\$3,119.75
Dup ck withdrawal - #104428	CMTRX00002838	WDL000007624	\$2,888.40
Delta Dental #402802	CMTRX00002822	WDL000007584	\$2,551.15
Total Bank Withdrawals			\$902,019.23
Payroll			
Payroll Date	Transaction #	Audit Trail	Amount
Direct Deposit 10/30/2020	UPRCC00001158	WDL000007607	\$310,615.46
Direct Deposit 10/16/2020	UPRCC00001150	WDL000007574	\$296,095.10
Direct Deposit 10/2/2020	UPRCC00001144	WDL000007549	\$294,945.07
Direct Deposit 10/2/2020	UPRCC00001147	WDL000007552	\$43,280.33
Direct Deposit 10/16/2020	UPRCC00001153	WDL000007577	\$41,359.07
Direct Deposit 10/30/2020	UPRCC00001163	WDL000007612	\$35,407.99
Direct Deposit 10/16/2020	UPRCC00001152	WDL000007576	\$14,099.41
Direct Deposit 10/16/2020	UPRCC00001151	WDL000007575	\$8,070.43
Direct Deposit 10/30/2020	UPRCC00001165	WDL000007614	\$7,578.95
Direct Deposit 10/2/2020	UPRCC00001149	WDL000007554	\$7,500.14
Direct Deposit 10/2/2020	UPRCC00001148	WDL000007553	\$6,667.45
Direct Deposit 10/30/2020	UPRCC00001159	WDL000007608	\$3,389.22
Direct Deposit 10/16/2020	UPRCC00001154	WDL000007578	\$2,527.33
Total Payroll			\$1,071,535.95
Purchase Cards			
Vendor	Transaction #	Audit Trail	Amount
US Bank ending 09.29.2020	CMTRX00002822	WDL000007582	\$69,643.68
US Bank ending 10.13.2020	CMTRX00002834	WDL000007615	\$54,548.81
Total Purchase Cards			\$124,192.49
Total Purchases >= \$2,500			\$2,961,923.75

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 10/31/2020			
Receipts			
Fund			
1 General	1,273,047.55		
2 Special Revenue			
3 Capital Projects	5,664.92		
4 Debt Service	-		
5 Enterprise	39,413.77		
6 Internal Service	326,884.28		
7 Financial Aid/Activities	388,825.47		
Total Receipts		2,033,835.99	
Expenses			
Fund			
1 General	2,680,549.03		
2 Special Revenue			
3 Capital Projects	246,017.73		
4 Debt Service	-		
5 Enterprise	160,424.21		
6 Internal Service	331,871.49		
7 Financial Aid/Activities	617,889.78		
Total Expenses		4,036,752.24	
Net cash change - month			(2,002,916.25)
EOM Cash Balances			
-Midwest One Operating 0356	47,325.90		
-Midwest One Investment 1324	13,414,036.91		
-Midwest One Cash Account 5062	1,140.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,074.54		
Ending Cash/Investment Balance		14,697,517.35	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 4 Months ended October 2020							
	2020-21	2020-21	2020-21	2019-20	2018-19	2017-18	2016-17
	<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	23,130,100.00	6,110,099.80	26.42	22.95	22.66	22.67	22.46
General Fund Expenditures	23,782,100.00	8,361,496.01	35.16	29.17	29.00	28.80	29.12
Capital Projects Fund Revenue	4,020,000.00	9,023.92	0.22	0.06	99.07	99.44	100.69
Capital Projects Fund Expenditures	5,862,000.00	763,587.37	13.03	8.40	10.36	26.81	24.91
Debt Service Fund Revenue	5,690,500.00	-	-	-	-	0.66	1.29
Debt Service Fund Expenditures	6,767,500.00		-	-	0.50	0.62	0.60
Enterprise Fund Revenue	1,336,000.00	639,578.59	47.87	43.20	37.74	35.15	35.07
Enterprise Fund Expenditure	1,706,000.00	623,803.44	36.57	41.70	29.71	33.24	30.01
Internal Service Fund Revenue	4,427,000.00	1,282,796.82	28.98	28.14	9.28	30.46	31.27
Internal Service Fund Expenditures	4,427,000.00	1,368,910.15	30.92	30.16	31.68	31.99	32.36
Trust & Agency Fund Revenue	8,000,000.00	1,528,592.80	19.11	30.61	27.15	37.82	40.20
Trust & Agency Fund Expenditures	8,000,000.00	2,444,407.91	30.56	33.76	35.21	38.24	40.81
Grand Total Revenue	46,603,600.00	9,570,091.93	20.54	20.91	28.49	28.39	28.85
Grand Total Expenditures	50,544,600.00	13,562,204.88	26.83	24.88	25.53	27.53	27.91

D. Contract Revenue

There were two contracts totaling \$477.00 in October 2020 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS
10/1/2020 - 10/31/2020

<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>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Glenn Andes	03-2021-0085-I-42	Concealed Carry Training	Kris Wubben	13	\$ 377.00	No		X	
USA Clay Target League	03-2021-0089-T-42	League Director Duties-October	Caleb White		\$ 100.00	No		X	
TOTAL of all Contracts				13	\$ 477.00				
Exchange of Services				-	\$ -				
For Pay Service				13	\$ 477.00				

E. Personnel Items

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

**PERSONNEL REPORT
November 19, 2020**

Employment: NEW HIRES

Name	Mackenzie Marovets
Title	Budget & Finance Assistant (LTE)
Number of Applicants and Number Interviewed	11 applicants; 5 interviewed
Start Date	11/2/2020
Salary/Wages	\$15.00
Classification	Full-Time LTE
Education and/or Experience	Completing Accounting degree in May 2021 from Southwest Tech with 1 year experience as an Accounting Clerk

PROMOTIONS / TRANSFERS

None	
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RETIREMENTS / RESIGNATIONS

None	
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Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Bid: Building 400 Lecture Hall

On June 29, 2020, the District Board approved the WTCS Facilities Request: Auditorium to remodel Room 413 into an auditorium/lecture hall. The WTCS State Board approved the Facilities Request on November 11, 2020. The next step in the project is to award a bid for remodeling. Ten vendors bid on the project. Caleb White will present the bid summary, which is included below.

RECOMMENDATION: Accept the low bid for the Building 400 Lecture Hall (Auditorium) Project, in the amount of \$1,161,000 to Tricon Construction Group of Dubuque, IA. This project was approved by the WTCS State Board on November 11, 2020, in the amount of \$1,500,000, which is inclusive of audio/visual allowance and engineering/architecture fees.

Bid #2021-02 Building 400 Lecture Hall (Auditorium)

November 5, 2020 @ 2:00 p.m., via Zoom virtual conferencing system

Invitations to bid on the Auditorium project were provided to an extensive list of vendors and posted widely in applicable electronic and physical venues. A pre-bid meeting was held on October 16, 2020, for interested bidders.

The project consists of the interior renovation of approximately 8,150 square feet of vacated automotive lab 413 in the College Connection near the main entrance into an auditorium/lecture hall/conference facility. The project will also remodel the adjacent men’s and women’s bathrooms and create an additional single occupancy bathroom. Work includes, but is not limited to demolition of interior walls, ceiling and floor finishes. Poured concrete sloping floor, new walls of steel stud and drywall, casework, floor finishes, suspended AC panel and linear metal ceilings, suspended ceiling clouds, acoustical wall panels, fixed upholstered theater chairs, new sound system, lighting and revised HVAC system. Alternate bid is for new restrooms.

Public opening of the bids was held on Thursday, November 5, 2020, at 2:00 p.m. via Zoom virtual conferencing system. Ten vendors responded to the bid request. The results of the ten bids are as follows:

Organization	Base Bid	Alternate No. 1 Restrooms	Final Total Bid	Receipt of Addendums (Y/N)	Bid Security (Y/N)
Tricon Construction Group Dubuque, IA	948,000	213,000	1,161,000	Y	Y
Fowler & Hammer, Inc. La Crosse, WI	899,050	262,800	1,161,850	Y	Y
Sullivan Design Build Madison, WI	906,800	260,880	1,167,680	Y	Y

Midwest Builders Fennimore, WI	966,266	238,164	1,204,430	Y	Y
Vogel Brothers Building Company Madison, WI	987,000	250,000	1,237,000	Y	Y
McKee Associates, Inc. Madison, WI	977,000	285,000	1,262,000	Y	Y
Backman Construction Company, Inc. Madison, WI	1,027,000	239,210	1,266,210	Y	Y
Portzen Construction, Inc. Dubuque, IA	985,000	293,000	1,278,000	Y	Y
Conlon Construction Dubuque, IA	1,038,900	268,900	1,307,800	Y	Y
Epic Construction Kieler, WI	1,045,000	280,000	1,325,000	Y	Y

RECOMMENDATION: Recommendation is to accept the low bid for the Auditorium Project, in the amount of \$1,161,000 to Tricon Construction Group of Dubuque, IA. This project was approved by the WTCS state board on November 11, 2020, in the amount of \$1,500,000, which is inclusive of audio/visual allowance and engineering/architecture fees.

B. Bid: Computerized Transmission Dynamometer

Bids for a Computerized Transmission Dynamometer were solicited from vendors. The Dynamometer will dynamically test live transmissions before and after the rebuilding process. Two vendors submitted bids. Caleb White will present the bid summary at the board meeting. The summary is included below.

RECOMMENDATION: Award the bid for a Computerized Transmission Dynamometer in the amount of \$141,100 to PowerTest of Sussex, WI.

Bid # 2021-01 Computerized Transmission Dynamometer

November 6, 2020 @ 1:30 p.m., via Zoom

Invitations to bid for a Computerized Transmission Dynamometer were solicited of vendors. Most technical colleges do not require students to perform live transmission work. As a college, we pride ourselves with not only teaching our students proficiency in comprehension, but also completing skills which will be used in their respective industries. The Dynamometer will provide the purpose of dynamically testing live transmissions before and after the rebuilding process. The benefit to the students is being able to understand the importance of organization, cleanliness and systematic study of service information. The trainer will also allow reduced COVID exposure as students will be able to complete the rebuild process in much smaller groups and, if necessary can be completed at home if we will need to move to Phase II.

The public opening of bids was held on Friday, November 6, 2020 at 1:30 p.m. via Zoom. Two vendors responded to the bid request and the results are as follows:

<u>Bidder</u>		<u>Base Bid</u>	<u>Meet Delivery Date</u>
PowerTest Sussex, WI	AXILINE 97000 Transmission Test Stand	141,100	Yes
Hydra-Test USA Santa Ana, CA	Hydra-Torque HTC-S Transmission Dyno	141,798	No

RECOMMENDATION: Award the bid for a Computerized Transmission Dynamometer in the amount of \$141,100 to PowerTest of Sussex, WI.

C. Student Senate Bylaws Modification

Robin Hamel, Student Life Coordinator, will present a proposed change to the Student Senate Bylaws to allow student groups, special interest, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. Information is available below.

RECOMMENDATION: Approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes.

Proposal to District Board regarding Student Groups, special interest or extracurricular organizations

10/7/2020: Student Senate voted and approved the following change to Club Handbook: **Special Interest, Extra-Curricular and/or Affinity Groups AND Occupational or Co-Curricular organizations will still be defined as two separate categories but requirements and benefits will be the same for both. The most notable changes are that Special Interest Student Groups will now:**

- 1. Require an advisor**
- 2. Meet regularly**
- 3. Have access and be required to update Club Schoology Course**
- 4. Provide membership roster**
- 5. Participate in co-curricular assessment**
- 6. Participate in one service event throughout the year**
- 7. Eligible to receive membership funding from Senate**
- 8. Eligible to receive other funding from Senate beyond the \$300 cap**

Additional Update to Club Handbook:

Rationale for this change: There is growing interest in the LGBTQ Charger Ally group, a possible LULAC (League of United Latin American Citizens College Chapter) or similar organization, Campus Life group and an Active Minds chapter. The Student Senate is committed to making our campus a more welcoming environment for all and providing more opportunities for students to connect outside of their program is an essential part of that. There is great potential for other groups to be started on campus that will provide more engagement and growth opportunities for students. Both co-curricular and special interest student groups will adhere to college values and facilitate the development of the core abilities among their members. Offering the same benefits and also requirements to student groups that are not strictly program based provides more support and requires more accountability for these types of student groups.

THERE ARE TWO CATEGORIES OF STUDENT ORGANIZATIONS:

1. Occupational or Program Based Organizations.

Occupational or Program Based Organizations: Co-curricular is defined as activities, programming, and learning experiences both formal and informal, which complement the academic (curricular) degree. Occupational and program based organizations add value to student learning, align with college values and the program curriculum. Additionally, activities should promote the development of the 6 core abilities which will be assessed annually. Since these organizations relate to programs and are extensions of those programs, they are the responsibilities of the appropriate Dean. The **Student Life Coordinator** will coordinate activities between the clubs and the activities that affect the total college.

2. Student Groups, Special interest or extracurricular organizations.

Special Interest Organizations represent any social, recreational, or service area and provide a learning experience, which is not directly related to the instructional program for the student. Student groups and Special Interest Organizations add value to student learning and align with college values. Student groups and Special Interest Organization activities should promote the development of the 6 core abilities which will be assessed annually. The **Student Life Coordinator** will coordinate these activities as to how the activities affect the whole college.

[College Values](#)

[Southwest Tech Core Abilities](#)

TO BE RECOGNIZED AS A STUDENT CLUB ON CAMPUS, OCCUPATIONAL OR CO-CURRICULAR ORGANIZATIONS

To receive any financial assistance from the Senate, Occupational/Co Curricular Clubs and Special Interest Student Groups Must:

1. Identify at least one club advisor who is a member of Southwest Tech's staff and obtain a membership of eight students including officers.
2. Meet regularly (once a month) and hand in copies of meeting minutes to the Student Life Coordinator.
3. Update club charters/bylaws and upload to Schoology Course annually.
4. Have a budget with membership fees and financial statement.
5. Review and update club page on SWTC.edu and/or as needed throughout the school year by submitting a marketing request.
6. Add members to the Schoology Course (**must have a minimum of eight members including officers**)
7. Identify officers and what office they hold, including Student Senate Representative, and turn into the Student Life Coordinator.
8. Have a club and officers photo taken each year and turned in to the Student Life Coordinator.

9. Participate in at least one community-service based project per school year.
10. Host one all campus activity/event per year. (Opportunities for partnership with student senate are also included in this).
11. Advisors and students must complete the Co-Curricular assessment in Schoology annually.
12. No secret or closed meetings.
13. No discriminatory clauses which restrict membership on the basis of color, creed, religion, sex, national origin, handicaps, or any other characteristics identifiable with a specific group of people.
14. All expenditures must conform to existing District Board Policies and Procedures.
15. All activities which are in any way publicized on the campus, through Southwest Tech's Website or Facebook, financed from organizational funds, or in any way associated with the college are considered organizational activities and are subject to all College and Board Policies.

D. Out-of-State Tuition Waivers

At the April 23, 2020, District Board meeting, the Board approved remitting out-of-state tuition for 675 credits for 25 needy and worthy students during the 2020-21 academic year and received approval from the Wisconsin Technical College System (WTCS). We are finding a need to remit out-of-state tuition for 10 additional students and are requesting approval from the Board to submit the request to the WTCS. Information is included below on the request. A Board resolution is also included below.

RECOMMENDATION: Approve the Board Resolution requesting to remit out-of-state tuition for 200 credits for an additional 10 students during the 2020-21 academic year.

ADDITIONAL REQUEST FOR OUT-OF-STATE TUITION REMITTANCE

Southwest Tech was previously approved to waive 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.

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for an additional 200 credits for 10 needy and worthy students for the 2020-2021 academic year.

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

WHEREAS, the Wisconsin Technical College System has previously approved 2020-21 Out-of-State Tuition waivers for 675 credits for 25 needy and worth students during the 2020-21 academic year.

WHEREAS, Southwest Wisconsin Technical College has seen a greater need this academic year to remit out-of-state tuition.

WHEREAS, the Southwest Wisconsin Technical College District Board has approved additional 2020-21 Out-of-State Tuition waivers for 200 credits for 10 needy and worthy students during the 2020-21 academic year. The district projects 1300 FTEs (net of Community Services) for the year,

BE IT THEREFORE RESOLVED, the Southwest Wisconsin Technical College District Board submits for the WTCS President's authority to remit out-of-state tuition for an additional 200 credits for 10 needy and worthy students for a total of 875 credits for 35 needy and worthy students during the 2020-21 academic year.

Approved this 19th day of November 2020.

Charles J. Bolstad
Chairperson

ATTEST:

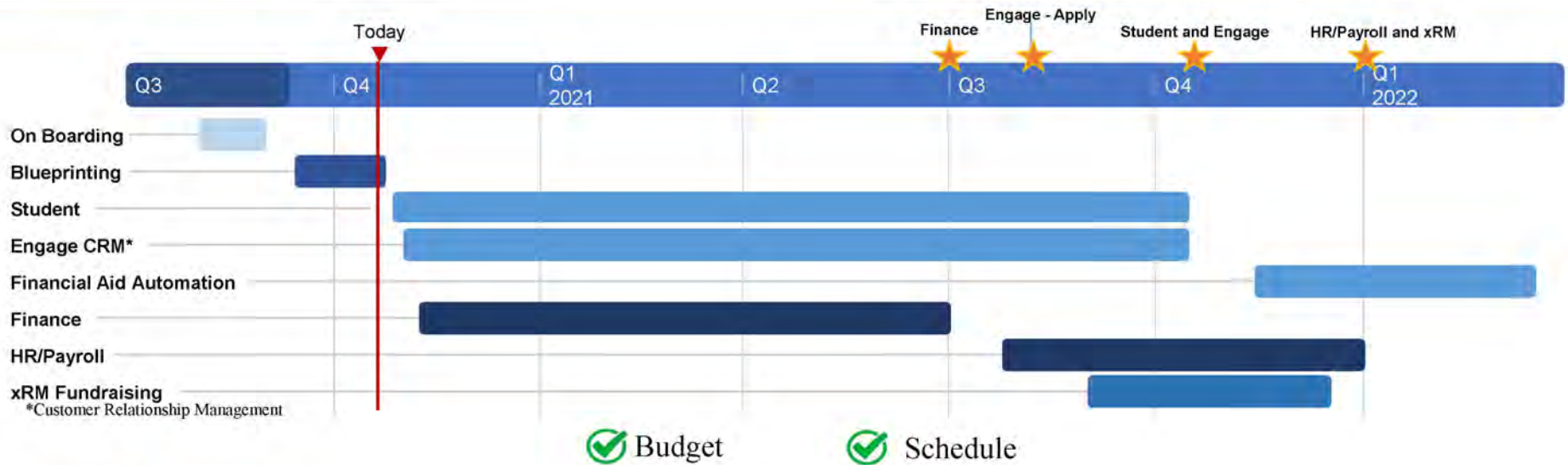
Chris J. Prange
Secretary



Board Monitoring of College Effectiveness

A. Project RISE Update

Matthew Baute, Heath Ahnen, and Sarah Delegge will provide an update on Project RISE (ERP) at the Board meeting. Included below is a brief update. More information will be provided at the Board meeting.



- Budget adjustments made to account for Anthology' new Blueprinting Methodology
- Key decisions on Data Archiving may impact schedule; decision end of November
- *Anthology has been responsive and working to correct escalated Risks and Issues*



Risks

- ✓ Budget Forecast over by 3%
 - Non-Bill Hours added, and schedule corrections made to account and adjust to new Blueprinting Methodology
- Function Gaps
 - Continuing Ed (CE) Shopping Cart Experience
 - State Reporting by Fiscal Year
- Scope Gaps
 - ✓ Questions about Foundation Implementation
 - Foundations will be fully implemented in Finance at no additional cost to SWTC
 - Budget Planning & Position Budgeting
 - Faculty Workload Implementation Scope

Assumptions

- None at this time

Issues Escalated

- Schedules in advance (Continued Issue)

Dependencies

- Time Sheet 3rd Party Software choice
- Data Archiving vs Full Data Load decision
- Faculty Workload Module vs In-house process Integration



B. 2021-22 Budget Process

Caleb White will present the 2021-22 budget process. An outline of the process is available below.

DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2021.

In planning for the prudent use of the College's resources, a budget will be developed:

- that complements the vision, mission and strategic directions of the College;
- that addresses the needs of students, business and industry, and other external agencies;
- that is sensitive to public concerns and local economic trends.

TIMELINE

ACTIVITY

November 15	Fiscal Services initiates process and schedule for each department to plan staffing needs and define programs/services, both new and ongoing.
November 15 – December 22	Budget managers collect budget requests from staff and develop program and overall departmental budgets by cost center encompassing the collective input of staff and accounting for all elements of operational and capital expenditures.
December 22 – February 1	Controller meets with supervisors to adjust departmental chart-of-accounts for tracking/reporting (including proposed grants) and integrates budget requests to specific accounts. Schedule budget review sessions with College Leadership to balance priorities and new initiatives within budget capacity.
January to March 1	Grant proposals for upcoming year by main sources are due. Other grants/projects may filter in throughout a budget year such as federal, state and private grant application windows dictate.
February 1	Fiscal Services compiles the College's aggregate budget. This provides the basis for comparative analysis at various levels of detail among multiple years.
February District Board Meeting	District Board reviews College priorities and establishes budget assumptions and parameters.
April District Board Meeting	Detail review of the proposed budget by the full District Board. Modify assumptions and parameters if necessary.
May 15	Review budget changes with the respective departments and staff.
May District Board Meeting	Second update of the proposed budget to the District Board.
June 15	Final adjustment to budget document.
June District Board Meeting	Public hearing on proposed budget followed by regular board meeting and budget adoption.

C. Staffing Update

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

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - David Carter-Plake	8/7/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$22.00
2	New Position	Midwifery Program Coordinator (Part-time)	Hired - Sara Stites	8/7/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$24.00
3	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - Andrea Hill	9/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$22.00
4	New Position	System Analyst - Advancement/Recruitment	Hired - Calvin Butteris	8/24/2020	Salary Band C42 Hourly \$23.46 - \$32.84 Hired at \$32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Hired - Darwyn Wolfe	8/24/2020	Salary Band C42 Hourly \$23.46 - \$32.84 Hired at \$32.25
6	New Position	System Analyst - Finance/HR/Payroll	Hired - Andrew Draus	8/31/2020	Salary Band C42 Hourly \$23.46 - \$32.84 Hired at \$32.69

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Student Services Assistant (LTE)	Hired - Tina Leis	8/24/2020	Hourly Band A13 \$16.77 - \$20.12 Hired at \$17.00
8	New Position	Financial Aid/Business Office Assistant (LTE)	Hired - Karen Forseth	8/24/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.50
9	New Position	Administrative Assistant (LTE)	Hired - Stephanie Evanchik	9/1/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$19.00
10	Replacement	Nursing Assistant Instructor - Part-time	Christina Chappell	8/17/2020	BS Salary Range \$48,304 - \$76,805 Hired at \$54,000
11	New Position	Math Instructor - Part-time (LTE)	Hired - Saikanth Ratnavale	8/17/2020	Master's Salary Range \$53,314 - \$84,768 Hired at \$55,000 annually
12	New Position	Multi-cultural Success Coach	Hired - Guilio Reyes	10/19/2020	Salary Band C42 \$48,795 - \$68,313 Hired at \$58,000

Staffing Update 2020-2021


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Marketing/Recruitment Assistant (LTE)	Hired - Holly Straka	11/2/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$22.00
14	New Position	Human Resources/Payroll Assistant (LTE)	Hired - Demi Vetesnik	11/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.25
15	New Position	Budget & Finance Assistant (LTE)	Hired - Mackenzie Marovets	11/2/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$15.00 *

* Due to Mackenzie being a student and working part-time, the wage is below the band. Upon graduation from the Accounting program, Mackenzie's salary will be placed in the parameters of the band.

Information and Correspondence

A. Enrollment Report

The 2020-21 Comparison FTE Report and the Fall 2021 Application Report are available below. A WTCS enrollment summary is also included below.

		2019-2020 and 2020-2021 FTE Comparison					
Program Code	Program Title	11-11-19 Students	11-09-20 Students	Student Change	11-11-19 FTE	11-09-20 FTE	FTE Change
10-101-1	Accounting	44	57	13	19.03	22.87	3.83
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	8	(9)	9.57	3.53	(6.03)
10-006-5	Agribusiness Science & Technology - Agronomy	14	18	4	7.70	9.90	2.20
10-006-6	Agribusiness Science & Technology - Animal Science	27	16	(11)	15.97	8.40	(7.57)
10-102-3	Business Management	109	116	7	44.10	46.90	2.80
10-530-5	Cancer Information Management	86	92	6	27.20	30.20	3.00
10-504-X	Criminal Justice	39	44	5	17.13	18.70	1.57
10-316-1	Culinary Arts	3	5	2	0.87	2.17	1.30
10-317-1	Culinary Management	7	3	(4)	3.50	1.47	(2.03)
10-510-6	Direct Entry Midwife	49	58	9	15.67	18.50	2.83
10-307-1	Early Childhood Education	43	60	17	17.27	23.03	5.77
10-620-1	Electro-Mechanical Technology	36	33	(3)	17.30	16.73	(0.57)
10-325-1	Golf Course Management	19	10	(9)	9.07	4.93	(4.13)
10-201-2	Graphic And Web Design	24	16	(8)	9.83	6.87	(2.97)
10-530-1	Health Information Technology	48	39	(9)	16.13	12.70	(3.43)
10-520-3	Human Services Associate	37	30	(7)	17.43	14.63	(2.80)
10-825-1	Individualized Technical Studies	1	2	1	0.30	0.70	0.40
10-620-3	Instrumentation and Controls Technology	9	4	(5)	3.40	0.63	(2.77)
10-150-2	IT-Network Specialist	30	23	(7)	12.90	9.53	(3.37)

Program Code	Program Title	11-11-19 Students	11-09-20 Students	Student Change	11-11-19 FTE	11-09-20 FTE	FTE Change
10-196-1	Leadership Development	23	7	(16)	6.93	1.43	(5.50)
10-513-1	Medical Laboratory Technician	21	19	(2)	8.90	6.93	(1.97)
10-543-1	Nursing-Associate Degree	192	217	25	54.87	69.53	14.67
10-524-1	Physical Therapist Assistant	31	27	(4)	11.63	9.27	(2.37)
10-182-1	Supply Chain Management	44	23	(21)	15.63	7.20	(8.43)
	Total Associate Degree	953	927	(26)	362.33	346.77	(15.57)
31-101-1	Accounting Assistant	3	10	7	0.83	2.57	1.73
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1		0.53	0.53
32-070-1	Agricultural Power & Equipment Technician	35	36	1	17.63	18.63	1.00
31-405-1	Auto Collision Repair & Refinish Technician	10	11	1	3.47	5.07	1.60
32-404-2	Automotive Technician	26	34	8	12.47	13.13	0.67
31-408-1	Bricklaying & Masonry	1		(1)	0.07		(0.07)
30-443-1	Building Maintenance & Construction	1	1	-	0.07	0.07	-
31-475-1	Building Trades-Carpentry	10	9	(1)	4.93	4.73	(0.20)
31-307-1	Child Care Services	9	5	(4)	3.23	2.00	(1.23)
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	3.90	0.83	(3.07)
31-502-1	Cosmetology	26	18	(8)	12.63	8.80	(3.83)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	15	(2)	12.23	10.03	(2.20)
31-317-1	Culinary Specialist	3		(3)	0.67		(0.67)
30-508-2	Dental Assistant	16	11	(5)	7.93	5.57	(2.37)
30-812-1	Driver and Safety Education Certification	13	16	3	2.50	3.10	0.60
31-413-2	Electrical Power Distribution	45	44	(1)	22.40	21.33	(1.07)
50-413-2	Electricity (Construction) Apprentice	19	20	1	1.27	1.43	0.17
30-531-3	Emergency Medical Technician	46	62	16	7.50	10.20	2.70
32-080-4	Farm Operations & Management - Ag Mechanics	2	7	5	0.87	3.17	2.30
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.10	0.07	(0.03)
32-080-3	Farm Operations & Management - Dairy	16	8	(8)	9.63	3.37	(6.27)
31-080-3	Farm Operations & Management - Dairy Technician	4	2	(2)	1.00	0.27	(0.73)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	(9)	3.57	1.53	(2.03)
32-080-6	Farm Operations & Management - Livestock	1	1	-	0.53	0.60	0.07
31-080-7	Farm Operations & Management - Livestock Tech	2		(2)	0.77		(0.77)

Program Code	Program Title	11-11-19 Students	11-09-20 Students	Student Change	11-11-19 FTE	11-09-20 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	8	10	2	0.87	0.87	-
31-620-1	Industrial Mechanic	2	2	-	1.07	1.13	0.07
31-154-6	IT-Computer Support Technician	17	10	(7)	7.63	4.83	(2.80)
31-513-1	Laboratory Science Technician	4	4	-	1.07	1.20	0.13
50-620-1	Mechatronics Technician Apprentice	6	6	-	0.80	0.73	(0.07)
31-509-1	Medical Assistant	28	37	9	14.47	19.37	4.90
31-530-2	Medical Coding Specialist	45	50	5	14.70	16.27	1.57
30-504-4	Nail Technician	2	2	-	0.27	0.53	0.27
30-543-1	Nursing Assistant	111	170	59	13.60	17.13	3.53
50-427-5	Plumbing Apprentice	21	15	(6)	1.93	0.97	(0.97)
31-504-5	Security Operations	3		(3)	1.27		(1.27)
31-182-1	Supply Chain Assistant	3	4	1	0.37	1.27	0.90
31-442-1	Welding	35	43	8	16.03	20.83	4.80
	Total Technical Diploma	612	671	59	204.27	202.17	(2.10)
20-800-1	Liberal Arts - Associate of Arts	21	28	7	4.20	6.53	2.33
20-800-2	Liberal Arts - Associate of Science	9	10	1	3.07	2.27	(0.80)
	Undeclared Majors	386	371	(15)	51.73	52.07	0.33
	Total Liberal Arts & Undeclared Majors	416	409	(7)	59.00	60.87	1.87
	Total	1,981	2,007	26	625.60	609.80	(15.80)
	Percent of Change						-2.53%
	Vocational Adult (Aid Codes 42-47)	1,989	1,909	(80)	41.67	40.96	(0.71)
	Community Services (Aid Code 60)	-	48	48	-	0.16	0.16
	Basic Skills (Aid Codes 73,74,75,76)	211	122	(89)	19.80	14.90	(4.90)
	Basic Skills (Aid Codes 77 & 78)	89	60	(29)	2.73	-	(2.73)
	Grand Total	4,270	4,146	(124)	689.80	665.82	(23.98)
	Total Percent of Change						-3.48%

Fall 2021 Application Report

Program Application Comparison 2020/21 vs. 2021/22								
PROGRAM	CAP	11/07/19			11/08/20			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			9	9	3	2	5	-4
Accounting Assistant			1	1		0	0	-1
Agribusiness Science & Technology - Agbus Mgmt	20		4	4		4	4	0
Agribusiness Science & Technology - Agronomy	20		2	2		6	6	4
Agribusiness Science & Technology - Agronomy Tech	20		1	1		0	0	-1
Agribusiness Science & Technology - Animal Science	20		15	15		12	12	-3
Agricultural Power & Equipment Technician	22		19	19		13	13	-6
Auto Collision Repair & Refinish Technician	22		5	5		10	10	5
Automotive Technician	22		24	24		10	10	-14
Building Trades-Carpentry	20		11	11		9	9	-2
Business Management			15	15	10	5	15	0
Cancer Information Management	44	10	37	47	6	30	36	-11
Child Care Services	13		4	4	4	1	5	1
CNC Machine Operator/Programmer	5			0		1	1	1
Cosmetology	24		6	6		13	13	7
Criminal Justice Studies	70		20	20		11	11	-9
Criminal Justice-Law Enforcement 2						7	7	7
Culinary Arts			3	3				-3
Culinary Management			0	0				0
Dental Assistant	18		15	15		8	8	-7
Early Childhood Education	28		19	19	10	8	18	-1
Electrical Power Distribution	44		50	50		59	59	9
Electro-Mechanical Technology	24		15	15		13	13	-2
Farm Operations & Management - Ag Mechanics	20		0	0		6	6	6
Farm Operations & Management - Crops Operations	20		1	1		0	0	-1
Farm Operations & Management - Crops	20		1	1		0	0	-1
Farm Operations & Management - Dairy	20		7	7		2	2	-5
Farm Operations & Management - Dairy Technician	20		0	0		1	1	1
Farm Operations & Management - Farm Ag Mntc	20		1	1		0	0	-1
Farm Operations & Management - Livestock	20		0	0		3	3	3
Farm Operations & Management - Livestock Tech	20		0	0		1	1	1
Golf Course Management			4	4		5	5	1
Graphic and Web Design	25		10	10		5	5	-5
Health Information Technology	22	2	6	8	7	9	16	8
Human Services Associate	31		7	7		13	13	6
Industrial Mechanic	6		1	1		0	0	-1
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			4	4		6	6	2
IT-Network Specialist			10	10		9	9	-1

PROGRAM	CAP	11/07/19			11/08/20			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts		9	0	9	5	5	10	1
Liberal Arts - Associate of Science		8	0	8	3	2	5	-3
Medical Assistant	32		14	14		12	12	-2
Medical Coding Specialist	23	3	13	16	20	26	46	30
Medical Laboratory Technician	16	8	0	8	4	1	5	-3
Nail Technician	6		1	1		1	1	0
Nursing-Associate Degree	54	67	36	103	85	43	128	25
Nursing-Associate Degree-Part-time	28		15	15		18	18	3
Pharmacy Tech (Shared)						1	1	1
Physical Therapist Assistant	18	15	5	20	7	1	8	-12
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			1	1	1	0	1	0
Technical Studies-Journeyworker					1	0	1	1
Undecided		38	0	38	35	0	35	-3
Welding	40		31	31		17	17	-14
TOTAL		160	443	603	201	409	610	7

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting						14	14	14
Accounting Assistant						3	3	3
Business Management					1	18	19	19
Direct Entry Midwife	32	41	43	84	45	82	127	43
Driver and Safety Education Certification						1	1	1
Leadership Development						4	4	4
Liberal Arts - Associate of Arts						1	1	1
Liberal Arts - Associate Science						1	1	1
Supply Chain Management					1	1	2	2
Welding (January Start)	20		8	8		12	12	4
TOTAL		41	51	92	47	137	184	92

WTCS Enrollment Summary

CJW 11/13/20											
WTCS											
FTEs											
as of 11/13/20											
	FTEs					Year to Year 18-19 to 19-20		Year to Year 19-20 to 20-21		5 Year 16-17 to 20-21	
	16-17	17-18	18-19	19-20	20-21	#	%	#	%	#	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>						
Blackhawk	1,493	1,494	1,544	1,454	1,473	(90)	(5.8)	19	1.3	(20)	(1.3)
Chippewa Valley	3,782	3,830	3,838	3,885	3,760	47	1.2	(125)	(3.2)	(22)	(0.6)
Fox Valley	5,866	5,614	5,425	5,176	4,846	(249)	(4.6)	(330)	(6.4)	(1,020)	(17.4)
Gateway	4,506	4,539	4,445	4,351	3,747	(94)	(2.1)	(604)	(13.9)	(759)	(16.8)
Lakeshore	1,772	1,746	1,664	1,611	1,400	(53)	(3.2)	(211)	(13.1)	(372)	(21.0)
Madison Area	8,795	8,597	8,326	8,168	7,476	(158)	(1.9)	(692)	(8.5)	(1,319)	(15.0)
Mid-State	1,779	1,675	1,720	1,684	1,598	(36)	(2.1)	(86)	(5.1)	(181)	(10.2)
Milwaukee Area	10,172	9,847	9,982	9,940	9,096	(42)	(0.4)	(844)	(8.5)	(1,076)	(10.6)
Moraine Park	2,672	2,509	2,470	2,386	2,092	(84)	(3.4)	(294)	(12.3)	(580)	(21.7)
Nicolet Area	825	815	793	777	795	(16)	(2.0)	18	2.3	(30)	(3.6)
Northcentral	3,190	3,020	2,741	2,784	2,762	43	1.6	(22)	(0.8)	(428)	(13.4)
Northeast WI	5,843	5,747	5,524	5,390	5,178	(134)	(2.4)	(212)	(3.9)	(665)	(11.4)
Southwest WI	1,332	1,354	1,333	1,296	1,250	(37)	(2.8)	(46)	(3.5)	(82)	(6.2)
Waukesha County	3,543	3,489	3,408	3,321	3,305	(87)	(2.6)	(16)	(0.5)	(238)	(6.7)
WI Indianhead	2,119	2,078	2,059	1,991	1,816	(68)	(3.3)	(175)	(8.8)	(303)	(14.3)
Western WI	3,061	3,036	3,179	3,180	2,900	1	0.0	(280)	(8.8)	(161)	(5.3)
Total	<u>60,750</u>	<u>59,390</u>	<u>58,451</u>	<u>57,394</u>	<u>53,494</u>	<u>(1,057)</u>	<u>(1.8)</u>	<u>(3,900)</u>	<u>(6.8)</u>	<u>(7,256)</u>	<u>(11.9)</u>

B. Chairperson's Report

C. College President's Report

1. Legislative Visits
2. Student Feedback
3. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. FY2020 Financial Audit
2. Annual Borrowing
3. Bid – Malibu Vehicle for Drivers' Ed Program
4. Monitoring Reports on the Assessment Academy and the Student Laptop Program
5. Board Monitoring Report – Student Access

B. Time and Place

Thursday, December 17, 2020, at 7:00 p.m. in Room 110 and Virtually via Zoom

Adjourn to Closed Session

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

1. Discussing 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 August 27, 2020.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment