



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting/Board Retreat

February 25, 2021

Virtual Meeting using Zoom – www.Zoom.us,
Meeting ID: 916 9450 3894
Passcode: 141501
Dial in Option: 1-312-626-6799

Contents

| | |
|--|------------|
| Annotated Agenda..... | 3 |
| Open Meeting..... | 8 |
| A. Roll Call..... | 8 |
| B. Reports/Forums/Public Input..... | 8 |
| Consent Agenda..... | 9 |
| A. Approval of Agenda..... | 9 |
| B. Minutes of the Regular Board Meeting of January 28, 2021..... | 12 |
| C. Financial Reports..... | 18 |
| 1. Purchases Greater than \$2,500..... | 18 |
| 2. Treasurer's Cash Balance..... | 21 |
| 3. Budget Control..... | 22 |
| D. Contract Revenue..... | 23 |
| E. Personnel Items..... | 24 |
| Board Monitoring of College Effectiveness..... | 25 |
| A. Round Robin: Expectations of Remote Work..... | 25 |
| Other Items Requiring Board Action..... | 26 |
| A. Concept Review: Surgical Technology..... | 26 |
| Board Monitoring of College Effectiveness..... | 82 |
| A. Budget Priorities & Assumptions..... | 82 |
| B. Project RISE Update including Timekeeping RFP..... | 84 |
| C. 10-year Facilities Plan..... | 91 |
| D. Inclusivity College Value..... | 94 |
| E. Staffing Update..... | 101 |
| Information and Correspondence..... | 106 |
| A. Enrollment Report..... | 106 |
| 1. FTE Comparison YOY Report..... | 106 |
| 2. Fall 2021 Application Report..... | 106 |
| B. Chairperson's Report..... | 111 |
| 1. District Boards Association – Nominations for Officers..... | 111 |
| 2. Fennimore Schools / Southwest Tech Partnership..... | 114 |
| C. College President's Report..... | 117 |
| 1. WTCS Update..... | 117 |
| 2. College Happenings..... | 117 |
| Establish Board Agenda Items for Next Meeting..... | 117 |
| A. Agenda..... | 117 |
| B. Time and Place..... | 117 |

| | |
|--|------------|
| Adjourn to Closed Session..... | 118 |
| B. Consideration of adjourning to closed session for the purpose of: | 118 |
| C. Approval of Closed Session Minutes of January 28, 2021 | 118 |
| Reconvene to Open Session | 118 |
| A. Action, if necessary, on Closed Session Items | 118 |
| Adjournment | 118 |

Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, February 25, 2021

6:30 – Complaints Process & Behavior Intervention Team

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 916 9450 3894

Passcode: 141501

Dial in Option: 1-312-626-6799

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The February 25, 2021, regular Board 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 February 25, 2021, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of January 28, 2021

Minutes of the January 28, 2021, 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 \$1,920.00 in January 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Three employment recommendations are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Round Robin: Using Megatrends to Shape Strategy

President Wood had shared an article with the Board on “Using Megatrends to Shape Strategy.” Based on the article, each Board member will have the opportunity to respond to the following questions:

- How do we invest for long-term disruption while continuing to win in the short run?
- How do we solve the now, explore the next, and imagine the beyond?

OTHER ITEMS REQUIRING BOARD ACTION

A. Concept Review: Surgical Technician

Cynde Larsen, Executive Dean of Health Occupations, will present the WTCS Concept Review request to develop an associate degree program in Surgical Technology, 10-512-1. The Concept Review document is included with the electronic Board material.

RECOMMENDATION: Approve the Concept Review for an associate degree in Surgical Technology, 10-512-1.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Budget Priorities & Assumptions

Caleb White will present information relevant to the budget priorities and parameters. The budget priorities and assumptions and 2021-22 budget status are available with all other Board material.

B. Project RISE Update including Timekeeping RFP

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. Caleb White will update the Board on the Timekeeping Software RFP.

C. 10-year Facilities Plan

The long-range draft Facilities Plan is included in the electronic Board material. Caleb White and Dan Imhoff, Director of Facilities, will be present to discuss the plan and answer any questions.

D. Inclusivity College Value

The College Council has been developing a new College Value on Inclusivity, under the direction of Krista Weber, Chief Human Resources Officer. Ms. Weber will get the Board's input on the draft value, which is included in the electronic Board material.

E. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

a. FTE Comparison YOY Report

b. Fall 2021 Application Report

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are included in the electronic Board material.

B. Chairperson's Report

a. District Boards Association - Nominations for Officers

Included in the Board material is a letter from the WTC District Boards Association seeking nominations for the District Boards Association's officers. Chairperson Bolstad will present this to the Board.

b. Fennimore Schools / Southwest Tech Partnership

Mr. Bolstad and Ms. Wonderling will discuss the partnership between Fennimore Schools and Southwest Tech related to providing opportunities for Fennimore High School students to earn credits while in high school. Included in the electronic Board material is a document outlining the partnership opportunities.

C. College President's Report

1. WTCS Update
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Bid: Timekeeping System
2. RFP: External Auditor
3. Academic Master Plan
4. Board Monitoring Report – Quality Teaching & Learning
5. WI Technical College Employee Benefits Consortium Update

B. Time and Place

Thursday, March 25, 2021, at 7:00 p.m. via Zoom.

ADJOURN TO CLOSED SESSION

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

1. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Discussing specific personnel issues per Wisconsin 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. Discussing the President's Contract per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

B. Approval of Closed Session Minutes of January 28, 2021

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The February 25, 2021, regular Board 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



BOARD MEETING NOTICE/AGENDA

Thursday, February 25, 2021

6:30 – Complaints Process & Behavior Intervention Team

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 916 9450 3894

Passcode: 141501

Dial in Option: 1-312-626-6799

AGENDA

OPEN MEETING

The following statement will be read: "The February 25, 2021, regular Board 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 Regular Meeting of January 28, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: Using Megatrends to Shape Strategy

OTHER ITEMS REQUIRING BOARD ACTION

- A. Concept Review: Surgical Technician

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Budget Priorities & Assumptions
- B. Project RISE Update including Timekeeping RFP
- C. 10-year Facilities Plan
- D. Inclusivity College Value
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FTE Comparison YOY Report
 - 2. Fall 2021 Application Report
- B. Chairperson's Report
 - 1. District Boards Association - Nominations for Officers
 - 2. Fennimore Schools / Southwest Tech Partnership
- C. College President's Report
 - 1. WTCS Update
 - 2. College Happenings
- 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing specific personnel issues per Wisconsin 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. Discussing President's Contract per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance

evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

B. Approval of Closed Session Minutes of January 28, 2021

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 Regular Board Meeting of January 28, 2021

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JANUARY 28, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:00 p.m. on January 28, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Melissa Fitzsimons, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, and Caleb White. Public present included John Mehan of Robert W. Baird & Co.

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, January 28, 2021

6:30 – Charger Heroes

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 983 1655 0524

Passcode: 829665

Dial in Option: 13126266799,,98316550524#

AGENDA

OPEN MEETING

The following statement will be read: "The January 28, 2021, regular Board 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 Regular Meeting of December 17, 2020
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: Expectations of Remote Work

OTHER ITEMS REQUIRING BOARD ACTION

- A. Designate Bond Counsel
- B. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes
- C. FY2020 Financial Audit
- D. Bid: Chevrolet Malibu Sedans
- E. Ad Hoc Board Committee(s)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Update
- B. Board Monitoring Report – Safety & Security
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FTE Comparison YOY Report
 - 2. Fall 2021 Application Report
- B. Chairperson's Report
 - 1. January 12 College In-Service
 - 2. January 15 District Boards Association Conference
- C. College President's Report
 - 1. Project Rise Update
 - 2. Restructuring Long-term Debt
 - 3. Executive Leadership Update
 - 4. Legislative Update
 - 5. Board Retreat and Upcoming Meeting Schedule

- 6. Round Robin: COVID-19 Relief Funds
- 7. College Happenings
- 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - 3. Discussing specific personnel issues per Wisconsin 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.
- B. Approval of Closed Session Minutes of November 19, 2020, and December 17, 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 January 28, 2021, agenda; December 17, 2020, Board meeting minutes; financial reports; 13 contracts totaling \$43,979.03 in December 2020; an employment recommendation for Matt Nation – Evening Custodian; promotions/transfers for Holly Clendenen – Chief Student Services Officer, Chris Bowers – Disability & Support Services Officer, and Mandy Henkel – College Effectiveness Manager/Accreditation Liaison Officer; and resignations of Jared Kjos – Evening Custodian, Nelson NeCollins – Evening Custodian, and Dustin Farrey – Evening Custodian, Mr. Tuescher moved to approve the Consent Agenda, as presented. Ms. Fitzsimons seconded the motion; motion carried on a unanimous roll call vote with Ms. Wonderling abstaining.

Krista Weber, Chief Human Resources Officer, led a discussion focused on the future of remote work. She asked Board members their vision for the future of remote work at the College as we open more of the campus during the pandemic and post COVID. Input received included it is a management decision with the more that can be done in person the better for teaching and learning and doing business, should be outcome based, find the best way to do in-person while mitigating the risk for the students and staff, getting input from students is key, depends on the student and employee and whether they are independently driven, and use lessons learned.

A letter of engagement from Quarles & Brady LLP to serve as the bond counsel was presented. Legal counsel is necessary for completing the sale of bonds in the borrowing process. Mr. Tuescher moved to retain Allison M. Buchanan of Quarles & Brady LLP, Milwaukee, WI, as Bond Counsel, with the normal hourly rate being included in the letter of engagement. Mr. Prange seconded the motion. The motion carried with a roll call vote where all Board members voted affirmatively.

John Mehan, Managing Director of Robert W. Baird & Co. presented the bids, which were received on January 28, 2021, for awarding the sale of \$4,000,000 General Obligation Promissory Notes. Seven bids were received ranging from 0.0301 percent to 0.5131 percent. Mr. Mehan noted Moody's Investors Service assigned an Aa2 rating to the College for sale of the promissory notes. Mr. Tuescher moved to approve the resolution awarding the sale of \$4,000,000 General Obligation Promissory Notes at 0.0301 percent to Huntington Securities, Inc., Chicago, IL. Mr. Prange seconded the motion with the motion passing on a roll call vote with all Board members voting affirmatively.

Caleb White presented the FY20 Audit Report. Mr. White noted the audit received an unqualified opinion, which means it was a clean audit with no findings. The six fund statements were reviewed: General Fund – positive variance on expense and revenue side with a \$10 million fund balance; Special Revenue Fund – broke even with a small deficit spend; Capital Projects Fund – positive variance due to timing as the Enterprise Resource Planning project was not signed until FY21; Debt Service Fund – The college waited to borrow until the funds were needed and did not make the first principal payment until later in the year; Enterprise Fund – negative variance with deficit spending of \$130,000 due to some of the auxiliaries being shut down during the COVID pandemic; and the Propriety Fund – showed a positive variance. Mr. Blume moved to approve the 2019-20 Financial Audit as presented with Mr. Tuescher seconding the motion. The motion carried on a roll call vote with all members voting affirmatively.

Mr. White reviewed the two bids received for three new 2021 Chevrolet Malibu 4-door LS sedans to be used in the Driver's Education program. He explained the College is upgrading the driver's ed fleet of cars. Bids were solicited from all in-district Chevrolet dealerships and was also put on the College's website for soliciting bids. The public bid opening was held on December 18, 2020. Mr. Tuescher moved to award the new 2021 Chevrolet Malibu 4-door LS Sedans (3) bid in the amount of \$56,700 to Ewald Automotive

Group, Oconomowoc, WI. Ms. Fitzsimons seconded the motion. The motion carried on a roll call vote where all Board members voted affirmatively.

In December the Board expressed interest in retaining the president and a new four-year contract was signed. The Board committed to establishing a sub-committee under Board Policy 1.11 to explore retention mechanisms. An initial sub-committee proposal was presented to outline several retention mechanisms to keep the President at the college long-term. The sub-committee will recommend options for full Board consideration at the April 2021 meeting in conjunction with the annual review of the President's performance evaluation. Ms. Wallin moved to approve the formation of an ad hoc sub-committee to explore a long-term retention mechanism for the President with committee members to include Chris Prange, Don Tuescher, and David Blume with Chuck Bolstad serving in ad hoc capacity as the Board Chair. Ms. Jordie seconded the motion which carried on a roll call with all members voting affirmatively.

Kim Schmelz, Director of External Relations & Alumni Development, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Items noted included total gifts received in the first six months of the fiscal year were almost \$800,000 from 790 donors, the phonathon raised almost \$43,000 in the first six months of the year, 14 new scholarship funds have been established this year, scholarship applications are open until March 31, 2021, and the Real Estate Foundation currently has 112 leases.

The Board heard a board monitoring report on safety and security. The focus of the report was on strategic initiatives related to physical and cyber safety and security including new security camera system, employee safety training program, cybersecurity awareness training, enhancement of a high-availability virtual private network for security, and implementation of Next Generation Endpoint Security, which will reduce vulnerabilities on the campus network. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, presented the report. Mr. Imhoff shared the focus will continue on emergency response preparedness involving tabletop scenarios for the emergency response team. Mr. Ahnen and the IT team will continue to focus on cybersecurity awareness, training, and reducing vulnerabilities.

An update on College staffing was provided by Krista Weber. She noted Holly Clendenen had accepted the position of Chief Student Services Officer and Matt Nation had accepted one of the Evening Custodian positions, with the Evening Custodian posting still being open.

Caleb White presented the 2020-21 Comparison Enrollment Report and Fall 2021 Application Report. The FTE report reflected a 5.2 percent decline in FTEs as compared to one year ago, which was less than the December report that had a decline of 7.0 percent. He noted that enrollment for summer 2020 was flat, down 9 percent in the fall, and currently flat for this spring semester. The Fall 2021 application report indicate a slight increase in applications for the fall compared to what it was at this time last year. President Wood

gave a shout out to the recruitment team of Kyle Bennett, Brianna Williamson, and Kaye Woodke for their recruitment efforts.

In the Chairperson's Report, Mr. Bolstad highlighted the recent college-wide in-service as one that recognized the value of diversity and equity which leads to inclusion for the entire community. He also noted he recently attended the District Boards Association Winter Conference. Dr. Wood, Ms. Wonderling, and Mr. Bolstad had met with the College's legislators in mid-January; they were all interested in the AAS degree for the entire WTCS.

Dr. Wood highlighted the following in the President's Report.

- Updated the Board on Project RISE and how the discussions on value-added interactions with students and staff will begin as configuration of the different components of the new Enterprise Resource Planning system is getting underway.
- Caleb White would like to explore how the referendum debt, which ends in 2028-29, can be restructured to a shorter period of time of less than five years to save interest in order to keep up on innovations and maintain state-of-the art buildings. The Board asked that different angles be explored to get the thought process going.
- Congratulated Holly Clendenen on her new role, thanked Katie Garrity for mentoring Holly, noted there will be a Student Services leadership team developed, and Kim Maier, Dan Imhoff, and Heath Ahnen have joined the executive team.
- Provided a legislative update to go along with Mr. Bolstad's report and noted the National Legislative Summit was not prioritized this year.
- Recommended a regular board meeting in February and push back the annual retreat to later this Spring and asked to move the May meeting up one week to May 20.
- Caleb White and President Wood shared information on the new COVID-19 Relief Funds based on the Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA). They noted the College received \$1.8 million, with \$400,000 to be given directly to students with the remainder for budget relief including lost revenue due to COVID and new initiatives. A plan for how the funds will be spent will be presented to the Board during the budget process.

Mr. Tuescher moved to adjourn to closed session for the purposes of deliberating over potential college property opportunities per Wis. Statutes 19.85(1)(e), discussing employment situations per Wis. Statutes. 19.85(1)(c), and discussing specific personnel issues per Wis. Stats. 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:35 p.m.

The Board reconvened to open session at 9:29 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Wallin seconding the motion. The motion carried and the meeting adjourned at 9:30 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 01/01/2021 - 01/31/2021 | | | | |
| Invoices | | | | |
| Vendor | Invoice # | Description | Amount | |
| OPG-3 INC | 4430 | Laserfiche software Assurance | \$15,318.40 | |
| LABRYS PRESS | 3663 | textbooks for midwifery studen | \$13,240.00 | |
| JONES & BARTLETT LEARNING, LLC | 164741 | Textbook Purchases | \$10,707.19 | |
| NEBRASKA BOOK COMPANY | 831997-N | Textbook purchase | \$9,553.92 | |
| FENNIMORE TIMES | 260349 | January Start Ad | \$9,404.38 | |
| FENNIMORE TIMES | 260336 | Graduation Ad | \$9,404.38 | |
| NEBRASKA BOOK COMPANY | 852638-N | Textbook purchase | \$7,004.71 | |
| REDSHELF | INV22137 | eBook Purchases | \$6,087.22 | |
| MBS TEXTBOOK EXCHANGE LLC | 47-5012161 | Texbook Purchase | \$5,336.37 | |
| GALLAGHER STUDENT HEALTH & RISK | 27274 | students enrolled for fall | \$5,112.00 | |
| H & N PLUMBING & HEATING, INC. | 5137 | electrical work in ag shop | \$4,967.00 | |
| WISCONSIN LIBRARY SERVICES | 493927 | Films on demand/issues/contr | \$4,693.68 | |
| MORNING STAR | 010521SWTB 1.5.21 | Textbook purchase | \$4,040.00 | |
| OTIS ELEVATOR COMPANY | CED15677001 | elevator repair | \$3,636.33 | |
| BLASCHKO ENTERPRISES INC | 120352 | Preview Guides | \$3,585.00 | |
| FIRE PROTECTION PUBLICATIONS | 162489 | Textbook Purchase | \$3,480.00 | |
| FENNIMORE TIMES | 260339 | CNA Ad | \$3,450.00 | |
| WPS HEALTH INSURANCE | 120320023207 2021 | N Kies Medicare Premium | \$3,421.36 | |
| WPS HEALTH INSURANCE | 120320006218 2021 | F Brechler Medicare Prem | \$3,316.42 | |
| LAMAR COMPANIES | 112024360 | Billboards | \$3,054.00 | |
| LAMAR COMPANIES | 112091744 | billboard | \$3,045.00 | |
| UNITED HEALTHCARE | 339596758-1 P HOFFM | Pete Hoffman | \$3,018.84 | |
| CAMPUSPEAK | 21-0127.EGY | Edward Young II Speaker | \$3,000.00 | |
| FENNIMORE TIMES | 260333 | Fast Track Ad | \$2,971.50 | |
| WPS HEALTH INSURANCE | 010421015106 2021 | C Larson Medicare Prem | \$2,915.87 | |
| CENGAGE LEARNING | 100861300 | Textbooks | \$2,910.00 | |
| OCLC, INC. | 1000062753 | EZ Proxy Service | \$2,765.52 | |
| MBS TEXTBOOK EXCHANGE LLC | 47-5013944 | Textbook purchase | \$2,683.75 | |
| JONES & BARTLETT LEARNING, LLC | 22445 | Textbooks | \$2,624.06 | |
| UW-MADISON | AR-0003845 | Knowledge Base Service | \$2,500.00 | |
| Total Invoices | | | | \$157,246.90 |

| Purchase Orders | | | | |
|------------------------------|---------------|---|--------------|--------------|
| Vendor | PO # | Description | Amount | |
| VANGUARD COMPUTERS INC | 6994 | Computer Science: Computer Hardware | \$45,570.94 | |
| AGRICULTURE SOLUTIONS LLC | 6990 | AgriBusiness: 6 soil penetrometers and 6 Chlorophyll meters | \$19,159.87 | |
| Total Purchase Orders | | | | \$64,730.81 |
| Bank Withdrawals | | | | |
| Vendor | Transaction # | Audit Trail | Amount | |
| WI Tech EE Benefits Jan 2021 | CMTRX00002884 | WDL000007769 | \$309,430.40 | |
| WI EE Trust Funds #241331 | CMTRX00002909 | WDL000007831 | \$135,495.19 | |
| 941 ER Fed Tax #93866110 | CMTRX00002904 | WDL000007821 | \$117,696.43 | |
| 941 ER PR Fed Tax #23879330 | CMTRX00002892 | WDL000007791 | \$110,993.85 | |
| WI DOR EE PR Tax #706-714-91 | CMTRX00002904 | WDL000007818 | \$23,715.18 | |
| WI DOR PR Tax #137-684-768 | CMTRX00002892 | WDL000007785 | \$22,591.87 | |
| Symetra Life Ins #1505224 | CMTRX00002884 | WDL000007768 | \$10,383.68 | |
| Symetra Life Ins #1509073 | CMTRX00002904 | WDL000007819 | \$10,215.01 | |
| Delta Dental #425447 | CMTRX00002886 | WDL000007774 | \$9,141.04 | |
| Great-West Trust #880837905 | CMTRX00002893 | WDL000007792 | \$7,497.27 | |
| Great-West Trust #884295084 | CMTRX00002905 | WDL000007827 | \$7,497.27 | |
| Delta Dental #430870 | CMTRX00002901 | WDL000007815 | \$6,888.75 | |
| WI UI Tax 12/1/20 - 12/31/20 | CMTRX00002889 | WDL000007782 | \$5,202.05 | |
| Delta Dental #432059 | CMTRX00002906 | WDL000007828 | \$5,152.75 | |
| Hasler Postage Jan 2021 | CMTRX00002897 | WDL000007800 | \$5,000.00 | |
| DeltaDental #426630 | CMTRX00002896 | WDL000007799 | \$3,758.50 | |
| Total Bank Withdrawals | | | | \$790,659.24 |
| Payroll | | | | |
| Payroll Date | Transaction # | Audit Trail | Amount | |
| Direct Deposit 1/22/2021 | UPRCC00001201 | WDL000007804 | \$301,281.21 | |
| Direct Deposit 1/8/2021 | UPRCC00001197 | WDL000007778 | \$298,838.37 | |
| Direct Deposit 1/22/2021 | UPRCC00001207 | WDL000007810 | \$20,074.22 | |
| Direct Deposit 1/8/2021 | UPRCC00001200 | WDL000007781 | \$15,802.93 | |
| Direct Deposit 1/22/2021 | UPRCC00001205 | WDL000007808 | \$14,780.29 | |
| Direct Deposit 1/22/2021 | UPRCC00001206 | WDL000007809 | \$11,871.22 | |
| Direct Deposit 1/22/2021 | UPRCC00001203 | WDL000007806 | \$8,512.69 | |
| Direct Deposit 1/8/2021 | UPRCC00001199 | WDL000007780 | \$4,443.33 | |
| Direct Deposit 1/8/2021 | UPRCC00001198 | WDL000007779 | \$4,327.60 | |
| Direct Deposit 1/8/2021 | UPRCC00001196 | WDL000007775 | \$3,169.20 | |
| Total Payroll | | | | \$683,101.06 |

| Purchase Cards | | | | |
|--------------------------------------|---------------|--------------|-------------|-----------------------|
| Vendor | Transaction # | Audit Trail | Amount | |
| US Bank ending 01.05.2021 | CMTRX00002901 | WDL000007814 | \$49,729.45 | |
| US Bank ending 12.22.2020 | CMTRX00002886 | WDL000007773 | \$38,741.76 | |
| Total Purchase Cards | | | | \$88,471.21 |
| | | | | |
| Total Purchases >= \$2,500 | | | | \$1,784,209.22 |

2. Treasurer's Cash Balance

| Southwest Wisconsin Technical College | | | |
|--|---------------|----------------------|---------------------|
| Report of Treasurers Cash Balance 01/31/2021 | | | |
| | | | |
| Receipts | | | |
| Fund | | | |
| 1 General | 4,009,250.37 | | |
| 2 Special Revenue | 116,471.07 | | |
| 3 Capital Projects | 91,060.00 | | |
| 4 Debt Service | 1,659,878.39 | | |
| 5 Enterprise | 246,577.47 | | |
| 6 Internal Service | 336,047.59 | | |
| 7 Financial Aid/Activities | - | | |
| Total Receipts | | 6,459,284.89 | |
| | | | |
| Expenses | | | |
| Fund | | | |
| 1 General | 1,652,053.13 | | |
| 2 Special Revenue | 42,383.06 | | |
| 3 Capital Projects | 340,365.07 | | |
| 4 Debt Service | 475.00 | | |
| 5 Enterprise | 217,570.39 | | |
| 6 Internal Service | 364,551.49 | | |
| 7 Financial Aid/Activities | - | | |
| Total Expenses | | 2,617,398.14 | |
| | | | |
| Net cash change - month | | | 3,841,886.75 |
| | | | |
| EOM Cash Balances | | | |
| -Midwest One Operating 0356 | - | | |
| -Midwest One Investment 1324 | 11,261,428.32 | | |
| -Midwest One Cash Account 5062 | 35.00 | | |
| -Cash on Hand | 2,940.00 | | |
| -Local Government Investment Pool | 1,232,404.94 | | |
| Ending Cash/Investment Balance | | 12,496,808.26 | |
| | | | |
| | | | |

3. Budget Control

| Southwest Wisconsin Technical College | | | | | | | |
|---------------------------------------|----------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| YTD Summary for Funds 1-7 | | | | | | | |
| For 7 Months ended January 2021 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | 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 | 10,862,438.66 | 46.96 | 44.63 | 43.16 | 46.38 | 43.34 |
| General Fund Expenditures | 23,782,100.00 | 13,307,604.62 | 55.96 | 52.90 | 54.92 | 52.72 | 52.20 |
| Capital Projects Fund Revenue | 4,020,000.00 | 105,402.00 | 2.62 | 0.69 | 99.25 | 103.56 | 101.04 |
| Capital Projects Fund Expenditures | 5,862,000.00 | 1,869,974.92 | 31.90 | 19.42 | 36.41 | 42.96 | 47.53 |
| Debt Service Fund Revenue | 5,690,500.00 | 1,659,878.39 | 29.17 | 28.30 | 29.15 | 32.46 | 33.38 |
| Debt Service Fund Expenditures | 6,767,500.00 | 1,202,502.77 | 17.77 | 8.03 | 10.85 | 12.27 | 12.57 |
| Enterprise Fund Revenue | 1,336,000.00 | 1,036,834.83 | 77.61 | 67.72 | 59.46 | 56.35 | 57.22 |
| Enterprise Fund Expenditure | 1,706,000.00 | 968,372.44 | 56.76 | 64.54 | 53.90 | 51.50 | 49.96 |
| Internal Service Fund Revenue | 4,427,000.00 | 2,288,006.90 | 51.68 | 48.99 | 51.39 | 54.02 | 56.45 |
| Internal Service Fund Expenditures | 4,427,000.00 | 2,445,946.37 | 55.25 | 52.48 | 54.74 | 55.61 | 54.48 |
| Trust & Agency Fund Revenue | 8,000,000.00 | 2,269,211.36 | 28.37 | 33.34 | 40.04 | 44.50 | 46.35 |
| Trust & Agency Fund Expenditures | 8,000,000.00 | 2,773,899.61 | 34.67 | 38.83 | 40.83 | 42.92 | 45.75 |
| Grand Total Revenue | 46,603,600.00 | 18,221,772.14 | 39.10 | 38.36 | 47.19 | 48.82 | 47.76 |
| Grand Total Expenditures | 50,544,600.00 | 22,568,300.73 | 44.65 | 42.23 | 45.95 | 45.92 | 46.33 |

D. Contract Revenue

There were two contracts totaling \$1,920.00 in January 2021 being presented for Board approval. The Contract Revenue Report is included below.

| 2020-2021 CONTRACTS 1/1/2021 to 1/31/2021 | | | | | | | <u>INDIRECT COST FACTOR</u> | | |
|---|-------------------|-----------------------------------|----------------|----------------------|--------------------|--|-----------------------------|-------------------|---------------|
| <u>Contract Holder</u> | <u>Contract #</u> | <u>Service Provided</u> | <u>Contact</u> | <u>Number Served</u> | <u>Price</u> | <u>Exchange of Services</u> (Instructional Fees Waived) | <u>On-Campus</u> | <u>Off-Campus</u> | <u>Waiver</u> |
| USA Clay Target League | 03-2021-0089-T-42 | League Director Duties - December | Caleb White | | \$ 100.00 | No | | X | |
| Darlington School District | 03-2021-0090-I-11 | Drivers Ed Theory Online Course | Kris Wubben | 14 | \$ 1,820.00 | No | | X | |
| TOTAL of all Contracts | | | | 14 | \$ 1,920.00 | | | | |
| Exchange of Services | | | | - | \$ - | | | | |
| For Pay Service | | | | 14 | \$ 1,920.00 | | | | |

E. Personnel Items

Three employment recommendations are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda, as presented.

**PERSONNEL REPORT
February 25, 2021**

Employment: NEW HIRES

| | |
|---|---|
| Name | Robert Lund |
| Title | Evening Custodian |
| Number of Applicants and Number Interviewed | 19 applicants; 8 interviewed |
| Start Date | 02/10/21 |
| Salary/Wages | \$15.50 |
| Classification | Part-Time Temporary |
| Education and/or Experience | Three years of experience as assembly line worker at Nu-Pac and 30 years of farming |

| | |
|---|--|
| Name | Austin Whiteaker |
| Title | Evening Custodian |
| Number of Applicants and Number Interviewed | 19 applicants; 8 interviewed |
| Start Date | 02/15/21 |
| Salary/Wages | \$16.00 |
| Classification | Full-Time |
| Education and/or Experience | Five years of experience in custodial and general labor work |

| | |
|---|--|
| Name | Chris Reuter |
| Title | Evening Custodian |
| Number of Applicants and Number Interviewed | 19 applicants; 8 interviewed |
| Start Date | 02/15/21 |
| Salary/Wages | \$16.00 |
| Classification | Full-Time |
| Education and/or Experience | SWTC degree in Machine Tool Operator, Aircraft Mechanic in US Air Force, over 28 years of experience in IT Operations. |

PROMOTIONS / TRANSFERS

| | |
|--|--|
| | |
|--|--|

RETIREMENTS / RESIGNATIONS

| | |
|--|--|
| | |
|--|--|

Board Monitoring of College Effectiveness

A. Round Robin: Expectations of Remote Work

President Wood had shared an article with the Board on “Using Megatrends to Shape Strategy.” Based on the article, each Board member will have the opportunity to respond to the following questions:

- How do we invest for long-term disruption while continuing to win in the short run?
- How do we solve the now, explore the next, and imagine the beyond?

Other Items Requiring Board Action

A. Concept Review: Surgical Technology

Cynde Larsen, Executive Dean of Health Occupations, will present the WTCS Concept Review request to develop an associate degree program in Surgical Technology, 10-512-1. The Concept Review document is included with the electronic Board material.

RECOMMENDATION: Approve the Concept Review for an associate degree in Surgical Technology, 10-512-1.

3-1 CONCEPT REVIEW FORM

Today's Date: 021721

College: Southwest WI

College Contact: Katie Garrity

College Contact Phone: 608-822-2471

Email: kgarrity@swtc.edu

Education Director Consulted: K Loppnow

Date Consulted: 10/09/20

WTCS [Calendar of Events](#)

Expected WTCB Concept Review Approval Date: 05/18/2021

Expected WTCB Program Approval Date: 07/13/2021

a. Proposed Aid Code - Program Number: 10-512-1

b. Proposed Degree: AAS

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

Surgical Technology 10-512-1

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

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures.

e. SOC {Standard Occupational Classification}

29 2055 00

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

The Surgical Technology program, 10-512-1, is aligned between Colleges within the WTCS. Within the SOC system, Surgical Technology 29-2055 is a subcategory of 29-2050 Health Practitioner Support Technologists and Technicians.

☒ Supporting documentation attached as "Attachment A"

f. Proposed CIP {Classified Instructional Program} 51.0909

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

The 51.0909 CIP code is designated in the WTCS WIDS Surgical Technology Program shell.
This program prepares graduates to function in the role of Surgical Technologist as described at the O Net Online link which follows: <https://www.onetonline.org/link/summary/29-2055.00>

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary: \$23.22

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

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as "Attachment D" ☒ Refer to Chapter 3 for explanation of required documentation.

j. Projected job openings per year: Year 1 15 Year 3 15 Year 5 15

Projected completers per year: Year 1 0 Year 3 15 Year 5 15

k. Program method of delivery:

☐ 100% Online ☐ 100% Face to face ☒ Hybrid ☐ Competency Based

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

☒ Supporting documentation attached as "Attachment E"

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

Per the Program System (PGM302), 11 WTCS Colleges are identified as having Surgical Technology/Technologist programs: BTC, GTC, MILW, MPTC, WCTC, WTC, CVTC, MDSN, MSTC, NTC, NWTC. Dr. Katie Garrity, SWTC's Chief Academic Officer contacted each via the attached email.

☒ Supporting documentation attached as "Attachment F"

n. Documentation of District Board Approval of the Concept Review attached as "Attachment G" ☐

- o. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students. 02/16/2021

Signature: _____ Date: _____
District President or Instructional Services Administrator


Printed Name: _____

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Attachment A

SOC Codes

<https://onetonline.org/link/summary/29-2055.00>


O*NET OnLine

Occupation Quick Search:

[Help](#)
[Find Occupations](#)
[Advanced Search](#)
[Crosswalks](#)
[Share](#)
[O*NET Sites](#)

Updated 2020
Bright Outlook

Summary Report for:

29-2055.00 - Surgical Technologists

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeons' assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Sample of reported job titles: Certified Surgical Tech/First Assistant, Certified Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech)

View report:
Summary
Details
Custom

[Tasks](#)
[Technology Skills](#)
[Tools Used](#)
[Knowledge](#)
[Skills](#)
[Abilities](#)
[Work Activities](#)
[Detailed Work Activities](#)
[Work Context](#)
[Job Zone](#)
[Education](#)
[Credentials](#)
[Interests](#)
[Work Styles](#)
[Work Values](#)
[Related Occupations](#)
[Wages & Employment](#)
[Job Openings](#)
[Additional Information](#)

Tasks

5 of 16 displayed

- Maintain a proper sterile field during surgical procedures.
- Count sponges, needles, and instruments before and after operation.
- Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing.
- Provide technical assistance to surgeons, surgical nurses, or anesthesiologists.
- Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure.

[back to top](#)

Technology Skills

5 of 9 displayed [Show 82 tools used](#)

- Electronic mail software — Email software
- Graphics or photo imaging software — Graphics software
- Medical software — Electronic medical record EMR software; MEDITECH software 🔥; Supply documentation software; Surgery workflow communication software
- Office suite software — Google Drive 🔥; Microsoft Office 🔥
- Spreadsheet software — Microsoft Excel 🔥

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

[back to top](#)

Knowledge

All 4 displayed

- ④ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ④ **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- ④ **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ④ **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

[back to top](#)

Skills

3 of 18 displayed

- ④ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ④ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ④ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- ④ **Coordination** — Adjusting actions in relation to others' actions.
- ④ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

[back to top](#)

Abilities

5 of 25 displayed

- ④ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ④ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- ④ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ④ **Speech Recognition** — The ability to identify and understand the speech of another person.
- ④ **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

[back to top](#)

Work Activities

5 of 27 displayed

- ④ **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- ④ **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- ④ **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- ④ **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- ④ **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Detailed Work Activities

5 of 14 displayed

- ④ Maintain sterile operative fields.
- ④ Maintain inventory of medical supplies or equipment.
- ④ Assist healthcare practitioners during surgery.
- ④ Position patients for treatment or examination.
- ④ Protect patients or staff members using safety equipment.

[back to top](#)

Work Context

5 of 34 displayed

- ④ Physical Proximity — 95% responded "Very close (near touching)."
- ④ Importance of Being Exact or Accurate — 87% responded "Extremely important."
- ④ Work With Work Group or Team — 87% responded "Extremely important."
- ④ Contact With Others — 81% responded "Constant contact with others."
- ④ Frequency of Decision Making — 82% responded "Every day."

[back to top](#)

Job Zone

Title Job Zone Three: Medium Preparation Needed

Education Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Related Experience Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Job Training Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Job Zone Examples These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include hydroelectric production managers, travel guides, electricians, agricultural technicians, barbers, court reporters, and medical assistants.

SVP Range (6.0 to < 7.0)

[back to top](#)

Education



[back to top](#)

Attachment B

CIP Code

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cid=88787#:~:text=Title%3A%20Surgical%20Technology%2FTechnologist.&text=Includes%20instruction%20in%20instrument%20and,and%20patient%20and%20team%20scrubbing.>

IES **NCES** National Center for Education Statistics MENU Go

CIP THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS CIP 2010 Change Year Quick CIP Go

Search Options FAQs Resources Help Contact CIP Wizard

Detail for CIP Code 51.0909

Print

Title: Surgical Technology/Technologist.

Definition: A program that prepares individuals, under the supervision of physicians and surgical nurses, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling, surgical supplies management, wound exposure and closure, surgical computer and robot operation and monitoring, maintenance of hemostasis, and patient and team scrubbing.

Action: No Substantive Changes

Crosswalk

☒ CIP Title or Definition Changed

| CIP 2000 | | | CIP 2010 | | |
|----------|-----------------------------------|--------|----------|-----------------------------------|--|
| Code | Title | Action | Code | Title | |
| 51.0909 | Surgical Technology/Technologist. | | 51.0909 | Surgical Technology/Technologist. | |

Attachment D

EMSI/DWD Labor Market Data



Occupation Overview

Surgical Technologists in SWTC District



Occupation Overview

Surgical Technologists (SOC 29-2055):

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeons assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Excludes Surgical Assistants (29-9093).

Sample of Reported Job Titles:

Operating Room Technician (OR Tech)
Surgical Technologist (Surgical Tech)
Surgical Technician
Surgical Scrub Technologist (Surgical Scrub Tech)
Certified Surgical Technologist (CST)
Surgical Scrub Technician
Operating Room Technologist (OR Tech)
Operating Room Surgical Technician (OR St)
Certified Surgical Technician
Certified Surgical Tech/First Assistant

Related O*NET Occupation:

Surgical Technologists (29-2055.00)



Contents

| | |
|-----------------------------|----|
| What is Emsi Data? | 1 |
| Report Parameters | 2 |
| Executive Summary | 3 |
| Jobs | 4 |
| Compensation | 6 |
| Job Posting Activity | 7 |
| Demographics | 10 |
| Occupational Programs | 13 |



What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.





Report Parameters

1 Occupation

29-2055 Surgical Technologists

5 Counties

55023 Crawford County, WI

55043 Grant County, WI

55049 Iowa County, WI

55065 Lafayette County, WI

55103 Richland County, WI

Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical areas.



Executive Summary

Aggressive Job Posting Demand Over a Thin Supply of Regional Jobs



Jobs (2020)

Your area is not a hotspot for this kind of job. The national average for an area this size is 36* employees, while there are 20 here.



Compensation

Earnings are high in your area. The national median salary for Surgical Technologists is \$48,298, compared to \$52,171 here.



Job Posting Demand

Job posting activity is high in your area. The national average for an area this size is 3* job postings/mo, while there are 4 here.

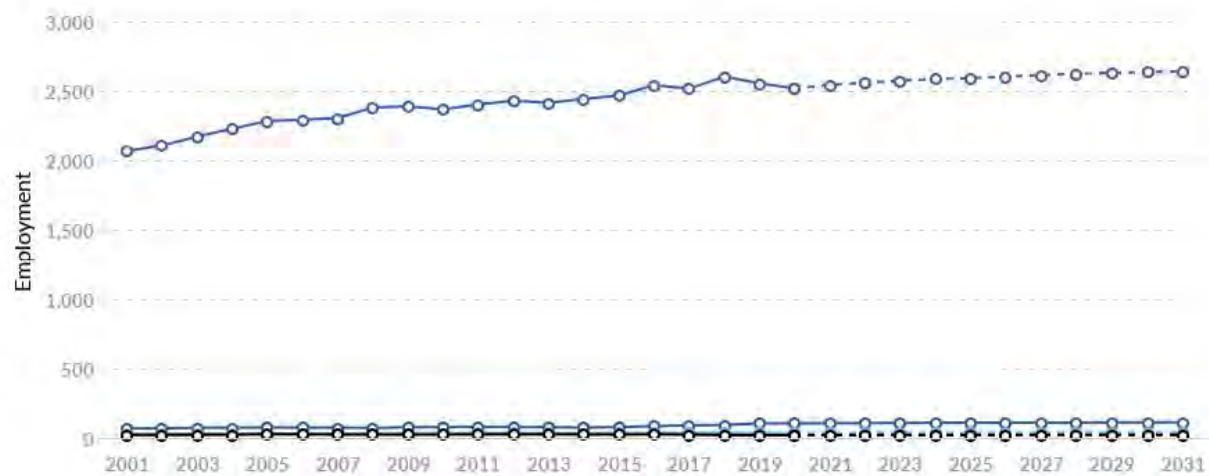
*National average values are derived by taking the national value for Surgical Technologists and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.



Jobs

Regional Employment Is Lower Than the National Average

An average area of this size typically has 36* jobs, while there are 20 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



| Region | 2020 Jobs | 2025 Jobs | Change | % Change |
|-------------------------|-----------|-----------|--------|----------|
| ● SWTC District | 20 | 21 | 1 | 6.0% |
| ● National Average | 36 | 37 | 1 | 3.9% |
| ● Wisconsin-All | 2,520 | 2,593 | 73 | 2.9% |
| ● District plus borders | 105 | 109 | 4 | 4.0% |

*National average values are derived by taking the national value for Surgical Technologists and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.



Occupation Overview

Regional Breakdown



| County | 2020 Jobs |
|----------------------|-----------|
| Grant County, WI | <10 |
| Iowa County, WI | <10 |
| Crawford County, WI | <10 |
| Richland County, WI | <10 |
| Lafayette County, WI | 0 |

Most Jobs are Found in the General Medical and Surgical Hospitals Industry Sector

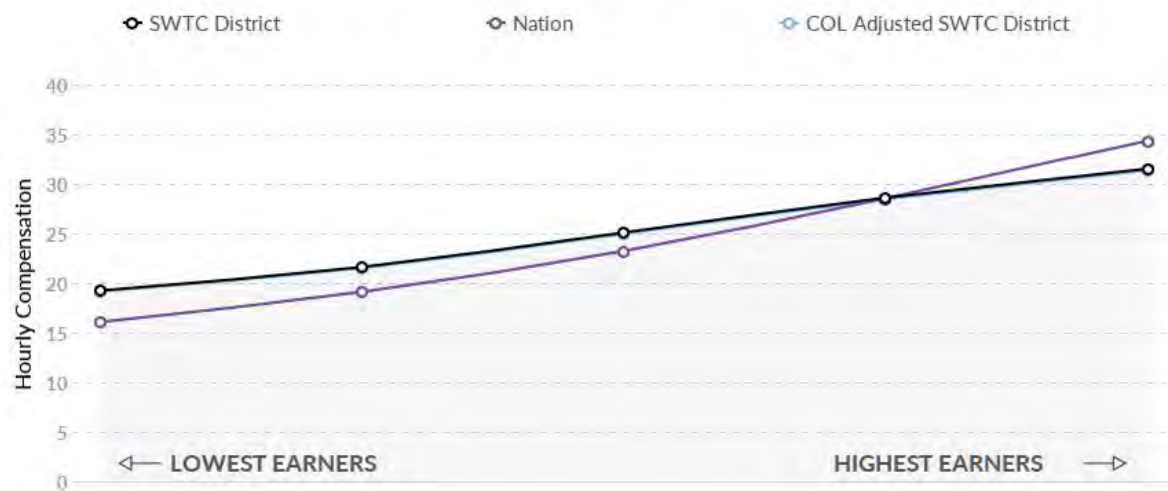


| Industry | % of Occupation in Industry (2020) |
|--|------------------------------------|
| General Medical and Surgical Hospitals | 88.3% |
| Offices of Physicians | 6.0% |
| Other | 5.7% |

Compensation

Regional Compensation Is 8% Higher Than National Compensation

For Surgical Technologists, the 2019 median wage in your area is \$25.08/hr, while the national median wage is \$23.22/hr.



Job Posting Activity



53 Unique Job Postings

The number of unique postings for this job from Jan 2020 to Jan 2021.



34 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Jan 2021.

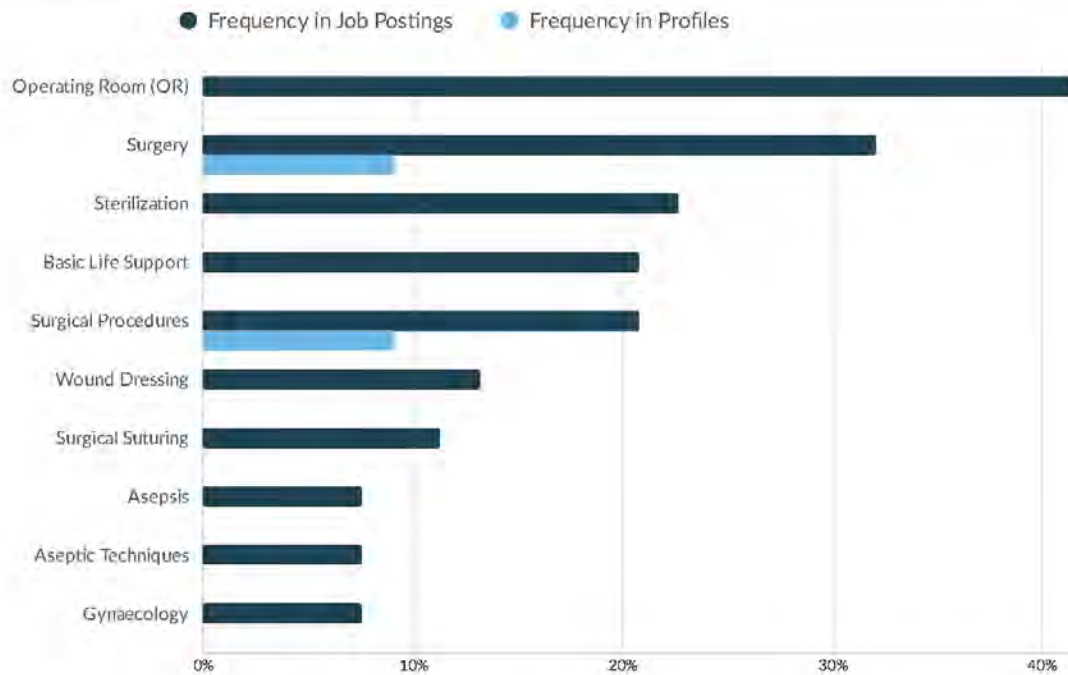


32 Day Median Duration

Posting duration is 1 day shorter than what's typical in the region.

| Top Companies | | Unique Postings | Top Job Titles | | Unique Postings |
|-------------------------------------|---|-----------------|-----------------------------------|----|-----------------|
| Grant Regional Health Center, In... | 3 | <div></div> | Surgical Technicians | 17 | <div></div> |
| Gundersen Health System | 3 | <div></div> | Surgical Techs | 9 | <div></div> |
| The Richland Hospital Inc | 3 | <div></div> | Surgical Technologists | 7 | <div></div> |
| Core Medical Group | 2 | <div></div> | Certified Surgical Technologists | 6 | <div></div> |
| Crossing Rivers Management | 2 | <div></div> | Certified Surgical Technicians | 4 | <div></div> |
| Cynet Systems Inc. | 2 | <div></div> | Operating Room Surgical Techni... | 2 | <div></div> |
| Focus Staff Services LP | 2 | <div></div> | Operating Room Technicians | 2 | <div></div> |
| Soliant Health, Inc | 2 | <div></div> | Travel Medical Technologists | 2 | <div></div> |
| Southwest Health, Ltd. | 2 | <div></div> | Travel Surgical Technicians | 1 | <div></div> |
| Total S.A. | 2 | <div></div> | Travel Surgical Technologists | 1 | <div></div> |

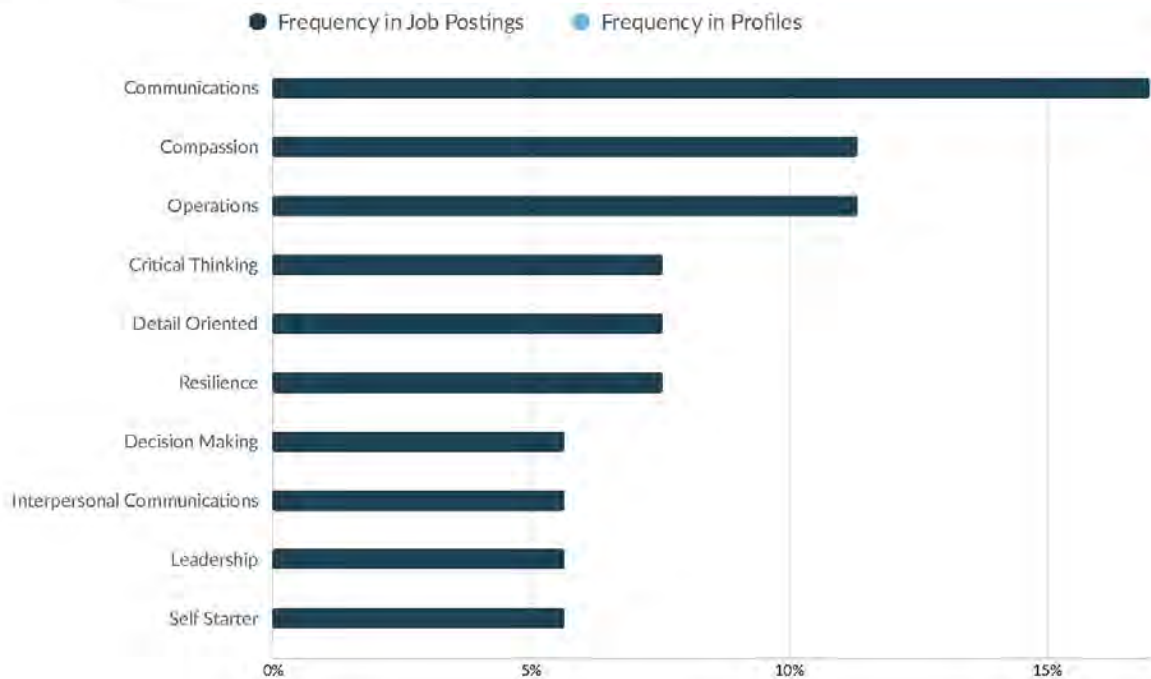
Top Hard Skills



| Skills | Postings | % of Total Postings | Profiles | % of Total Profiles |
|---------------------|----------|---------------------|----------|---------------------|
| Operating Room (OR) | 22 | 42% | 0 | 0% |
| Surgery | 17 | 32% | 1 | 9% |
| Sterilization | 12 | 23% | 0 | 0% |
| Basic Life Support | 11 | 21% | 0 | 0% |
| Surgical Procedures | 11 | 21% | 1 | 9% |
| Wound Dressing | 7 | 13% | 0 | 0% |
| Surgical Suturing | 6 | 11% | 0 | 0% |
| Asepsis | 4 | 8% | 0 | 0% |
| Aseptic Techniques | 4 | 8% | 0 | 0% |
| Gynaecology | 4 | 8% | 0 | 0% |



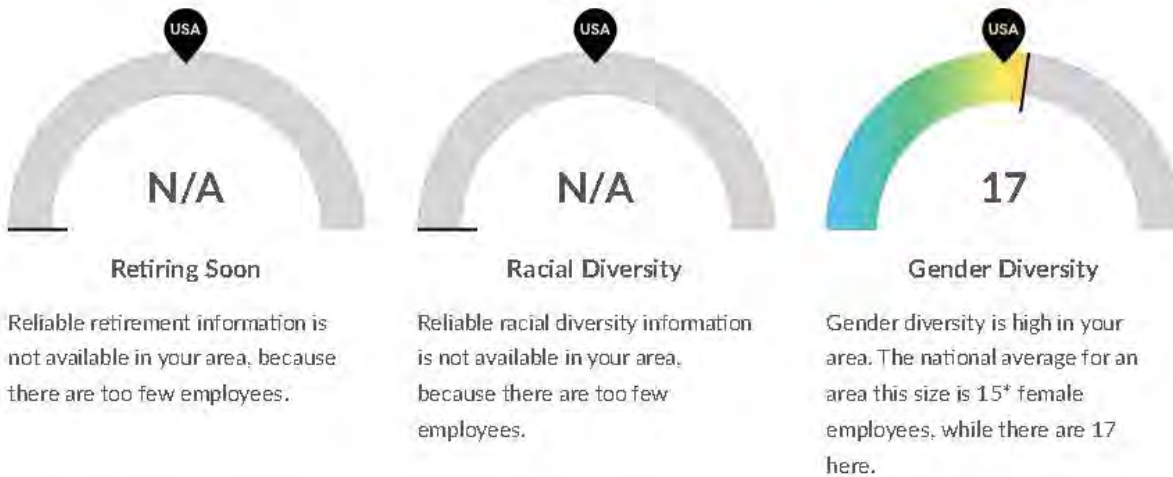
Top Common Skills



| Skills | Postings | % of Total Postings | Profiles | % of Total Profiles |
|------------------------------|----------|---------------------|----------|---------------------|
| Communications | 9 | 17% | 0 | 0% |
| Compassion | 6 | 11% | 0 | 0% |
| Operations | 6 | 11% | 0 | 0% |
| Critical Thinking | 4 | 8% | 0 | 0% |
| Detail Oriented | 4 | 8% | 0 | 0% |
| Resilience | 4 | 8% | 0 | 0% |
| Decision Making | 3 | 6% | 0 | 0% |
| Interpersonal Communications | 3 | 6% | 0 | 0% |
| Leadership | 3 | 6% | 0 | 0% |
| Self Starter | 3 | 6% | 0 | 0% |

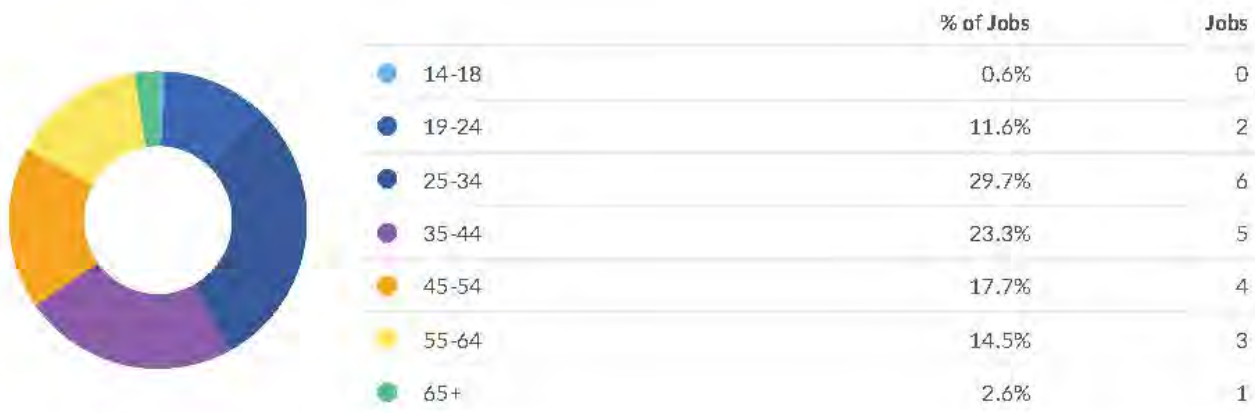
Demographics

Reliable Retirement and Diversity Information Is Not Available

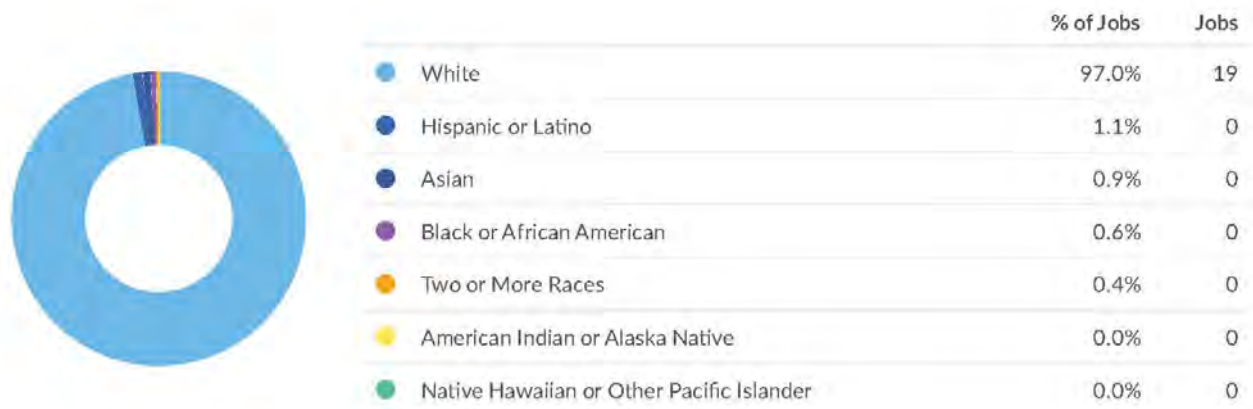


*National average values are derived by taking the national value for Surgical Technologists and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



Occupation Gender Breakdown





National Educational Attainment



Occupational Programs



0 Programs

Of the programs that can train for this job, 0 have produced completions in the last 5 years.



0 Completions (2019)

The completions from all regional institutions for all degree types.



2 Openings (2019)

The average number of openings for an occupation in the region is 8.

Not enough data to show the Top Programs section.

Not enough data to show the Top Schools section.



Appendix A - Data Sources and Calculations

Location Quotient

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

Occupation Data

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

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

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

Institution Data

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

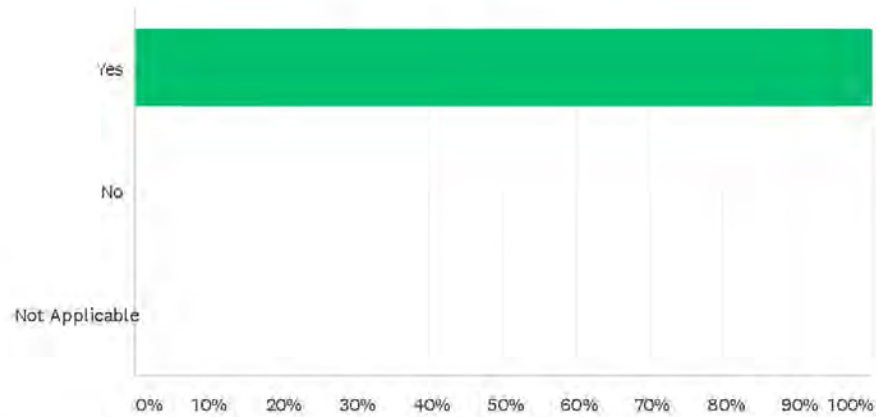
Attachment E

Documentation of Member Participation and Outcomes of Ad Hoc Group

Surgical Technology Needs Assessment Survey

Q1 Does your organization have difficulty finding qualified surgical technologists?

Answered: 8 Skipped: 0

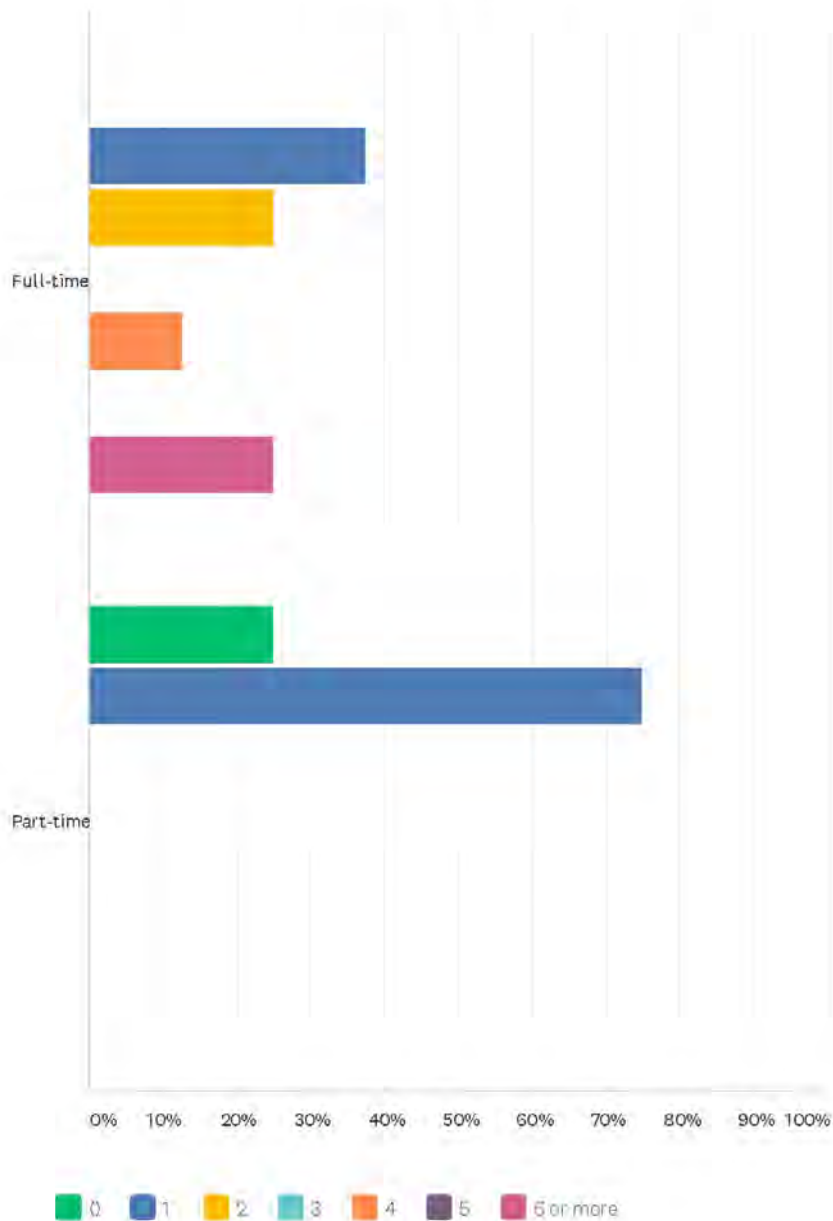


| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 100.00% | 8 |
| No | 0.00% | 0 |
| Not Applicable | 0.00% | 0 |
| TOTAL | | 8 |

Surgical Technology Needs Assessment Survey

Q2 Please indicate the number of surgical technologists CURRENTLY EMPLOYED in your organization.

Answered: 8 Skipped: 0



Surgical Technology Needs Assessment Survey

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 OR MORE | TOTAL |
|-----------|-------------|-------------|-------------|------------|-------------|------------|-------------|-------|
| Full-time | 0.00% 0 | 37.50% 3 | 25.00% 2 | 0.00% 0 | 12.50% 1 | 0.00% 0 | 25.00% 2 | 8 |
| Part-time | 25.00% 1 | 75.00% 3 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 4 |

Surgical Technology Needs Assessment Survey

Q3 Please complete the following information for the surgical technologists currently employed in your organization. Enter either \$/hour OR annual salary. If you do not currently employ a surgical technologist, please respond with what you would anticipate. (*NOTE: if more than one surgical technologist, please give best estimate or average of all surgical technologists; example: 1 surgical technologist at 40 hr/wk, 2 surgical technologist at 20 hr/wk: 80 hr/week divided by 3 surgical technologists = average 27 hr/week.)

Answered: 8 Skipped: 0

| ANSWER CHOICES | | RESPONSES | |
|----------------------------------|--|-----------|---|
| Average # hours worked per week: | | 100.00% | 8 |
| Average # weeks work per year: | | 100.00% | 8 |
| Average hourly wage, \$/hour: | | 87.50% | 7 |
| (or) Average annual salary: | | 12.50% | 1 |

| # | AVERAGE # HOURS WORKED PER WEEK: | DATE |
|---|----------------------------------|---------------------|
| 1 | 40 | 11/24/2020 11:53 AM |
| 2 | 36 | 10/20/2020 3:41 PM |
| 3 | 110 | 10/20/2020 12:55 PM |
| 4 | 32 | 10/20/2020 12:41 PM |
| 5 | 40 | 10/20/2020 11:08 AM |
| 6 | 40 + call | 10/20/2020 10:19 AM |
| 7 | 40 | 10/20/2020 10:10 AM |
| 8 | 40 | 10/20/2020 10:05 AM |
| # | AVERAGE # WEEKS WORK PER YEAR: | DATE |
| 1 | 52 | 11/24/2020 11:53 AM |
| 2 | 52 | 10/20/2020 3:41 PM |
| 3 | 52 | 10/20/2020 12:55 PM |
| 4 | 1664 | 10/20/2020 12:41 PM |
| 5 | 52 | 10/20/2020 11:08 AM |
| 6 | 46-48 | 10/20/2020 10:19 AM |
| 7 | 52 | 10/20/2020 10:10 AM |
| 8 | 52 | 10/20/2020 10:05 AM |

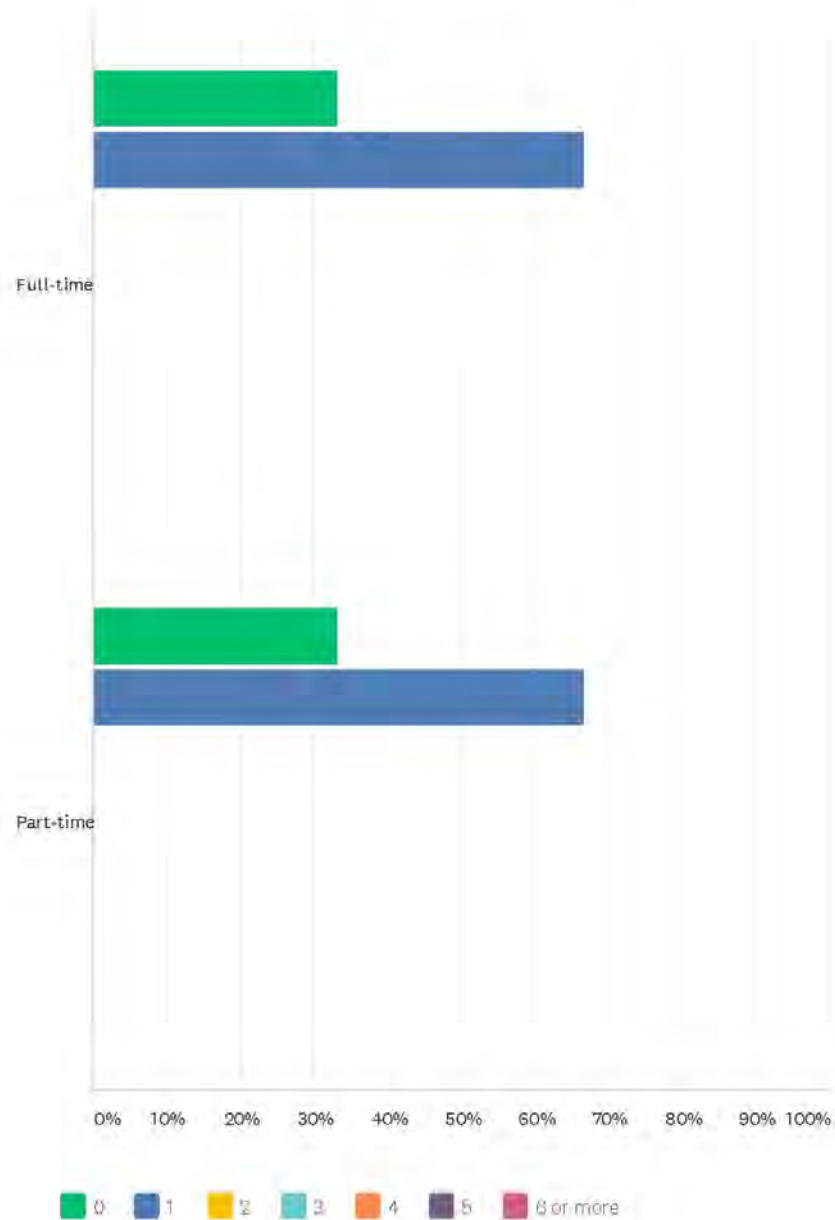
Surgical Technology Needs Assessment Survey

| # | AVERAGE HOURLY WAGE, \$/HOUR: | DATE |
|---|------------------------------------|---------------------|
| 1 | 24.53 | 11/24/2020 11:53 AM |
| 2 | 26.04 | 10/20/2020 3:41 PM |
| 3 | \$27 | 10/20/2020 12:55 PM |
| 4 | 27.00 | 10/20/2020 12:41 PM |
| 5 | 18.31 | 10/20/2020 11:08 AM |
| 6 | \$25.33 + incenvtives and call pay | 10/20/2020 10:19 AM |
| 7 | 24 | 10/20/2020 10:10 AM |
| # | (OR) AVERAGE ANNUAL SALARY: | DATE |
| 1 | \$59,407 | 10/20/2020 10:05 AM |

Surgical Technology Needs Assessment Survey

Q4 Please indicate the number of CURRENT surgical technologist JOB OPENINGS in your organization.

Answered: 8 Skipped: 0



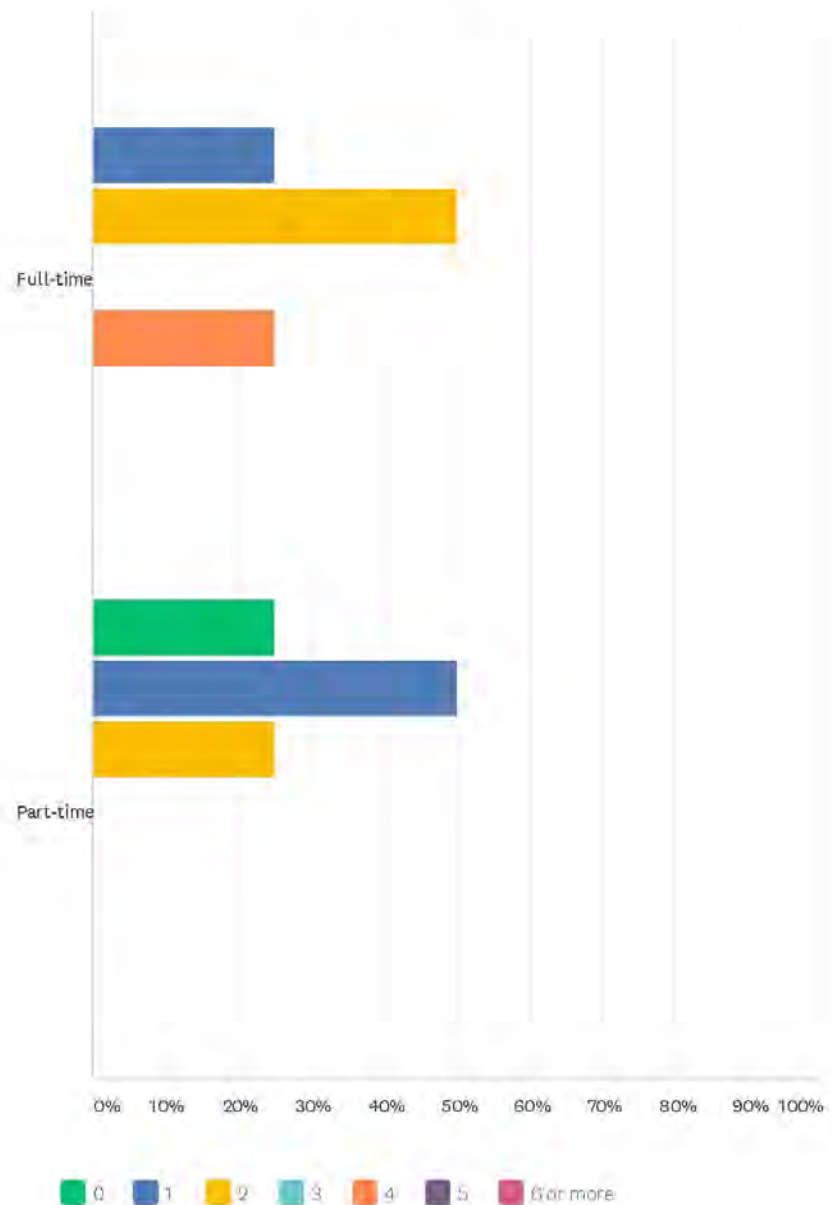
Surgical Technology Needs Assessment Survey

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 OR MORE | TOTAL |
|-----------|-------------|-------------|------------|------------|------------|------------|------------|-------|
| Full-time | 33.33% 2 | 66.67% 4 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 6 |
| Part-time | 33.33% 2 | 66.67% 4 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 6 |

Surgical Technology Needs Assessment Survey

Q5 Please indicate the number of FUTURE surgical technologist JOB OPENINGS in your organization over the course of the next 3 years.

Answered: 8 Skipped: 0



Surgical Technology Needs Assessment Survey

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 OR MORE | TOTAL |
|-----------|-------------|-------------|-------------|------------|-------------|------------|------------|-------|
| Full-time | 0.00% 0 | 25.00% 2 | 50.00% 4 | 0.00% 0 | 25.00% 2 | 0.00% 0 | 0.00% 0 | 8 |
| Part-time | 25.00% 1 | 50.00% 2 | 25.00% 1 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 4 |

Surgical Technology Needs Assessment Survey

Q6 How many individuals who are currently working at your organization would you encourage to obtain surgical technologist training?

Answered: 8 Skipped: 0



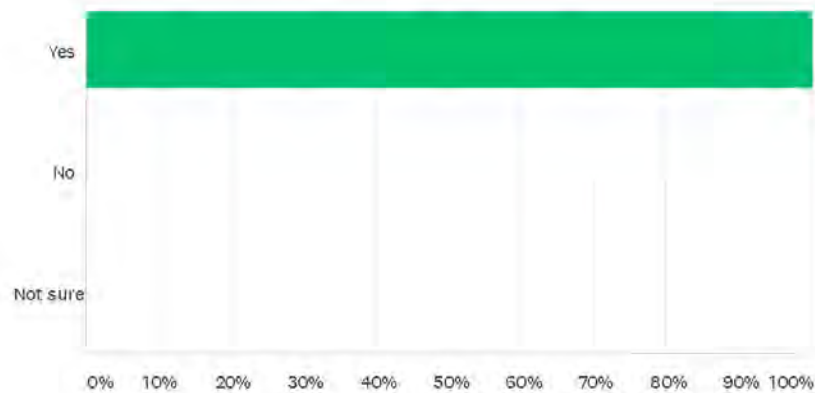
| ANSWER CHOICES | AVERAGE NUMBER | TOTAL NUMBER | RESPONSES |
|----------------------|----------------|--------------|-----------|
| # of employees | 3 | 27 | 8 |
| Total Respondents: 8 | | | |

| // | // OF EMPLOYEES | DATE |
|----|-----------------|---------------------|
| 1 | 2 | 11/24/2020 11:54 AM |
| 2 | 10 | 10/20/2020 3:41 PM |
| 3 | 3 | 10/20/2020 12:56 PM |
| 4 | 1 | 10/20/2020 12:41 PM |
| 5 | 0 | 10/20/2020 11:09 AM |
| 6 | 2 | 10/20/2020 10:20 AM |
| 7 | 3 | 10/20/2020 10:11 AM |
| 8 | 6 | 10/20/2020 10:06 AM |

Surgical Technology Needs Assessment Survey

Q7 Would you hire a graduate with a two-year Associate Degree in Surgical Technology?

Answered: 8 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 100.00% | 8 |
| No | 0.00% | 0 |
| Not sure | 0.00% | 0 |
| TOTAL | | 8 |

Surgical Technology Needs Assessment Survey

Q8 Please provide a reason, or brief explanation, as to what would make you more willing to hire a graduate with a two-year Associate Degree in Surgical Technology.

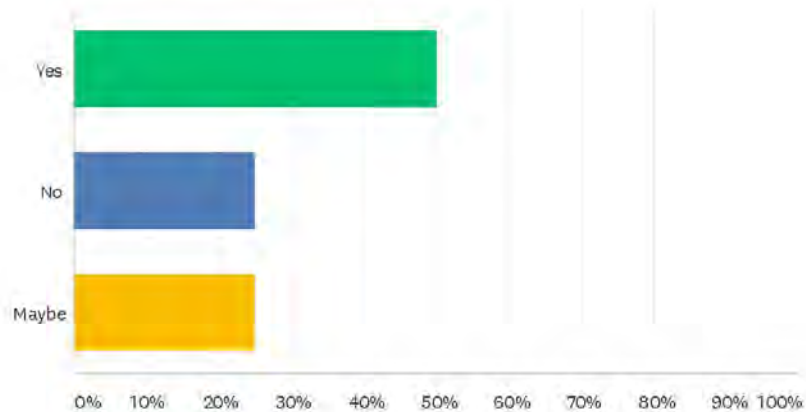
Answered: 0 Skipped: 8

| # | RESPONSES | DATE |
|---|-------------------------|------|
| | There are no responses. | |

Surgical Technology Needs Assessment Survey

Q9 Would you be interested in serving in an Advisory capacity for this new program? If so, please include the name of your business, your first and last name, e-mail address, mailing address and contact information.

Answered: 8 Skipped: 0



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|---|
| Yes | 50.00% | 4 |
| No | 25.00% | 2 |
| Maybe | 25.00% | 2 |
| TOTAL | | 8 |

Surgical Technology Needs Assessment Survey

Q10 Please complete the following information about your business/organization. All responses will be kept strictly confidential and will be used for the purpose of this Surgical Technology Program Needs Assessment only.

Answered: 6 Skipped: 2

| ANSWER CHOICES | | RESPONSES |
|-------------------------------|--|-----------|
| Your Name: | | 100.00% 6 |
| Business/Organization Name: | | 100.00% 6 |
| Address: | | 100.00% 6 |
| Address line 2: | | 16.67% 1 |
| City: | | 100.00% 6 |
| State: | | 100.00% 6 |
| Zip Code: | | 100.00% 6 |
| Your position title: | | 100.00% 6 |
| Email Address or Website URL: | | 100.00% 6 |
| Phone Number: | | 0.00% 0 |

| # | YOUR NAME: | DATE |
|---|-------------------|---------------------|
| 1 | Brenda Kreul | 10/20/2020 4:11 PM |
| 2 | Shannon Millin | 10/20/2020 3:42 PM |
| 3 | Kathleen Kuepers | 10/20/2020 11:11 AM |
| 4 | Stacy Martin | 10/20/2020 10:21 AM |
| 5 | Paul Skoraczewski | 10/20/2020 10:11 AM |
| 6 | Troy Marx | 10/20/2020 10:07 AM |

| # | BUSINESS/ORGANIZATION NAME: | DATE |
|---|---------------------------------------|---------------------|
| 1 | Gundersen Boscobel | 10/20/2020 4:11 PM |
| 2 | Southwest health | 10/20/2020 3:42 PM |
| 3 | Memorial Hospital of Lafayette County | 10/20/2020 11:11 AM |
| 4 | Grant Regional Health Center | 10/20/2020 10:21 AM |
| 5 | The Richland Hospital | 10/20/2020 10:11 AM |
| 6 | Upland Hillis Health | 10/20/2020 10:07 AM |

Surgical Technology Needs Assessment Survey

| # | ADDRESS: | DATE |
|---|-----------------------------|---------------------|
| 1 | 205 Parker Street | 10/20/2020 4:11 PM |
| 2 | 1400 Eastside Road | 10/20/2020 3:42 PM |
| 3 | PO Box 70 | 10/20/2020 11:11 AM |
| 4 | 507 S Monroe Street | 10/20/2020 10:21 AM |
| 5 | 333 East Second Street | 10/20/2020 10:11 AM |
| 6 | 800 Compassion Way | 10/20/2020 10:07 AM |
| # | ADDRESS LINE 2: | DATE |
| 1 | 800 Clay Street | 10/20/2020 11:11 AM |
| # | CITY: | DATE |
| 1 | Boscobel | 10/20/2020 4:11 PM |
| 2 | Platteville | 10/20/2020 3:42 PM |
| 3 | Darlington | 10/20/2020 11:11 AM |
| 4 | Lancaster | 10/20/2020 10:21 AM |
| 5 | Richland Center | 10/20/2020 10:11 AM |
| 6 | Dodgeville | 10/20/2020 10:07 AM |
| # | STATE: | DATE |
| 1 | WI | 10/20/2020 4:11 PM |
| 2 | WI | 10/20/2020 3:42 PM |
| 3 | WI | 10/20/2020 11:11 AM |
| 4 | WI | 10/20/2020 10:21 AM |
| 5 | WI | 10/20/2020 10:11 AM |
| 6 | WI | 10/20/2020 10:07 AM |
| # | ZIP CODE: | DATE |
| 1 | 53805 | 10/20/2020 4:11 PM |
| 2 | 53818 | 10/20/2020 3:42 PM |
| 3 | 53530 | 10/20/2020 11:11 AM |
| 4 | 53813 | 10/20/2020 10:21 AM |
| 5 | 53581 | 10/20/2020 10:11 AM |
| 6 | 53533 | 10/20/2020 10:07 AM |
| # | YOUR POSITION TITLE: | DATE |
| 1 | Director of Surgery | 10/20/2020 4:11 PM |
| 2 | Chief Clinical Officer | 10/20/2020 3:42 PM |
| 3 | CEO | 10/20/2020 11:11 AM |
| 4 | Director of HR | 10/20/2020 10:21 AM |
| 5 | VP-HR | 10/20/2020 10:11 AM |
| 6 | Director of Human Resources | 10/20/2020 10:07 AM |

Surgical Technology Needs Assessment Survey

| # | EMAIL ADDRESS OR WEBSITE URL: | DATE |
|-------------------------|--|---------------------|
| 1 | blkreul@gundersenhealth.org | 10/20/2020 4:11 PM |
| 2 | millins@southwesthealth.org | 10/20/2020 3:42 PM |
| 3 | kathy.kuepers@mymhlc.org | 10/20/2020 11:11 AM |
| 4 | www.grantregional.com | 10/20/2020 10:21 AM |
| 5 | paul.skoraczewski@richlandhospital.com | 10/20/2020 10:11 AM |
| 6 | marxt@uplandhillshealth.org | 10/20/2020 10:07 AM |
| # | PHONE NUMBER: | DATE |
| There are no responses. | | |

Attachment F

Summary of Discussions with WTCS Districts

10-512-1 Surgical Technology

| WTCS Institution | Program Enrollment | 2018 | 2019 | 2020 |
|-----------------------------------|--------------------|------------|------------|------------|
| BTC | Blackhawk | | | 41 |
| GTC | Gateway | 163 | 166 | 152 |
| MILW | Milwaukee | 157 | 203 | 192 |
| MPTC | Moraine Park | 65 | 82 | 78 |
| WCTC | Waukesha | 169 | 166 | 139 |
| WTC | Indianhead | 58 | 62 | 84 |
| Total Statewide Enrollment | | 612 | 679 | 686 |

31-512-1 Surgical Technologist

| WTCS Institution | Program Enrollment | 2018 | 2019 | 2020 |
|-----------------------------------|--------------------|------------|------------|------------|
| CVTC | Chippewa Valley | 16 | 17 | 16 |
| MDSN | Madison | 146 | 150 | 126 |
| MSTC | Mid-State | 51 | 82 | 52 |
| NTC | Northcentral | 62 | 44 | 37 |
| NWTC | Northeast | 102 | 85 | 87 |
| Total Statewide Enrollment | | 377 | 378 | 318 |

| | | | |
|---|------------|-------------|-------------|
| Total Statewide Enrollment for both programs | 989 | 1057 | 1004 |
|---|------------|-------------|-------------|

| Program | SOC (Occupation code) |
|------------------------------|-------------------------------|
| 105121 Surgical Technology | 292055 Surgical Technologists |
| 315121 Surgical Technologist | 292055 Surgical Technologists |

WTCS Assigned CIP (Program code)

51.0909 Surgical Technology/Technologist

Per Emsi:

No Programs offered in our 5-county district
Closest are Madison & Western

Other CIP related to 292055 SOC - Per IPEDS Crosswalk

51.0811 Pathology/Pathologist Assistant

None in WTCS

51.1012 Sterile Processing Technology/Technician

30-534-4 Central Service Technician
CVTC, WTC, BTC, WCTC, MILW, MSTC

for any of the above CIP codes



1800 Bronson Boulevard • Fennimore, WI 53809
toll free 800.362.3322 • fax 608.822.6019 • tdd 608.822.2072
www.swtc.edu

October 22, 2020

Kathleen Garrity
Chief Academic Officer
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

Dear WTCS Instructional Service Administrators:

Southwest Wisconsin Technical College (SWTC) is in the initial stages of the new program development process for a Surgical Technologist associate degree. I am writing to ask for your assistance as we prepare for submission to the Wisconsin Technical College System Board. As you know, during the Concept Review part of the process, any district with similar or the same programs are contacted to ascertain information. This letter serves as formal request for information you can share such as enrollments, placement rates, capital expenses, etc.

I truly appreciate any information you can provide by either forwarding your feedback to me or to our Dean of Health Occupations, Cynthia Larsen whose contact information is provided below. Either of us would be happy to discuss the details of SWTC's proposed program and to learn about your experience with your own program.

-Cynthia Larsen, Dean, Health Occupations and Services 608-822-2642, clarsen@swtc.edu

SWTC intends to file this documentation with the WTCS Office on November 16th, 2020. We will gladly incorporate any feedback you have on the topics outlined above. If you have any questions or concerns, please do not hesitate to contact me directly at 608-822-2471 or kgarrity@swtc.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Garrity", written over a light blue horizontal line.

Kathleen Garrity
Chief Academic Officer

FW: SWTC Notification: Initial stages of Surgical Technologist program development

You replied to this message on 11/6/2020 3:52 PM.

ISA Notice for SWTC Surgical Tech 10-2020.docx
Word Document

Good Afternoon Cynthia,

I'm writing to provide some information regarding the letter of intent for the development of a Surgical Technologist program. From the letter, it looks like you are going the route of the AAS Degree, which frankly, is the biggest consideration for programs right now. I would certainly recommend any new program go this route due to upcoming accreditation considerations. We are looking to transition our program to AAS by fall 2023. As we transition to the Associate Degree we want to be very mindful of writing the necessary curriculum to satisfy accreditation and employer standards, but being careful not to stretch into unnecessary curriculum courses. We currently admit 48 students per year and have a 90% placement rate. We want to be very strategic in our rollout of the Associate Degree curriculum to not prohibit getting qualified Surgical Technologists to our employers.

Other areas of feedback would be lab size depending on the cohort. The lab should be roomy enough for adequate demonstration and student flow. Students are on their feet a lot in lab, so it should be a comfortable space. Other than upfront equipment costs (which some items could potentially be donated) the ongoing capital requirements for ST are fairly benign compared to programs like Dental, Imaging, Nursing. The operational consumable supplies are significant. Again, we receive a large number of donations from clinical partners to help. Depending on your cohort size, instructional costs are a consideration. According to current accreditation, the lab courses have an instructor student ratio of 1:10, so you'll need to be mindful of that. We also send instructors with clinical groups for the first two rotations. The groups are sized anywhere from 4-6 per instructor depending on the facility and their wishes. We anticipate recruitment of qualified instructors may be an issue when we move to AAS. Most of the workforce right now is at the TD level, and some have moved to their AAS. With the accreditation move, instructors would need to be at the BS level so those will be harder to find (at least with the pool we've been using).

Please let me know if you have any additional questions. I would be happy to collaborate as you navigate launching your program!

| College | Program Type | Yearly Enrollment | 2nd Year Retention | Staffing | Cohort Year, 3rd Year Graduation | Fiscal Year, Graduate FU | Placement | Certification | Expenses | Contact | Other |
|-----------------|----------------------------|---|---|---------------------------|--|--|--------------------------------------|---|--|---|---|
| Blackhawk | AAS - started Fall of 2020 | 10 - Use a petition process | Not yet available | | | | Clinical sites are highly supportive | | | Melina Lafayette | |
| Gateway | AAS | 18 Each Fall | | 3 Full-Time Staff Members | | | 85% or >, often in clinical site | online CST examinations on the cohorts last day of their forth semester courses | | Laura Neil | |
| Gateway | AAS | 2017-18 - 165; 2018-19 = 166; 2019-20 = 132 | 2016-17 - 72.3%; 2017-18 55.6%; 2018-19 = 62.1% | | 2015-16 - 4.1%; 2016-17 - 9.2%; 2017-18 - 6.7% | 2015-16 - \$38,948 2016-17 - \$38,922 2017-18 - \$38,448 | | | | Michael Smith | |
| Chippewa | TD | | Retention challenges, Contemplating admission criteria. | | | | Excellent placement ~95% | Excellent CST rates ~95-100% first time rates. | Lab and instruction are costly. Clinical sites must document # of students will take per semester. | Shelly | |
| Madison College | TD (Transitioning to AD) | 20 with TD. May change with move to AD | | | | | 100% | | | Ashley ; Carolyn Steinhorn Program Director | Have a clinical contract with Southwest |
| Midstate | TD | 22.96 FTE year ending 2020. 52 Student headcount. | Retention is a challenge. Students report "not knowing what getting into". Course completion in General A&P, Biology, & Micro were low. | | | | 100% in 2019 | | | Chris Severson | |

| | | | | | | | |
|-----------|---------------------------------|----------------------|---|---|--|--------------|--|
| Milwaukee | TD w transition to AD Fall 2023 | Enroll 48 new yearly | The groups are sized anywhere from 4-6 per instructor depending on the facility and their wishes. We anticipate recruitment of qualified instructors may be an issue when we move to AAS. Most of the workforce right now is at the TD level, and some have moved to their AAS. | | | Riley | adequate for demonstration and student flow. Upfront equipment costs (which some items could potentially be donated) but ongoing capital requirements for ST are fairly benign compared to programs like Nursing. The operational consumable supplies are significant. Donations from clinical partners help. Depending on your cohort size, instructional costs are a consideration. According to current |
| WCTC | AAS | 19 | 3 Full-time and 4 adjunct faculty | Rates between 57%-88% during the 2016-2020 time frame | *\$10,000 per fiscal year and include things as professional memberships, lab supplies, instructional materials, wardrobe on equipment, etc. | Susan Eberle | *did just complete a remodel of our space which included 3 OR suites, 2 storage rooms, and a mock OR scheduling area which totaled approximately \$250,000. Most items sourced were refurbished which |

Wisconsin Technical College System
10-512-1 Surgical Technology Aligned Program System Wide Curriculum Profile
 Education Director – Kathy Loppnow
 Revised 1/27/2012
Surgical Technology Aligned Program (10-512-1) to be offered at all 16 Wisconsin Technical Colleges, as of the 2013 Academic Year

Total Program Credits

| Credit | Number |
|-------------------|-----------|
| Technical Core | 41 |
| General Education | 24 |
| Electives | 3 |
| Total | 68 |

Sample Program Configuration

Summer 1

| Course Number and Title | Credits | Function Code |
|---|-----------|---------------|
| 10-806-177 General Anatomy and Physiology | 4 | 6 |
| Total | 4 | |
| Semester 1 | | |
| 10-512-125 Intro to Surgical Technology (8 weeks) | 4 | 7 |
| 10-512-126 Surgical Tech Fundamentals 1 (8 weeks) | 4 | 7 |
| 10-512-127 Exploring Surgical Issues | 2 | 7 |
| 10-806-179 Advanced Anatomy and Physiology | 4 | 6 |
| 10-501-101 Medical Terminology | 3 | 7 |
| Total | 17 | |
| Semester 2 | | |
| 10-512-128 Surgical Tech Fundamentals 2 | 4 | 7 |
| 10-512-129 Surgical Pharmacology | 2 | 7 |
| 10-512-130 Surgical Skills Application | 2 | 7 |
| 10-806-197 Microbiology | 4 | 6 |
| 10-801-xxx Gen Ed-Any Comm Course from list | 3 | 6 |
| Total | 15 | |
| Semester 3 | | |
| 10-512-131 Surgical Interventions 1 | 4 | 7 |
| 10-512-132 Surgical Technology Clinical 1 (8 weeks) | 3 | 7 |
| 10-512-133 Surgical Technology Clinical 2 (8 weeks) | 3 | 7 |
| 10-801-xxx Gen Ed-Any Comm Course from list | 3 | 6 |
| 10-809-xxx Gen Ed.-Any Behavioral Science (any BE) Course from Gen Ed. List | 3 | 6 |
| Total | 16 | |
| Semester 4 | | |
| 10-512-142 Surgical Interventions II | 4 | 7 |
| 10-512-135 Surgical Technology Clinical 3 (8 weeks) | 3 | 7 |
| 10-512-136 Surgical Technology Clinical 4 (8 weeks) | 3 | 7 |
| 10-809-xxx Gen Ed.-Any Soc. Science Course (any SO) from Gen Ed. list | 3 | 6 |
| Elective | 3 | 4 |
| Total | 45 | 16 |

*Function in Program code in Program Curriculum System: 1=Occupation Specific, 2=Occupation Supportive, 4 = Elective, 6 = General Studies, 7 = Technical Studies

Alternate Courses

The clinical sequence can also be offered as three 4-credit courses or four 3-credit courses. Surgical Interventions 1 can be offered as one 4-credit course or two 2-credit courses. Note: Total clinical credits must remain at 12 and the total number of Surgical Intervention 1 credits must remain at 4. You must choose a complete sequence—not individual courses within the sequence.

Use the following course titles and numbers.

| Sequence A | Sequence B | Total Credits | Function Code |
|---|--|---------------|---------------|
| 10-512-132 Surgical Technology Clinical 1 (3 credits) | 10-512-137 ST Clinical Practice 1 (4 credits) | 12 | 7 |
| 10-512-133 Surgical Technology Clinical 2 (3 credits) | 10-512-138 ST Clinical Practice 2 (4 credits) | | |
| 10-512-135 Surgical Technology Clinical 3 (3 credits) | 10-512-139 ST Clinical Practice 3 (4 credits) | | |
| 10-512-136 Surgical Technology Clinical 4 (3 credits) | | | |
| 10-512-131 Surgical Interventions 1 (4 credits) | 10-512-140 Surgical Interventions 1A (2 credits) | 4 | 7 |
| | 10-512-141 Surgical Interventions 1B (2 credits) | | |

| General Studies Core | Course Title | Credits | Function |
|--|---|---------|----------|
| Social Science | Selection from available General Studies System-wide options at college | 3 | 6 |
| Communication | Selections from available General Studies System-wide options at college | 6 | 6 |
| Behavioral Science | Selection from available General Studies System-wide options at college | 3 | 6 |
| Math or Science | 10-806-177 Gen Anatomy & Physiology (4) 10-806-179 Adv Anatomy & Physiology (4) 10-806-197 Microbiology (4) | 12 | 6 |
| Total Required General Studies Credits | | 24 | |

Board Monitoring of College Effectiveness

A. Budget Priorities & Assumptions

Caleb White will present information relevant to the budget priorities and parameters. The budget priorities and assumptions and 2021-22 budget status are available below.



Priorities and Budget Assumptions for 2021-2022

1. Engage Students in High-Quality Learning
 - a. Academic Master Plan will be the guide for program investments.
 - b. Quality Improvement through Accreditation
2. Strengthen a Culture of Accountability
 - a. College Transformational Excellence – Enterprise Resource Planning system upgrades
 - b. More Students Learning More – Student Recruitment
3. Enhance the College's Economic Impact
 - a. Development of Charger Development Center for small business startups

Budget Assumptions for 2021-2022

- Slight increase in district net new construction valuation
- Slight increase in tuition rates
- General state aid appropriation is estimated to increase slightly
- Elimination of the online fee and application fee (\$163,000)
- Health and dental coverage rates are estimated to increase 2% and flat, respectively
- Gas, electric and water/sewer utility rates are estimated to be flat to an increase of 3%
- Grant funding is estimated to remain relatively flat.
- Wisconsin Retirement System contribution rate increased remained unchanged on January 1, 2021, staying at the 2020 rate of 6.75% (Southwest Tech's 50% share; employees contribute 50% of the whole)
- Projecting 1,250 FTEs for 2020-21 and we will begin the 2021-22 budget with a target of 1,250 FTEs
- 1.23% CPI base wage increase = \$148k.
- Performance management increases

Southwest Wisconsin Technical College
General Fund 2021-2022 Budgetary Development Status

| | 2019-20 | 2020-21 | 2020-21 | 2021-22 | |
|-----------------------------|-------------------|-------------------|------------------|-------------------|-----------------|
| | <u>Actual</u> | <u>Projected</u> | <u>Budget</u> | <u>Budget</u> | <u>Change</u> |
| REVENUES | | | | | |
| Local Government | 5,305,000 | | 5,366,000 | 5,545,000 | 179,000 |
| State Aids | 10,762,965 | | 10,310,500 | 10,603,000 | 292,500 |
| Program Fees | 4,498,373 | | 4,546,600 | 4,532,000 | (14,600) |
| Material Fees | 282,343 | | 286,000 | 284,000 | (2,000) |
| Other Student Fees | 522,807 | | 433,100 | 398,000 | (35,100) |
| Institutional | 1,775,918 | | 1,808,400 | 1,396,000 | (412,400) |
| Federal | <u>799,525</u> | <u>-</u> | <u>379,500</u> | <u>300,000</u> | <u>(79,500)</u> |
| Total Revenues | 23,946,931 | - | 23,130,100 | 23,058,000 | (72,100) -0.31% |
| EXPENDITURES | | | | | |
| Instruction | 13,974,073 | | 14,811,600 | 14,969,400 | 157,800 |
| Instructional Resources | 126,998 | | 143,900 | 143,800 | (100) |
| Student Services | 2,043,777 | | 2,140,400 | 2,425,100 | 284,700 |
| General Institutional | 4,987,213 | | 4,615,900 | 4,830,500 | 214,600 |
| Physical Plant | <u>1,878,757</u> | <u>-</u> | <u>2,070,300</u> | <u>2,151,000</u> | <u>80,700</u> |
| Total Expenditures | 23,010,818 | - | 23,782,100 | 24,519,800 | 737,700 3.10% |
| Net Revenue (Expenditures) | 936,113 | - | (652,000) | (1,461,800) | |
| Operating Transfer In (Out) | <u>170,200</u> | <u>-</u> | <u>6,000</u> | <u>-</u> | |
| Change in Fund balance | 1,106,313 | - | (646,000) | (1,461,800) | |
| Beginning Fund Balance | <u>8,931,137</u> | <u>10,037,450</u> | <u>9,446,137</u> | <u>10,037,450</u> | |
| Ending Fund Balance | <u>10,037,450</u> | <u>10,037,450</u> | <u>8,800,137</u> | <u>8,575,650</u> | |

B. Project RISE Update including Timekeeping RFP

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A PowerPoint is included below. Caleb White will update the Board on the Timekeeping Software RFP.

Southwest Wisconsin
TECHNICAL COLLEGE

Project RISE Update

February 2021

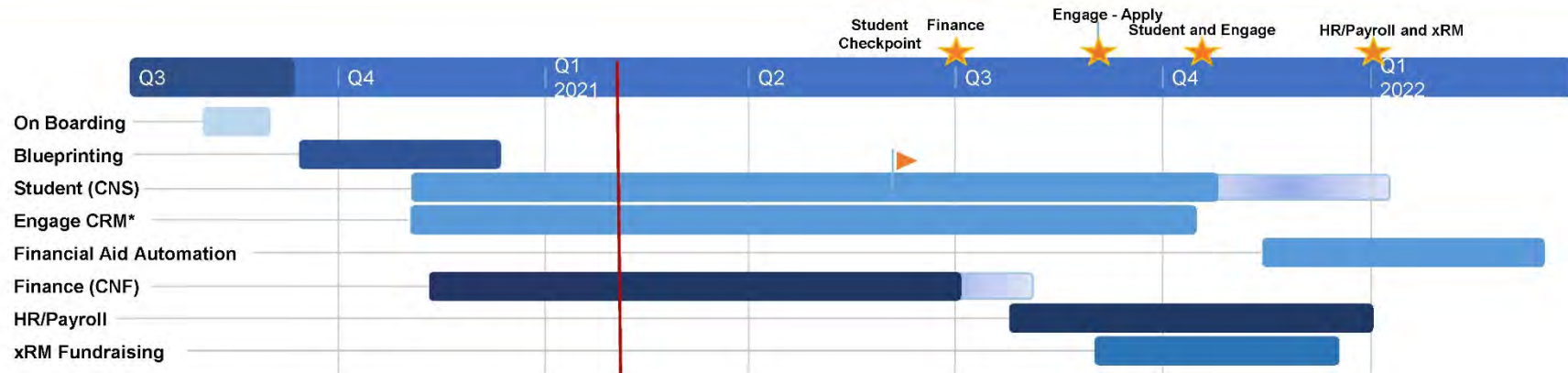


 anthology

RAISING & INNOVATING
THE STUDENT EXPERIENCE

CAMPUSWORKS
Insight. Ingenuity. Impact.

Schedule and Status



*Customer Relationship Management

✓ On Budget

✓ On Schedule



- ❖ Loading full Data, including legacy data into CNS may extend the timeline
 - ❖ Student(CNS) plan will evaluate go-live timing near the end of July
- ❖ Finance CNF will go-live at the start of the fiscal year, July 1.
 - ❖ Phase 2 will be implementation and rollout of new Budgeting features



Keeping our eye on the Student Experience

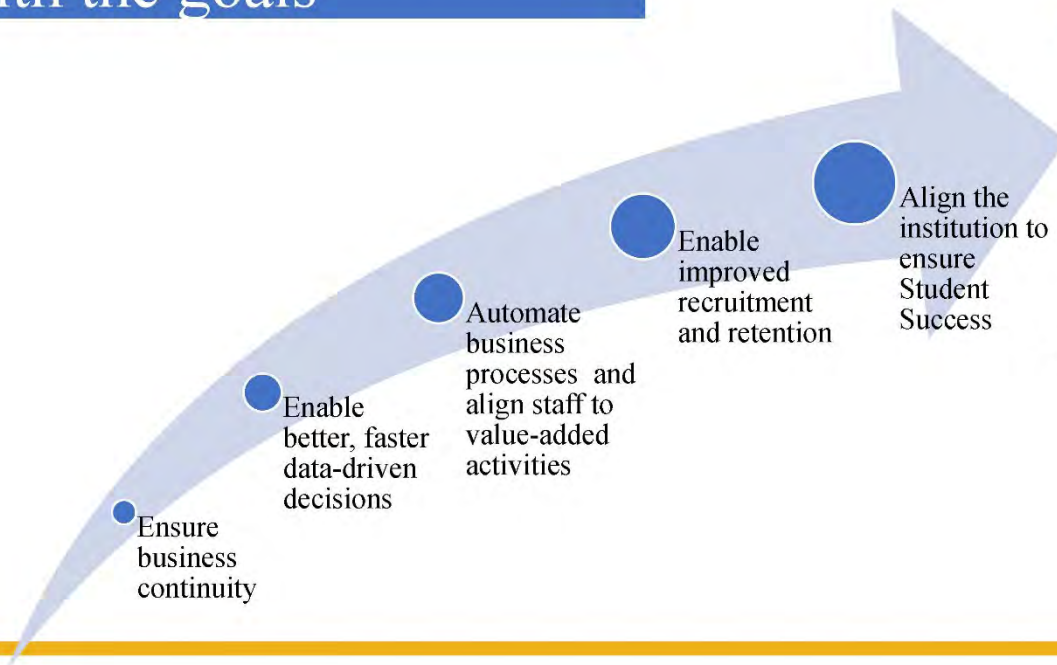


Highlighted Accomplishments

- ✓ Design & Blueprinting
- ✓ Data Mapping (Student & Engage)
- ✓ Configuration Phase 1 (Student)
- ✓ Data Pull 0 (Student)
- ✓ New GL Structure (Finance)



Keeping work aligned with the goals



World Class Student Experience



Risks

- Function Gaps
 - Continuing Ed (CE) Shopping Cart Experience
 - State Reporting by Fiscal Year
 - *Contract Courses and Charges*
 - *Course Versioning*
 - *Revenue tracking at the course level*

Assumptions

- None at this time

Issues

- None at this time

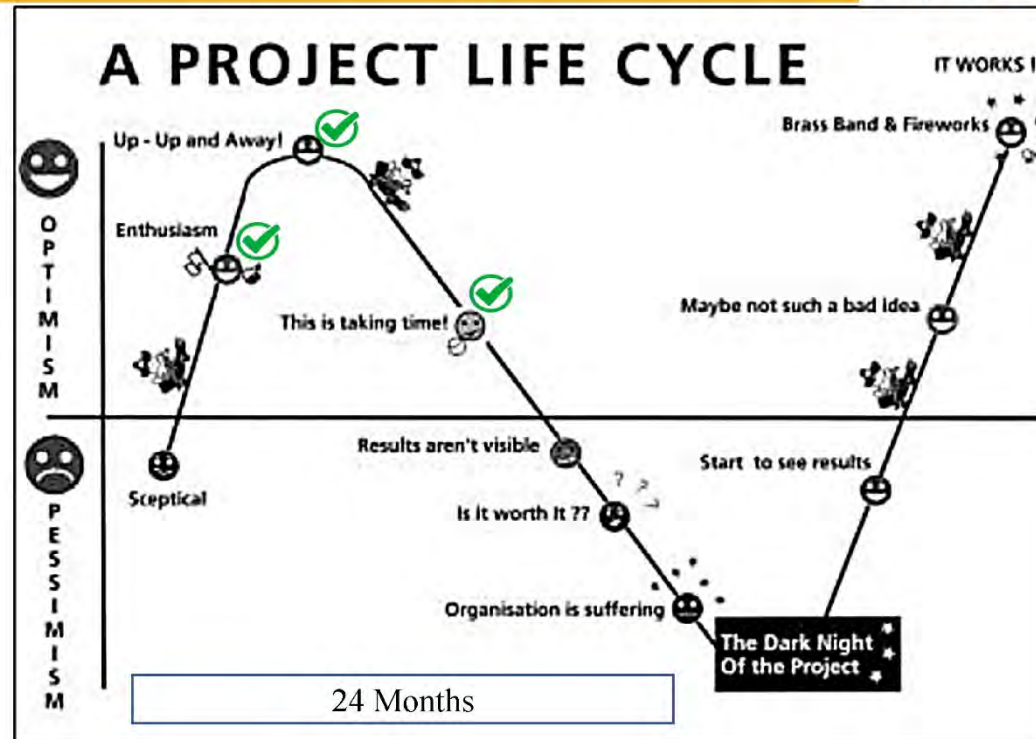
Dependencies

- ✓ Data Archiving or Full Data Load decision
 - Time Sheet 3rd Party Software choice
 - *Custom Transcripts*



Project Expectations

- Laying the groundwork for the next 20+ years will take time
- Teams will need to configure and learn a new system while maintaining the existing application.
 - This will be a lot of hard work!
 - There will be ups and downs during the project
- Trust that the work will be worth the outcome! A world class Student Experience



C. 10-year Facilities Plan

The long-range draft Facilities Plan is included below. Caleb White and Dan Imhoff, Director of Facilities, will be present to discuss the plan and answer any questions.

| to be completed | | | | | | | |
|---|-----------|--|--|--|---|-----------|--|
| Capital Spending | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | | |
| Instruction (program equipment) | | | | | | | |
| | 533,000 | 489,000 | 600,000 | 600,000 | 600,000 | | |
| Instruct. Resources (library/media equipment) | | | | | | | |
| | 75,000 | 64,000 | 75,000 | 75,000 | 75,000 | | |
| General Institutional (IT equipment) | | | | | | | |
| | 2,565,000 | 993,000 | 800,000 | 800,000 | 850,000 | | |
| Physical plant (furniture & facilities construction, remodeling, maintenance & equipment) | | | | | | | |
| | 102,000 | 255,000 | 200,000 | 200,000 | 200,000 | | |
| Required Maintenance Items | | | | | | | |
| Projects Completed | 418,000 | 500/600 lighting upgrade 30,000 | Upgrade lock system 275,000 | Upgrade existing clock system 20,000 | 400 RTU replace | 150,000 | |
| 600 HVAC units | 200,000 | Building 100/200 Clearstory replacement 175,000 | Lenz Center roof top units 400,000 | Building 1600 flooring 125,000 | Building 200 RTU #1 | 200,000 | |
| Building 500 Electrical service update | 45,000 | bridge crane for 1716 100/200 elevator upgrade 100,000 | Interior signage project 250,000 | 300 and Knox RTU's Building 500 Restroom upgrades 75,000 | 500 Air handling units replacement | 250,000 | |
| | | Building 300 Clearstory windows 95,000 | | | Building 100 RTU #3 Building 1600 lighting upgrades 125,000 | 225,000 | |
| | | | | Parking lot upgrades 100,000 | Building 2000/2200 lighting upgrade 45,000 | | |
| | | | | | Building 1700 lighting upgrade 100,000 | | |
| New Construction | | New Construction | | | | | |
| | | Dome 1,500,000 | | EPD/Fire Building 1,500,000 | | | |
| Remodeling | | Remodeling | | | | | |
| Auditorium project | 1,500,000 | Farmette improvements 100,000 | 300/400 remodel phase #3 (Lenz/Café/Culinary) 1,500,000 | 1700 charging stations 20,000 | 100/200 classroom, restroom, and office space | 350,000 | |
| | | Alternative Energy Project 150,000 | Alternative Energy Project 200,000 | Alternative Energy Project 200,000 | Remodel 2200 Storage/scenarios/showers | 150,000 | |
| | | | | | Outreach upgrade (Dodgeville, PDC, Darlington?) | 200,000 | |
| | | | | | Alternative Energy Project | 200,000 | |
| | 5,438,000 | 4,101,000 | 4,300,000 | 4,095,000 | | 3,820,000 | |

| | 2025-26 | | 2026-27 | | 2027-28 | | 2028-29 | | 2029-30 |
|---|------------------|--|------------------|-----------------------------------|------------------|---|------------------|--|--------------------|
| Instruction (program equipment) | | | | | | | | | |
| | 600,000 | | 600,000 | | 600,000 | | 600,000 | | 600,000 |
| Instruct. Resources (library/media equipment) | | | | | | | | | |
| | 75,000 | | 75,000 | | 75,000 | | 75,000 | | 75,000 |
| General Institutional (IT equipment) | | | | | | | | | |
| | 850,000 | | 900,000 | | 900,000 | | 900,000 | | 900,000 |
| Physical plant (furniture & facilities construction, remodeling, maintenance & equipment) | | | | | | | | | |
| | 200,000 | | 200,000 | | 200,000 | | 200,000 | | 200,000 |
| Required Maintenance Items: | | | | | | | | | |
| Burn Building - repair padgenite | 20,000 | 200/300 elevator upgrade | 100,000 | Building automalon system upgrade | | | | | |
| 1700 HVAC upgrade | 500,000 | Replace batteries in UPS system | 65,000 | 1600 Chiller/HVAC upgrades | 400,000 | College connection roof replacement | 125,000 | Building 1600 RTU | 300,000 |
| Charley's upgrade | 100,000 | 100 electrical service upgrade Building 200 electrical system upgrade | 75,000 75,000 | Parking lot upgrades | 100,000 | | | | |
| Building 1700 RUT/AHD | 750,000 | | | Caulk building 1700 | 100,000 | | | | |
| Farmette improvements | 70,000 | | | Building 150 RTU | 175,000 | | | Building 2000 upgrades Knox Learning Center upgrade | 150,000 125,000 |
| Building 500 roof Replacement | 200,000 | | | 1600 HVAC | 500,000 | | | | |
| | | | | | | | | | |
| | | Ag Center at PSC | 1,500,000 | | | Shooting range classroom/ indoor shooting facility | 1,500,000 | | |
| | | | | | | | | | |
| Outreach upgrade (Dodgeville, PDC, Darlington?) | 200,000 | Outreach upgrade (Dodgeville, PDC, Darlington?) | 200,000 | | | | | | |
| Alternative Energy Project | 200,000 | Alternative Energy Project | 200,000 | | | | | | |
| | | | | | | | | | |
| | <u>3,765,000</u> | | <u>3,990,000</u> | | <u>3,050,000</u> | | <u>3,400,000</u> | | <u>2,350,000</u> |

D. Inclusivity College Value

The College Council has been developing a new College Value on Inclusivity, under the direction of Krista Weber, Chief Human Resources Officer. Ms. Weber will get the Board's input on the draft value, which is included below.

A stylized graphic of a building with multiple windows, rendered in shades of blue, located on the left side of the slide.

Southwest Wisconsin
TECHNICAL COLLEGE

Inclusivity in the College Values

Current College Values

Learning. We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

Integrity. We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.



Current College Values

Partnerships. We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

Innovation. We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

Continuous Improvement. We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.



New College Value Proposal

Inclusivity - We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities in order to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.



College Value Revisions

We would like to return next month with additional recommendations for other values.

- Add inclusive language into other values.
- Reduce the number of values by aligning similar concepts





E. Staffing Update

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

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 - \$32.8 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 \$15.00 |
| 16 | Replacement - Holly Miller | Chief Student Services Officer | Holly Clendenen | 12/21/2020 | Salary Band E83 \$81,863 - \$118,702 Salary: \$112,000 |
| 17 | Replacements | Evening Custodians | Matt Nation | 2/1/2021 | Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.50 |
| 18 | Replacements | Evening Custodians | Robert Lund | 2/10/2021 | Hourly Range A12 \$15.61 - \$18.73 Hired at \$15.50 |

Staffing Update 2020-2021


| | Name | Title | Status and/or Additional Info | Effective Date | Funding Source &/or Estimated Wage Range/Hired Salary |
|----|--------------|--|--------------------------------------|-----------------------|--|
| 19 | Replacements | Evening Custodians | Austin Whiteaker | 2/15/2021 | Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00 |
| 20 | Replacements | Evening Custodians | Chris Reuter | 2/15/2021 | Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00 |
| 21 | Replacement | Financial Aid/Business Office Assistant (LTE) | Interviews Scheduled | 2/23/2021 | Hourly Band B22 \$18.26 - \$23.74 |

Information and Correspondence

A. Enrollment Report

- 1. FTE Comparison YOY Report**
- 2. Fall 2021 Application Report**

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are below.

|  | | 2019-2020 and 2020-2021 FTE Comparison | | | | | |
|---|--|--|-------------------|----------------|--------------|--------------|------------|
| Program Code | Program Title | 02-17-20 Students | 02-15-21 Students | Student Change | 02-17-20 FTE | 02-15-21 FTE | FTE Change |
| 10-101-1 | Accounting | 52 | 69 | 17 | 38.93 | 45.30 | 6.37 |
| 10-006-7 | Agribusiness Science & Technology - AgBus Mgmt | 14 | 9 | (5) | 14.13 | 4.47 | (9.67) |
| 10-006-5 | Agribusiness Science & Technology - Agronomy | 16 | 19 | 3 | 17.57 | 18.27 | 0.70 |
| 10-006-6 | Agribusiness Science & Technology - Animal Science | 28 | 20 | (8) | 28.50 | 16.57 | (11.93) |
| 10-102-3 | Business Management | 134 | 132 | (2) | 84.83 | 83.30 | (1.53) |
| 10-530-5 | Cancer Information Management | 95 | 109 | 14 | 50.97 | 55.47 | 4.50 |
| 10-504-X | Criminal Justice | 45 | 49 | 4 | 36.97 | 33.40 | (3.57) |
| 10-316-1 | Culinary Arts | 6 | 6 | - | 2.77 | 5.10 | 2.33 |
| 10-317-1 | Culinary Management | 5 | 2 | (3) | 4.80 | 1.53 | (3.27) |
| 10-510-6 | Direct Entry Midwife | 77 | 122 | 45 | 31.73 | 48.47 | 16.73 |
| 10-307-1 | Early Childhood Education | 46 | 63 | 17 | 32.53 | 43.57 | 11.03 |
| 10-620-1 | Electro-Mechanical Technology | 33 | 34 | 1 | 31.03 | 31.17 | 0.13 |
| 10-325-1 | Golf Course Management | 18 | 10 | (8) | 14.53 | 9.37 | (5.17) |
| 10-201-2 | Graphic And Web Design | 26 | 19 | (7) | 18.63 | 15.00 | (3.63) |
| 10-530-1 | Health Information Technology | 53 | 56 | 3 | 25.17 | 25.93 | 0.77 |
| 10-520-3 | Human Services Associate | 42 | 32 | (10) | 31.53 | 26.07 | (5.47) |
| 10-825-1 | Individualized Technical Studies | 2 | 3 | 1 | 1.00 | 1.40 | 0.40 |
| 10-620-3 | Instrumentation and Controls Technology | 10 | 4 | (6) | 7.57 | 0.90 | (6.67) |
| 10-150-2 | IT-Network Specialist | 23 | 32 | 9 | 13.27 | 18.70 | 5.43 |
| 10-196-1 | Leadership Development | 24 | 11 | (13) | 11.23 | 3.47 | (7.77) |

| Program Code | Program Title | 02-17-20 Students | 02-15-21 Students | Student Change | 02-17-20 FTE | 02-15-21 FTE | FTE Change |
|--------------|--|-------------------|-------------------|----------------|---------------|---------------|----------------|
| 10-513-1 | Medical Laboratory Technician | 21 | 21 | - | 16.37 | 14.57 | (1.80) |
| 10-196-6 | Nonprofit Leadership | | 1 | 1 | | 0.40 | 0.40 |
| 10-543-1 | Nursing-Associate Degree | 209 | 226 | 17 | 107.77 | 126.97 | 19.20 |
| 10-524-1 | Physical Therapist Assistant | 40 | 31 | (9) | 24.07 | 18.87 | (5.20) |
| 10-182-1 | Supply Chain Management | 44 | 26 | (18) | 25.50 | 11.70 | (13.80) |
| | Total Associate Degree | 1,063 | 1,106 | 43 | 671.40 | 659.93 | (11.47) |
| 31-101-1 | Accounting Assistant | 5 | 13 | 8 | 1.60 | 5.83 | 4.23 |
| 30-531-6 | Advanced EMT | 10 | | (10) | 1.33 | | (1.33) |
| 31-006-3 | Agribusiness Science & Technology - Agronomy Tech | | 1 | 1 | | 1.13 | 1.13 |
| 32-070-1 | Agricultural Power & Equipment Technician | 34 | 35 | 1 | 32.30 | 33.10 | 0.80 |
| 31-405-1 | Auto Collision Repair & Refinish Technician | 11 | 11 | - | 5.87 | 8.07 | 2.20 |
| 32-404-2 | Automotive Technician | 26 | 34 | 8 | 24.13 | 23.17 | (0.97) |
| 31-408-1 | Bricklaying & Masonry | 3 | | (3) | 1.33 | | (1.33) |
| 30-443-1 | Building Maintenance & Construction | 3 | 1 | (2) | 0.70 | 0.07 | (0.63) |
| 31-475-1 | Building Trades-Carpentry | 11 | 9 | (2) | 9.27 | 8.13 | (1.13) |
| 31-307-1 | Child Care Services | 8 | 4 | (4) | 3.83 | 2.70 | (1.13) |
| 30-420-2 | CNC Machine Operator/Programmer | 8 | 2 | (6) | 7.97 | 1.30 | (6.67) |
| 31-502-1 | Cosmetology | 29 | 19 | (10) | 19.83 | 13.60 | (6.23) |
| 30-504-2 | Criminal Justice-Law Enforcement 720 Academy | 17 | 14 | (3) | 12.23 | 9.33 | (2.90) |
| 31-317-1 | Culinary Specialist | 3 | | (3) | 1.47 | | (1.47) |
| 30-508-2 | Dental Assistant | 16 | 11 | (5) | 8.87 | 5.57 | (3.30) |
| 30-812-1 | Driver and Safety Education Certification | 26 | 21 | (5) | 5.80 | 4.80 | (1.00) |
| 31-413-2 | Electrical Power Distribution | 45 | 44 | (1) | 43.83 | 40.60 | (3.23) |
| 50-413-2 | Electricity (Construction) Apprentice | 19 | 20 | 1 | 2.47 | 3.03 | 0.57 |
| 30-531-3 | Emergency Medical Technician | 49 | 90 | 41 | 8.57 | 14.90 | 6.33 |
| 32-080-4 | Farm Operations & Management - Ag Mechanics | 2 | 9 | 7 | 1.67 | 7.47 | 5.80 |
| 31-080-6 | Farm Operations & Management - Crop Operations | 2 | 1 | (1) | 0.37 | 0.07 | (0.30) |
| 32-080-3 | Farm Operations & Management - Dairy | 18 | 8 | (10) | 17.17 | 5.97 | (11.20) |
| 31-080-3 | Farm Operations & Management - Dairy Technician | 3 | 3 | - | 0.87 | 0.67 | (0.20) |
| 31-080-2 | Farm Operations & Management - Farm Ag Maintenance | 13 | 4 | (9) | 5.67 | 2.40 | (3.27) |
| 32-080-6 | Farm Operations & Management - Livestock | 1 | 1 | - | 0.97 | 1.03 | 0.07 |
| 31-080-7 | Farm Operations & Management - Livestock Tech | 3 | | (3) | 1.77 | | (1.77) |

| Program Code | Program Title | 02-17-20 Students | 02-15-21 Students | Student Change | 02-17-20 FTE | 02-15-21 FTE | FTE Change |
|--------------|---|-------------------|-------------------|----------------|-----------------|-----------------|----------------|
| 50-413-1 | Industrial Electrician Apprentice | 8 | 10 | 2 | 1.40 | 1.67 | 0.27 |
| 31-620-1 | Industrial Mechanic | 2 | 3 | 1 | 1.53 | 2.83 | 1.30 |
| 31-154-6 | IT-Computer Support Technician | 26 | 10 | (16) | 20.47 | 7.30 | (13.17) |
| 31-513-1 | Laboratory Science Technician | 4 | 5 | 1 | 2.13 | 2.53 | 0.40 |
| 50-620-1 | Mechatronics Technician Apprentice | 6 | 5 | (1) | 1.60 | 1.27 | (0.33) |
| 31-509-1 | Medical Assistant | 33 | 43 | 10 | 24.57 | 34.33 | 9.77 |
| 31-530-2 | Medical Coding Specialist | 64 | 92 | 28 | 30.40 | 35.07 | 4.67 |
| 30-504-4 | Nail Technician | 2 | 2 | - | 0.37 | 0.87 | 0.50 |
| 30-543-1 | Nursing Assistant | 173 | 203 | 30 | 24.17 | 27.00 | 2.83 |
| 50-427-5 | Plumbing Apprentice | 20 | 18 | (2) | 3.52 | 2.52 | (1.00) |
| 31-504-5 | Security Operations | 2 | 1 | (1) | 1.20 | 0.70 | (0.50) |
| 31-182-1 | Supply Chain Assistant | 3 | 5 | 2 | 0.37 | 2.90 | 2.53 |
| 31-442-1 | Welding | 45 | 53 | 8 | 30.47 | 41.10 | 10.63 |
| | Total Technical Diploma | 753 | 805 | 52 | 362.05 | 353.02 | (9.03) |
| 20-800-1 | Liberal Arts - Associate of Arts | 24 | 32 | 8 | 8.50 | 9.97 | 1.47 |
| 20-800-2 | Liberal Arts - Associate of Science | 9 | 12 | 3 | 4.73 | 3.27 | (1.47) |
| | Undeclared Majors | 524 | 494 | (30) | 92.57 | 85.47 | (7.10) |
| | Total Liberal Arts & Undeclared Majors | 557 | 538 | (19) | 105.80 | 98.70 | (7.10) |
| | Total | 2,373 | 2,449 | 76 | 1,139.25 | 1,111.65 | (27.60) |
| | Percent of Change | | | | | | -2.42% |
| | Vocational Adult (Aid Codes 42-47) | 2,813 | 2,507 | (306) | 58.81 | 53.62 | (5.20) |
| | Community Services (Aid Code 60) | - | 48 | 48 | - | 0.16 | 0.16 |
| | Basic Skills (Aid Codes 73,74,75,76) | 283 | 167 | (116) | 32.33 | 28.93 | (3.40) |
| | Basic Skills (Aid Codes 77 & 78) | 674 | 303 | (371) | 36.57 | 11.40 | (25.17) |
| | Grand Total | 6,143 | 5,474 | (669) | 1,266.96 | 1,205.76 | (61.20) |
| | Total Percent of Change | | | | | | -4.83% |

Fall 2021 Application Report

| Program Application Comparison 2020/21 vs. 2021/22 | | | | | | | | |
|--|-----|----------|--------|-------|----------|--------|-------|-----|
| PROGRAM | CAP | 02/13/20 | | | 02/12/21 | | | YOY |
| | | IP | ACCEPT | TOTAL | IP | ACCEPT | TOTAL | |
| Accounting | | | 15 | 15 | 2 | 8 | 10 | -5 |
| Accounting Assistant | | | 2 | 2 | 1 | 2 | 3 | 1 |
| Agribusiness Science & Technology - Agbus Mgmt | 20 | | 6 | 6 | | 9 | 9 | 3 |
| Agribusiness Science & Technology - Agronomy | 20 | | 3 | 3 | | 10 | 10 | 7 |
| Agribusiness Science & Technology - Agronomy Tech | 20 | | 1 | 1 | | 0 | 0 | -1 |
| Agribusiness Science & Technology - Animal Science | 20 | | 14 | 14 | | 22 | 22 | 8 |
| Agricultural Power & Equipment Technician | 22 | | 28 | 28 | | 18 | 18 | -10 |
| Auto Collision Repair & Refinish Technician | 22 | | 17 | 17 | | 14 | 14 | -3 |
| Automotive Technician | 22 | | 29 | 29 | | 15 | 15 | -14 |
| Building Trades-Carpentry | 20 | | 19 | 19 | | 15 | 15 | -4 |
| Business Management | | | 31 | 31 | 12 | 13 | 25 | -6 |
| Cancer Information Management | 30 | 11 | 44 | 55 | 10 | 38 | 48 | -7 |
| Child Care Services | 13 | | 8 | 8 | 4 | 3 | 7 | -1 |
| CNC Machine Operator/Programmer | 5 | | 0 | 0 | | 0 | 0 | 0 |
| Cosmetology | 24 | | 13 | 13 | | 17 | 17 | 4 |
| Criminal Justice Studies | 70 | | 30 | 30 | | 13 | 13 | -17 |
| Criminal Justice-Law Enforcement 2 | | | | | | 15 | 15 | 15 |
| Culinary Arts | | | 4 | 4 | | | | -4 |
| Culinary Management | | | 1 | 1 | | | | -1 |
| Dental Assistant | 18 | | 21 | 21 | | 17 | 17 | -4 |
| Driver and Safety Education Certification | | | 0 | 0 | | 2 | 2 | 2 |
| Early Childhood Education | 28 | | 27 | 27 | 10 | 17 | 27 | 0 |
| Electrical Power Distribution | 44 | | 77 | 77 | | 83 | 83 | 6 |
| Electro-Mechanical Technology | 24 | | 23 | 23 | | 15 | 15 | -8 |
| Farm Operations & Management - Ag Mechanics | 20 | | 1 | 1 | | 8 | 8 | 7 |
| Farm Operations & Management - Crops Operations | 20 | | 2 | 2 | | | | -2 |
| Farm Operations & Management - Crops | 20 | | 1 | 1 | | | | -1 |
| Farm Operations & Management - Dairy | 20 | | 9 | 9 | | 4 | 4 | -5 |
| Farm Operations & Management - Dairy Technician | 20 | | 0 | 0 | | 1 | 1 | 1 |
| Farm Operations & Management - Farm Ag Maintenance | 20 | | 1 | 1 | | 0 | 0 | -1 |
| Farm Operations & Management - Livestock | 20 | | 0 | 0 | | 6 | 6 | 6 |
| Farm Operations & Management - Livestock Tech | 20 | | 1 | 1 | | 1 | 1 | 0 |
| Golf Course Management | | | 4 | 4 | | 9 | 9 | 5 |
| Graphic and Web Design | 25 | | 15 | 15 | | 10 | 10 | -5 |
| Health Information Technology | 22 | 1 | 12 | 13 | 9 | 18 | 27 | 14 |
| Human Services Associate | 31 | | 14 | 14 | | 19 | 19 | 5 |
| Industrial Mechanic | 6 | | 1 | 1 | | 2 | 2 | 1 |
| Instrumentation and Controls Technology | 6 | | 2 | 2 | | 0 | 0 | -2 |
| IT-Computer Support Technician | | | 10 | 10 | | 7 | 7 | -3 |
| IT-Network Specialist | | | 17 | 17 | | 16 | 16 | -1 |
| Laboratory Science Technician | 15 | | 0 | 0 | | 0 | 0 | 0 |
| Leadership Development | | | 1 | 1 | | 0 | 0 | -1 |

| PROGRAM | CAP | IP | ACCEPT | TOTAL | IP | ACCEPT | TOTAL | YOY |
|-------------------------------------|-----|------------|------------|------------|------------|------------|------------|-----------|
| Liberal Arts - Associate of Arts | | 13 | 1 | 14 | 10 | 10 | 20 | 6 |
| Liberal Arts - Associate of Science | | 9 | 0 | 9 | 2 | 2 | 4 | -5 |
| Medical Assistant | 32 | | 21 | 21 | | 23 | 23 | 2 |
| Medical Coding Specialist | 23 | 6 | 20 | 26 | 33 | 53 | 86 | 60 |
| Medical Laboratory Technician | 16 | 7 | 4 | 11 | 4 | 3 | 7 | -4 |
| Nail Technician | | | 1 | 1 | | 2 | 2 | 1 |
| Nonprofit Leadership | | | | | | 1 | 1 | 1 |
| Nursing-Associate Degree | 54 | 94 | 50 | 144 | 119 | 55 | 174 | 30 |
| Nursing-Associate Degree-Part-time | 28 | 1 | 23 | 24 | | 28 | 28 | 4 |
| Pharmacy Tech | | | 2 | 2 | | 1 | 1 | -1 |
| Physical Therapist Assistant | 18 | 11 | 14 | 25 | 11 | 8 | 19 | -6 |
| Supply Chain Assistant | | | 0 | 0 | | 0 | 0 | 0 |
| Supply Chain Management | | | 1 | 1 | 7 | 0 | 7 | 6 |
| Undecided | | 35 | 0 | 35 | 33 | 0 | 33 | -2 |
| Welding | 40 | | 53 | 53 | | 26 | 26 | -27 |
| TOTAL | | 188 | 694 | 882 | 267 | 659 | 926 | 44 |
| | | | | | | | | |
| PROGRAM | CAP | IP | ACCEPT | TOTAL | IP | ACCEPT | TOTAL | YOY |
| Direct Entry Midwife | 32 | 11 | 13 | 24 | 20 | 30 | 50 | 26 |
| Welding (January Start) | 20 | | 1 | 1 | | 0 | 0 | -1 |
| TOTAL | | 11 | 14 | 25 | 20 | 30 | 50 | 25 |

B. Chairperson's Report

1. District Boards Association – Nominations for Officers

Included below is a letter from the WTC District Boards Association seeking nominations for the District Boards Association's officers. Chairperson Bolstad will present this to the Board.



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

Date: January 29th, 2021

To: District Board Chairpersons and Association Board of Directors

From: District Boards Association 2021 Nominations Committee
Colleen Bates (Chippewa Valley)
Laverne Hays (Blackhawk)
Ed Lukasek (Western)
Lynneia Miller (Mid-State)
Jerry Worrick (Northeast Wisconsin)

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

The Nominations Committee is requesting your board's assistance by identifying any member you wish to be considered for nomination as a candidate for Association President, Vice President, or Secretary/Treasurer. This year's election of officers will take place at the Association's Virtual Annual Meeting on Friday, April 16th, 2021. The status of each current officeholder and expressions of interest received follow:

President

- **Vernon Jung**, Moraine Park, is completing a second one-year term and may not be reelected president. He will automatically become past-president when new officers are seated.
- **Betty Bruski Mallek**, Mid-State, would like to be considered for nomination as a candidate for president.

Vice President

- **Betty Bruski Mallek**, Mid-State, is completing a second one-year term and may not be reelected vice president.
- **Chuck Bolstad**, Southwest Tech, would like to be considered for nomination as a candidate for vice president.

Secretary/Treasurer

- **Chuck Bolstad**, Southwest Tech, is completing a second one-year term, and may not be reelected secretary/treasurer, but would like to be considered for nomination as a candidate for vice president seat.
- No expressions of interest have been received to date for this position

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

Please respond no later than Friday, April 9th, 2021. You may communicate any suggestions to Layla Merrifield, lmerrifield@districtboards.org, who will assure the committee receives them. You may also contact any member of the Nominations Committee directly. The Nominations Committee will then put forward a slate of candidates in advance of the annual meeting.

Association bylaws also allow for nominations from the floor at the election. Please note that a member must consent to serve if elected, whether placed on the slate by the Nominations Committee or nominated from the floor on Friday, April 16th, 2021.

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

cc: Offices of the College Presidents

2. Fennimore Schools / Southwest Tech Partnership

Mr. Bolstad and Ms. Wonderling will discuss the partnership between Fennimore Schools and Southwest Tech related to providing opportunities for Fennimore High School students to earn credits while in high school. Included below is a document outlining the partnership opportunities.

Fennimore Community School District
Fennimore, WI 53809



Boone Tollefson
MS & HS Principal
510 7th Street
Fennimore, WI 53809
(608)822-3245 Fax (608)822-3247

Memo

To: Mrs. Wonderling & School Board
From: Boone Tollefson, Principal
Date: February 24, 2021
Re: 2019-2020 SWTC Credit/Career Prep and 2021 CLEP Update

Fennimore High School students have been working diligently to earn college credits. This information provides a summary of what our partnerships with SWTC helped our students achieve during the 2019-2020 school year and how our first CLEP tests have gone.

Advanced Standing Credit

High school course that meets the competencies of a technical college course. Students earning a B or better are awarded the course credit upon enrollment in a program at the technical college.

Transcripted Credit

College-level course taught by a WTCS certified high school instructor at the high school during the traditional school day. Students receive technical college credit upon completion of the course.

Start College Now

The Start College Now program is an opportunity for students in grades 11 and 12 currently enrolled in a Wisconsin public high school to attend a Wisconsin technical college for the purpose of taking one or more courses to earn credit toward a high school diploma and a college degree at the same time.

Welding Academy

Students interested in a career in welding can get a head start on SWTC's program by participating in our Welding Academy partnership program. This program allows students to earn credits at FHS and SWTC and save approximately \$1,220 toward eventual completion of the SWTC program. Students who successfully complete the program are guaranteed entry into the welding program after graduation.

CLEP Testing

The College Level Examination Program (CLEP) is a program that enables students to earn college credit for introductory-level courses by achieving satisfactory scores on subject-specific tests. CLEP is accepted by nearly 3,000 colleges and universities. A qualifying test score can earn a student three to 12 college credits, depending on the college's policy, allowing students to save money on tuition, skip unnecessary courses and speed up graduation. Most exams are 90-minutes long and consist of multiple choice questions. Students should check with their university's policy on granting credit for specific CLEP exams before registering for, studying for or taking any exams.

Fennimore High School Dual Credit Opportunities

| | |
|---------------------|---|
| Advanced Standing | <u>Course</u> |
| | Agribusiness Management Animal Science |
| Transcripted Credit | Accounting I |
| | Automotive Maintenance |
| | Beginning Microsoft Access |
| | Beginning Microsoft Excel |
| | Beginning Microsoft Word |
| | Consumer Equipment Maintenance & Repair |
| | GMAW-Carbon Steel (S Process) |
| | Intermediate Microsoft Excel |
| | Intermediate Microsoft Word |
| | Microsoft PowerPoint |
| | Oral/Interpersonal Communication |
| | Personal Finance |
| | Plant Science |
| | QuickBooks |
| | SMAW |
| | SMAW-Equipment |

Fennimore Transcripted Credit Summary

16 courses with 346 students enrolled
 332 students completed courses (96%)
 481 credits were earned

Total Tuition Value = \$74,352.39

Fennimore High School Start College Now Participation

| | |
|--------------|-------------|
| Fall, 2019 | 10 students |
| Spring, 2020 | 15 students |

Fennimore High School/SWTC Summer School Participation 2020

| | |
|-------------|-------------------|
| 13 students | 60 credits earned |
|-------------|-------------------|

Fennimore High School Welding Academy Participation

| | |
|---------------|-----------------------|
| Class of 2020 | 4 students |
| Class of 2021 | 4 students |
| Class of 2022 | 5 students interested |

CLEP Test Results

| | |
|---------------------|--|
| College Precalculus | 2 of 2 students passed and earned credit |
| College Algebra | 4 of 5 students passed and earned credit |

Source:

Southwest Wisconsin Technical College and Southwest Wisconsin Career Prep Consortium
 (2021). *Annual Report 2019-2020* (Publication). Fennimore, WI: Southwest Wisconsin Technical College.

C. College President's Report

- 1. WTCS Update**
- 2. College Happenings**

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Bid: Timekeeping System
2. RFP: External Auditor
3. Academic Master Plan
4. Board Monitoring Report – Quality Teaching & Learning
5. WI Technical College Employee Benefits Consortium Update

B. Time and Place

Thursday, March 25, 2021, at 7:00 p.m. via Zoom.

Adjourn to Closed Session

B. Consideration of adjourning to closed session for the purpose of:

1. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Discussing specific personnel issues per Wisconsin 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. Discussing the President's Contract per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

C. Approval of Closed Session Minutes of January 28, 2021

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment