



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

June 24, 2021

Southwest Tech
Conference Room 430
1800 Bronson Boulevard
Fennimore, WI 53809

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, June 24, 2021

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

Conference Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The June 24, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

1. Universal Design

Chris Bowers, Disability Services Specialist, will present what Universal Design is and how it affects an environment to ensure it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

CONSENT AGENDA

A. Approval of Agenda

The June 24, 2021, agenda is included with the electronic Board material.

B. Minutes of the Regular Board Meeting of May 21, 2021

Minutes of the May 21, 2021, Board meeting and retreat 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 80 contracts totaling \$1,369,305.21 in May 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation, four promotions, and three resignations are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

F. Southwest WI Workforce Development Board Lease

Included in the electronic Board material is a 12-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

G. 2021-22 WTC District Boards Association Membership Renewal

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$22,415.26, an decrease of \$171.76, is available electronically with all other Board material.

Recommendation: *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. Student Organizations

Student Senate has approved the formation of two new student clubs. Robin Hamel, Student Life Coordinator, will present the clubs' missions and goals at the Board meeting. Enclosed with the electronic Board material are the summaries of the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Also included in the electronic material is a Student Advisor Agreement approved by Student Senate. Ms. Hamel is seeking approval of the two clubs and the Student Advisor Agreement.

Recommendation: *Approve the LGBTQIA+ Charger Alliance, the Southwest Tech Student Veterans Club, and the Student Advisor Agreement.*

B. 2021-22 Budget

Caleb White will present the 2021-22 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

Recommendation: *Approve the 2021-22 Budget as presented.*

C. RFP 2021-06: Universal Design Training

A Request for Proposals (RFP) was put out to the public for Universal Design Training, which would be training on Universal Design delivered to approximately 25 Southwest Tech staff and faculty with both synchronous and asynchronous components. The public opening was held on May 4, 2021, and two proposals were received. Chris Bowers will present the summary of the proposals, which is included in the electronic Board material, at the Board meeting.

Recommendation: *Award the contract for Universal Design Training to Landmark College, Putney, VT, for a total of \$102,110. This project will be paid for with Federal Relief grant funds.*

D. Dodgeville Outreach Site Lease

Krista Weber will present a lease agreement for a temporary location for the Dodgeville Outreach Site. The lease is a month-to-month lease for approximately 600 square feet located at Dodgeville Family Chiropractic & Wellness Center at 1206 N. Johns Street. The lease agreement is included with the electronic Board meeting information.

Recommendation: *Approve the lease agreement with Dodgeville Family Chiropractic & Wellness Center to lease approximately 600 square feet of space to be used as the temporary Dodgeville Outreach Site, located at 1206 N. Johns Street, Dodgeville, WI. The month-to-month lease will commence on June 28, 2021, at a monthly rate of \$700.*

E. Degree Attainment for Doctoral Degrees (Faculty)

Krista Weber will present a proposal to address a disparity in faculty and staff doctoral degree attainment. The proposal is included in the electronic Board material.

Recommendation: *Approve the proposal for faculty who obtain a doctoral degree to be eligible for a base salary increase of 2.5% as part of the reclass process.*

F. 2021-22 Board Monitoring Schedule

Included with the electronic Board material is the 2021-22 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

Recommendation: *Approve the 2021-22 Board Monitoring Schedule as presented.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. College Culture Monitoring Report

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

B. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. 2020-21 FTE Comparison YOY Report
2. 2021-22 FTE Comparison YOY Report

The 2020-21 Comparison Enrollment Report and the 2021-22 Comparison Enrollment Report are included in the electronic Board material.

B. Chairperson's Report

1. District Boards Association Committee Assignments

C. College President's Report

1. Alternative Energy Plan
2. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Oath of Office
2. Election of Officers
3. Three-year and ten-year Facilities Plans
4. Boscobel Outreach Site Lease
5. Joint Meeting of the District Board, Foundation Board, and Real Estate Foundation Board

B. Time and Place

Monday, July 12, 2021 – 5:00 p.m., Southwest Tech - Conference Room 430 at 1800 Bronson Boulevard, Fennimore, WI.

ADJOURN TO CLOSED SESSION

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

1. **Discussing a specific personnel issue 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 May 24, 2021

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The June 24, 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

1. Universal Design

Chris Bowers, Disability Services Specialist, will present what Universal Design is and how it affects an environment to ensure it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, June 24, 2021

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The June 24, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Universal Design

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of May 21, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Southwest WI Workforce Development Board Lease
- G. 2021-22 WTC District Boards Association Membership Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Student Organizations
- B. 2021-22 Budget
- C. RFP 2021-06: Universal Design Training
- D. Dodgeville Outreach Site Lease
- E. Degree Attainment for Doctoral Degrees (Faculty)
- F. 2021-22 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. College Culture Monitoring Report
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of:
 - 1. Discussing a specific personnel issue 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 May 24, 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 and Retreat of May 24, 2021

**MINUTES OF THE
REGULAR MEETING / RETREAT OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 21, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting/retreat commencing at 3:05 p.m. on May 21, 2021. The following members were present:

David Blume, Charles Bolstad, Tracy Fillback, Melissa Fitzsimons (joined via videoconference), 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, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, Jake Wienkes, and Caleb White. Public present included Kent Enright and Sarah Delege, Campus Works Project Manager.

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

Friday, May 21, 2021

3:00 p.m. – Board Retreat/Meeting
Southwest Tech Campus, Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The May 21, 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, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

BOARD RETREAT

- A. Tour of Campus & Recognition of Staff
- B. Plan for Input on Trends
- C. Discussion on Board Member Development and Executive Leadership Ad-Hoc Committee
- D. President/Board Dialog – Initial Trends from the Board's Perspective

5:30 p.m. – Dinner

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

6:00 p.m. – Regular Board Meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. District Boards Association Update & Policy Governance

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 22, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. ACCT Membership Renewal
- G. UMOS Lease
- H. Forward Services Lease
- I. Clarity Clinic Lease
- J. Public Safety Complex Hay Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. Second Reading of Governance Policy 4.4 - College Values
- B. Bid: Building 700 Demolition
- C. RFP: Timekeeping System
- D. 2021-22 Compensation & Health Insurance Plan
- E. Darlington Outreach Site Lease
- F. Prairie du Chien Outreach Site Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update

- B. Board Monitoring Report – Fiscal Sustainability
- C. 2021-22 Budget Update
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of:
 - 1. Discussing President's Contract and Evaluation 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 April 22, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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The Board members were provided a tour of newly renovated areas including the Bookstore and Auditorium along with academic labs in Health Care and Agriculture. The Board recognized the staff members who coordinated the STAR event including Amy Campbell, Holly Crubel, Nicole Nelson, Annetta Smith, Ashley Crubel, Eric Rohn, Stephanie Brown, Kaye Woodke, Chris Bowers, Darnell Wiegman, and Mackenzie Marovets.

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, and Katie Glass, Executive Director of Marketing & Recruitment, are leading the efforts on soliciting stakeholder feedback on trends in the industry and community. This outreach campaign will go from May 2021 through February 2022 and the primary outcomes of the campaign are to inform and guide the five-year Strategic Plan and the ten-year Facilities Master Plan as well as inform, guide, and set the stage for a Fundraising Priorities Plan. Activities include in-person interviews with regional industry sector employer partners

and focus group meetings with K-12 related partners and parents. Dr. Dachelet and Ms. Glass led an activity with the Board focused on soliciting feedback from employers.

President Wood led discussions on board member development and the proposed Executive Ad-Hoc Committee. Discussion focused on the article, "Ten Proactive Questions Every Board Member Should Be Asking" and Carver's Policy Governance model. The purpose of the ad hoc committee would be visionary and focused on long-term planning and would not be a decision-making body. The ad hoc committee topic will be brought back to the Board.

The agenda item on Input on initial trends related to industry and community needs from the Board's perspective was tabled.

The Board recessed at 5:33 pm for dinner for social purposes only with no College business conducted. The Board meeting reconvened at 6:17 pm.

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on legislative activities and information related to Carver's Policy Governance model. Ms. Merrifield highlighted recent legislative hearings on the bill to repeal Statute 36.31 (1) and to amend 36.31 (2), which would eliminate certain restrictions on the respective educational roles of the UW System and the WTCS. She thanked Dr. Wood for his partnership in advocating for the WTCS at the legislative hearings. Another issue related to the WTCS is general aid and how the legislature will provide additional funding to the System. The WTCS had requested \$12 million annually and the Governor put in \$18 million in his general budget for the WTCS.

Ms. Merrifield also reviewed Policy Governance. She noted the governing board sets the vision for the organization and focuses on the big picture of what the college means to Southwest Wisconsin and the community. In Policy Governance, the responsibility and authority to accomplish the purposes of the organization are delegated to the CEO with the Board setting the parameters for the means.

The Board reviewed the Consent Agenda including the May 21 2021, agenda; April 22, 2021, Board meeting minutes; financial reports; 12 contracts totaling \$67,306.95 in April 2021; employment recommendations for Angela Moyer – Physical Therapist Assistant Instructor and Sasha Annan – Data Analytics/Data Analytics Instructor; the promotion of Kim Schmelz to the Director of Foundation; the Association of Community College Trustees membership renewal in the amount of \$3,540; a 24-month lease for UMOs, Inc., to lease 145 square feet of space at the Richland Center Outreach site; a 12-month lease for Forward Services to rent 100 square feet of space at the Richland Center Outreach Site; a lease for Clarity Clinic to rent 821 square feet on the main campus; and a 5-month lease for Winch's Pine Grove Farms, LP, Fennimore, to rent 2.8 acres of hay ground on the Public Safety Complex. Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Fillback seconded the motion; motion carried on a voice vote.

The Board was presented with the second reading of Governance Policy 4.4 – College Values. The Board had approved the first reading at the April 22, 2021, Board meeting. The College Values are being modified to include an Inclusivity Value and the current six values will be combined into four – Integrity, Learning, Accountability, and Continuous Improvement. The principles from the Values of Partnerships and Innovation have been incorporated into the five Values. Mr. Tuescher moved to approve the second reading of Governance Policy 4.4 – College Values, as presented. Mr. Blume seconded the motion, which was unanimously approved.

The College sought bids to demolish Building 700 in its entirety and prepare the site for parking. The bids were opened on May 11, 2021, with five vendors providing bids. The recommended bid included the abatement costs. The Board members were reminded that this is part of the 10-year Master Facilities Plan with the potential of a future project. Razing the building does not require WTCS State Board approval. Mr. Tuescher moved to accept the low bid for the Building 700 Demolition Project in the amount of \$57,750 to Robinson Brothers Environmental, Inc. of Waunakee, WI. Ms. Wallin seconded the motion; motion carried.

Proposals were sought to provide an electronic timekeeping system for the College that will include integration with Anthology/Campus Nexus Finance, HR & Payroll. The proposals were opened on February 24, 2021, with two proposals received. Caleb White and Connie Haberkorn, HR/Benefits & Compensation Manager, presented the summary of the proposals. Additional analysis was completed to determine the right fit with the new ERP and the recommended system is a preferred partner with Anthology and will accommodate all employees including students, adjuncts, and regular employees. Mr. Tuescher moved to award the contract for Timekeeping System to TimeClock Plus, LLC, San Angelo, TX, for a five-year cost of ownership of \$127,525 (Implementation cost = \$18,900; Annual subscription = \$21,725) Ms. Jordie seconded the motion, which carried on an unanimous vote.

Caleb White, Connie Haberkorn, and Krista Weber presented the proposal and recommendations of changes to the College's health insurance plan and compensation increase for benefit-eligible employees including:

- No change to the dental plan or premiums through June 30, 2022
- No changes to health insurance through December 31, 2021
- Add the 4-tiered plan effective January 1, 2022
- Increase **in-network** deductibles and co-insurance effective January 1, 2022
 - Family, Employee + Children & Employee + Spouse - Deductible \$4,000; Co-insurance 10% (out of pocket maximum of \$5,000)
 - Single - Deductible \$2,000; Co-insurance 10% (out of pocket maximum of \$2,500)
- Increase **out-of-network** deductibles and co-insurance effective January 1, 2022
 - Family, Employee + Children & Employee + Spouse - Deductible \$8,000; Co-insurance 30% (out of pocket maximum of \$10,000)
 - Single - Deductible \$4,000; Co-insurance 30% (out of pocket maximum of \$5,000)
- Increase Southwest Tech's contribution to Health Savings Account January 1, 2022
 - Family, Employee + Children, Employee + Spouse = \$2,000
 - Single = \$1,000

- Increase wages 1.23% (CPI) effective July 1, 2021

Mr. Tuescher moved to approve the changes to compensation and benefits for benefit eligible employees, as presented, with Ms. Wallin seconding the motion. The motion carried on a unanimous vote.

Caleb White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. Ms. Wallin motioned to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI for \$1220 annually from July 1, 2021, through June 30, 2022. Mr. Blume seconded the motion; motion carried on a voice vote.

Mr. White also presented a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Ms. Wallin moved to approve the lease agreement with Workforce Connections, Inc. to lease office and education space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2021, through June 30, 2022. Mr. Prange seconded the motion, which carried on a unanimous vote.

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delege, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services shared an update on the new Enterprise Resource System (ERP) project. The project is on budget and on schedule with the Student module adding another SPIN of the data due to adding all the legacy data, Finance is scheduled to go live on July 1, 2021, HR Payroll kicked off on May 5, and the Raise Fundraising modules is scheduled to kick-off in August 2021. The lingering function gaps of a continuing ed shopping cart experience, state reporting by fiscal year, and contract courses and charges have all been resolved. There is one remaining dependency of custom transcripts, which is being addressed.

Mr. White presented the Board Monitoring Report on Fiscal Sustainability. Highlights of the report included fiscal strengths and risks. Fiscal strengths noted were:

- The budget supports the college's mission, vision, and strategic directions in meeting student and community needs.
- The college continued to maintain an unmodified (clean) opinion in the fiscal audit and on compliance with no material weaknesses identified or significant deficiencies in internal control over compliance.
- Accomplishments linking finances to student learning.
- Healthy General Fund reserves and the reduction from \$11.9 million to \$3.6 million in OPEB liability over the last ten years.
- Student loan default rate of 4.6%, significantly below the WTCS average of 13.1% and the national two-year college average of 15.9%. In the past five years, students have borrowed on average \$200 less in 2019-20 than five years ago and those eligible for Financial Aid (grants) who have borrowed student loans has decreased 18%.
- The Moody's Investor Service Rating of Aa2.

- The college is in good standing with the Higher Learning Commission Composite Financial Index as of 6/30/19.
- 57.7% of operational funds are directed to instruction.
- The college had the second best property value per FTE ratio in the WTCS.

Financial risks that were noted included:

- FTE stagnation/decline over the past 10 years.
- Grant revenue stagnation/decline over the past five years
- The college does not utilize a developed tool for financial forecasting/modeling.
- The profitability of auxiliaries.

Financial opportunities noted:

- The improved efficiencies of Project RISE including mitigating increased compliance demands and allowing increased services to students as well as improved student satisfaction mitigating increased competition.
- Reserve funds from operations and enterprise fund balance and relief funds allows for flexibility to innovate and create student pipelines.

Caleb White presented an overview of the FY2022 Budget including the Fund Accounts. Mr. White reviewed all six Funds – General, Special Fund (non-aidable) Trust, Capital Projects, Debt Service, Enterprise (Auxiliaries), and Internal Service. The final budget numbers will be presented at the public hearing prior to the June 24 Board meeting, with the budget on the agenda for approval. Mr. White felt there would not be many changes to the budget in the next month.

An update on College staffing was provided by Krista Weber who noted two of the three open positions have been filled. Sasha Annan was hired to fill the new position of Data Analyst/Data Analytics Instructor, and Angela Moyer was hired to fill the replacement position of Physical Therapist Assistant Instructor. Interviews are being scheduled for the remaining position of Biology Instructor.

The 2020-21 and 2021-22 Comparison Year-Over-Year FTE Reports were reviewed. The 2020-21 report showed a similar decrease as last month and will be final in August. The 2021-22 report reflected a three percent decrease compared to the same time last year.

Chairperson Bolstad shared he had heard good things about the legislative hearing from the previous day that President Wood testified at on behalf of the Presidents' Association.

Dr. Wood shared the Presidents' Association was supportive of Southwest Tech being the coordinator of the Wisconsin Leadership Development Institute (WLDI) for the State of Wisconsin. Dr. Wood asked for endorsement of a continuing education and leadership opportunity for staff to be part of a doctoral cohort through Franklin University. This opportunity was opened up to the entire college and approximately 35 staff expressed interest. Dr. Wood hopes there is a cohort of 10-15 employees who

take part in this opportunity. Funds from the auxiliary reserve will be used to pay 2/3 of the cost of tuition as long as it does not exceed the allowable taxable amount. The Board was in favor of the opportunity.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Stats. 19.85(1)(c). Mr. Blume seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:28 p.m.

The Board reconvened to open session at 9:32 p.m. Mr. Prange moved to approve a \$15,000 wage increase to President Wood's base pay, a one-time \$15,000 performance bonus, and to implement a retention incentive agreement. Mr. Tuescher seconded the motion. The motion carried on a roll call vote with all members voting affirmatively. With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting with Ms. Wonderling seconding the motion. The motion carried and the meeting adjourned at 9:35 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 05/01/2021 - 05/31/2021				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	DTC 5.26.21	DTC Principal	\$2,600,000.00	
ASSOCIATED BANK	845-104 5.26.21 INT	845-104 interest & principal	\$1,240,000.00	
ASSOCIATED BANK	845-102 5.26.21 INT	845-102 interest & principal	\$465,000.00	
ASSOCIATED BANK	DTC 5.26.21 INTEREST	DTC Interest	\$127,583.34	
ASSOCIATED BANK	845-104 5.26.21 INT	845-104 interest & principal	\$120,150.00	
ASSOCIATED BANK	845-103 5.26.21 INT	845-103 Interest	\$97,275.00	
ASSOCIATED BANK	845-102 5.26.21 INT	845-102 interest & principal	\$59,550.00	
PEARSON EDUCATION INC.	14216678	Textbook Purchases	\$9,823.74	
HUSCH BLACKWELL LLP	2984437	Mar. 2021 Misc Corp. Issues	\$4,811.00	
LAMAR COMPANIES	112418288	Billboards	\$3,954.00	
ELSEVIER	WEB00182806-4	Evolve Testing Q-03693	\$3,887.94	
MCGRAW HILL GLOBAL EDUCATION,	113602348001	Textbook Purchases	\$2,779.50	
FENNIMORE TIMES	273768	CNA Ad	\$2,524.12	
FENNIMORE TIMES	273764	Virtual Concert ECE Program	\$2,524.12	
MCGRAW HILL GLOBAL EDUCATION,	113754857001	Textbook Purchases	\$2,516.25	
Total Invoices				\$4,742,379.01
Purchase Orders				
Vendor	PO #	Description	Amount	
SENTERA INC	7029	AG: Phantom 4 Pro Agriculture Kit	\$34,598.00	
SENTERA INC	7029	Facilities: Phantom 4 Pro Agriculture Kit	\$2,649.00	
REALITYWORKS INC	7030	AG: Butch Beef Cut Models	\$2,579.00	
Total Purchase Orders				\$39,826.00

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI EE Tech Benefit April 202	CMTRX00002987	WDL000008045	\$299,212.91	
WI EE Trust Funds #247289	CMTRX00003015	WDL000008116	\$190,931.35	
941 ER Fed Tax #13100935	CMTRX00003004	WDL000008083	\$184,866.27	
941 ER PR Tax #45377581	CMTRX00003015	WDL000008115	\$117,082.19	
WI DOR EE Tax #453-464-224	CMTRX00003004	WDL000008082	\$35,023.93	
WI DOR PR Tax #130-694-816	CMTRX00003015	WDL000008114	\$23,344.22	
Symetra Life Ins #1521166	CMTRX00003015	WDL000008113	\$9,969.34	
Delta Dental #457966	CMTRX00002987	WDL000008044	\$9,668.23	
Great-West Trust #910450676	CMTRX00003016	WDL000008122	\$8,092.49	
Great-West Trust #907875114	CMTRX00003005	WDL000008089	\$8,042.49	
Great-West Trust #905304170	CMTRX00002988	WDL000008053	\$7,951.44	
Delta Dental #464664	CMTRX00003013	WDL000008101	\$5,971.34	
Delta Dental #463483	CMTRX00003009	WDL000008093	\$5,041.00	
MidwestOne #1324 May 2021 In	CMTRX00003019	WDL000008127	\$4,844.89	
Total Bank Withdrawals				\$910,042.09
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 5/28/2021	UPRCC00001264	WDL000008103	\$294,395.20	
Direct Deposit 5/14/2021	UPRCC00001258	WDL000008072	\$293,491.40	
Direct Deposit 5/14/2021	UPRCC00001260	WDL000008074	\$145,932.71	
Direct Deposit 5/14/2021	UPRCC00001261	WDL000008075	\$50,090.07	
Direct Deposit 5/28/2021	UPRCC00001266	WDL000008105	\$24,837.16	
Direct Deposit 5/28/2021	UPRCC00001265	WDL000008104	\$14,011.44	
Direct Deposit 5/28/2021	UPRCC00001268	WDL000008107	\$10,568.99	
Direct Deposit 5/14/2021	UPRCC00001259	WDL000008073	\$9,661.39	
Direct Deposit 5/28/2021	UPRCC00001267	WDL000008106	\$4,413.60	
Direct Deposit 5/14/2021	UPRCC00001263	WDL000008077	\$2,667.57	
Total Payroll				\$850,069.53
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 05.11.2021	CMTRX00003003	WDL000008079	\$48,986.16	
US Bank ending 05.25.2021	CMTRX00003013	WDL000008102	\$48,473.15	
Total Purchase Cards				\$97,459.31
Total Purchases >= \$2,500				\$6,639,775.94

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 05/31/2021			
Receipts			
Fund			
1 General	96,329.45		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	43,098.03		
6 Internal Service	326,367.25		
7 Financial Aid/Activities	252,655.34		
Total Receipts		718,450.07	
Expenses			
Fund			
1 General	1,832,290.92		
2 Special Revenue			
3 Capital Projects	69,489.15		
4 Debt Service	4,709,558.34		
5 Enterprise	80,808.08		
6 Internal Service	333,816.13		
7 Financial Aid/Activities	37,380.73		
Total Expenses		7,063,343.35	
Net cash change - month			(6,344,893.28)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	15,714,558.16		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,633.81		
Ending Cash/Investment Balance		16,950,131.97	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 11 Months ended May 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	20,853,274.75	90.16	86.99	87.41	90.36	84.76
General Fund Expenditures	23,782,100.00	20,995,125.84	88.28	82.93	85.23	82.57	81.32
Capital Projects Fund Revenue	4,020,000.00	4,063,842.00	101.09	100.19	99.82	104.67	101.10
Capital Projects Fund Expenditures	5,862,000.00	3,204,667.88	54.67	53.48	56.13	52.26	44.10
Debt Service Fund Revenue	5,650,000.00	3,894,125.68	68.92	66.74	68.94	70.62	70.34
Debt Service Fund Expenditures	6,767,500.00	5,947,786.11	87.89	83.77	101.34	45.81	99.04
Enterprise Fund Revenue	1,336,000.00	1,171,988.49	87.72	76.97	74.74	69.55	72.84
Enterprise Fund Expenditure	1,706,000.00	1,345,996.49	78.90	84.12	73.03	70.75	69.36
Internal Service Fund Revenue	4,427,000.00	3,601,296.79	81.35	76.32	80.28	85.60	83.38
Internal Service Fund Expenditures	4,427,000.00	3,795,220.45	85.73	80.58	84.21	87.04	85.05
Trust & Agency Fund Revenue	8,000,000.00	5,258,999.73	65.74	72.18	72.23	80.96	85.83
Trust & Agency Fund Expenditures	8,000,000.00	5,712,201.53	71.40	77.29	75.53	81.11	87.00
Grand Total Revenue	46,563,100.00	38,843,527.44	83.42	81.89	82.54	85.79	83.50
Grand Total Expenditures	50,544,600.00	41,000,998.30	81.12	78.87	82.67	75.89	81.95

D. Contract Revenue

There were 80 contracts totaling \$1,369,305.21 in May 2021 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS

5/1/2021 to 5/31/2021

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>INDIRECT COST FACTOR</u>			
						<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Barneveld School District	03-2021-0001-I-11	Drivers Ed - Theory	Annette Biggin	24	\$ 2,880.00	No		X	
Barneveld School District	03-2021-0002-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	33	\$ 15,345.00	No		X	
Benton School District	03-2021-0003-I-11	Drivers Ed - Theory	Annette Biggin	13	\$ 1,560.00	No		X	
Benton School District	03-2021-0004-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	23	\$ 10,695.00	No		X	
Boscobel School District	03-2021-0005-I-11	Drivers Ed - Theory	Annette Biggin	28	\$ 3,360.00	No		X	
Boscobel School District	03-2021-0006-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	38	\$ 17,670.00	No		X	
Cassville School District	03-2021-0007-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	14	\$ 6,510.00	No		X	
Cuba City School District	03-2021-0008-I-11	Drivers Ed - Theory	Annette Biggin	19	\$ 2,280.00	No		X	
Cuba City School District	03-2021-0009-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	43	\$ 19,995.00	No		X	
Dodgeville School District	03-2021-0010-I-11	Drivers Ed - Theory	Annette Biggin	46	\$ 5,520.00	No		X	
Dodgeville School District	03-2021-0011-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	81	\$ 37,665.00	No		X	
Fennimore School District	03-2021-0013-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	48	\$ 22,320.00	No		X	
Highland School District	03-2021-0015-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	24	\$ 11,160.00	No		X	
Iowa Grant School District	03-2021-0016-I-11	Drivers Ed - Theory	Annette Biggin	33	\$ 3,960.00	No		X	
Iowa Grant School District	03-2021-0017-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	51	\$ 23,715.00	No		X	
Lancaster School District	03-2021-0018-I-11	Drivers Ed - Theory	Annette Biggin	60	\$ 7,200.00	No		X	
Lancaster School District	03-2021-0019-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	70	\$ 32,550.00	No		X	
Mineral Point School District	03-2021-0020-I-11	Drivers Ed - Theory	Annette Biggin	46	\$ 5,520.00	No		X	
Mineral Point School District	03-2021-0021-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	65	\$ 30,225.00	No		X	
Platteville School District	03-2021-0023-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	110	\$ 51,150.00	No		X	
Potosi School District	03-2021-0024-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	22	\$ 10,230.00	No		X	
River Ridge School District	03-2021-0025-I-11	Drivers Ed - Theory	Annette Biggin	53	\$ 6,360.00	No		X	
River Ridge School District	03-2021-0026-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	42	\$ 19,530.00	No		X	
Southwestern School District	03-2021-0027-I-11	Drivers Ed - Theory	Annette Biggin	31	\$ 3,720.00	No		X	
Southwestern School District	03-2021-0028-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	45	\$ 20,925.00	No		X	
Barneveld School District Southwest Wisconsin Technical College	03-2021-0036-I-16	Transcripted Credits: Accounting I Part 1	Mary Johannesen	11	\$ 3,360.06	Yes		X	

<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>
Barneveld School District	03-2021-0036-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	17	\$ 2,613.41	Yes		X	
Blackhawk School District	03-2021-0037-I-16	Transcripted Credits: Animal Science	Mary Johannesen	15	\$ 7,030.35	Yes		X	
Blackhawk School District	03-2021-0037-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	13	\$ 5,878.47	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Accounting I	Mary Johannesen	20	\$ 12,218.40	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	12	\$ 1,844.76	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	10	\$ 4,521.90	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	17	\$ 7,687.23	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Speech	Mary Johannesen	22	\$ 9,948.18	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: Written Communication	Mary Johannesen	25	\$ 11,304.75	Yes		X	
Boscobel School District	03-2021-0038-I-16	Transcripted Credits: English Composition I	Mary Johannesen	40	\$ 17,782.80	Yes		X	
Cassville School District	03-2021-0039-I-16	Transcripted Credits: Accounting I	Mary Johannesen	1	\$ 610.92	Yes		X	
Cuba City School District	03-2021-0040-I-16	Transcripted Credits: Foundations of Early Childhood Education	Mary Johannesen	2	\$ 904.38	Yes		X	
Darlington School District	03-2021-0041-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	15	\$ 6,782.85	Yes		X	
Darlington School District	03-2021-0041-I-16	Transcripted Credits: Speech	Mary Johannesen	62	\$ 28,035.78	Yes		X	
Dodgeville School District	03-2021-0042-I-16	Transcripted Credits: Applied Math	Mary Johannesen	10	\$ 3,029.60	Yes		X	
Dodgeville School District	03-2021-0042-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	27	\$ 12,209.13	Yes		X	
Dodgeville School District	03-2021-0042-I-16	Transcripted Credits: Business Law I	Mary Johannesen	6	\$ 2,713.14	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Accounting I	Mary Johannesen	8	\$ 4,887.36	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Animal Science	Mary Johannesen	22	\$ 10,311.18	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	19	\$ 8,591.61	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Consumer Equipment Maintenance and Repair	Mary Johannesen	11	\$ 5,617.59	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Automotive Maintenance	Mary Johannesen	6	\$ 3,001.14	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	6	\$ 2,713.14	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	50	\$ 7,686.50	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	33	\$ 5,073.09	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Beginning Microsoft Access	Mary Johannesen	33	\$ 5,073.09	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: SMAW-Equipment	Mary Johannesen	8	\$ 1,641.84	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: SMAW	Mary Johannesen	8	\$ 3,283.68	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: GMAW-Carbon Steel	Mary Johannesen	8	\$ 1,641.84	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	33	\$ 5,073.09	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Microsoft Power Point	Mary Johannesen	33	\$ 5,073.09	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Intermediate Word	Mary Johannesen	29	\$ 4,458.17	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Intermediate Excel	Mary Johannesen	26	\$ 3,996.98	Yes		X	
Fennimore School District	03-2021-0043-I-16	Transcripted Credits: Quickbooks	Mary Johannesen	11	\$ 1,691.03	Yes		X	
Highland School District	03-2021-0044-I-16	Transcripted Credits: Accounting I	Mary Johannesen	13	\$ 7,941.96	Yes		X	
Highland School District	03-2021-0044-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	12	\$ 5,426.28	Yes		X	
Highland School District	03-2021-0044-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	19	\$ 2,920.87	Yes		X	

Southwest Wisconsin Technical College

<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>
Highland School District	03-2021-0044-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	20	\$ 3,074.60	Yes		X	
Iowa Grant School District	03-2021-0045-I-16	Transcripted Credits: Accounting I	Mary Johannesen	20	\$ 12,218.40	Yes		X	
Iowa Grant School District	03-2021-0045-I-16	Transcripted Credits: Animal Science	Mary Johannesen	21	\$ 9,842.49	Yes		X	
Iowa Grant School District	03-2021-0045-I-16	Transcripted Credits: Introduction to Soils	Mary Johannesen	16	\$ 7,499.04	Yes		X	
Iowa Grant School District	03-2021-0045-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	32	\$ 4,919.36	Yes		X	
Ithaca School District	03-2021-0046-I-16	Transcripted Credits: Applied Math	Mary Johannesen	4	\$ 1,211.84	Yes		X	
Kickapoo School District	03-2021-0047-I-16	Transcripted Credits: Accounting I	Mary Johannesen	2	\$ 1,221.84	Yes		X	
Kickapoo School District	03-2021-0047-I-16	Transcripted Credits: Fundamental of Chemistry	Mary Johannesen	6	\$ 1,817.76	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Accounting I	Mary Johannesen	12	\$ 7,331.04	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	58	\$ 8,916.34	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	33	\$ 14,922.27	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Speech	Mary Johannesen	39	\$ 17,635.41	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Written Communication	Mary Johannesen	41	\$ 18,539.79	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Economics	Mary Johannesen	37	\$ 16,731.03	Yes		X	
Lancaster School District	03-2021-0048-I-16	Transcripted Credits: Intro to Sociology	Mary Johannesen	62	\$ 28,035.78	Yes		X	
North Crawford School District	03-2021-0049-I-16	Transcripted Credits: Accounting I	Mary Johannesen	2	\$ 1,221.84	Yes		X	
North Crawford School District	03-2021-0049-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	30	\$ 4,611.90	Yes		X	
Pardeeville School District	03-2021-0050-I-16	Transcripted Credits: Animal Science	Mary Johannesen	7	\$ 3,280.83	Yes		X	
Pardeeville School District	03-2021-0050-I-16	Transcripted Credits: Plant Science	Mary Johannesen	6	\$ 2,829.42	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Accounting I	Mary Johannesen	3	\$ 1,832.76	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Consumer Equipment Maintenance and	Mary Johannesen	20	\$ 10,213.80	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: College Mathematics	Mary Johannesen	11	\$ 4,974.09	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	19	\$ 2,920.87	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	11	\$ 1,691.03	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	11	\$ 1,691.03	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Microsoft Power Point	Mary Johannesen	11	\$ 1,691.03	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Intermediate Word	Mary Johannesen	8	\$ 1,229.84	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Intermediate Excel	Mary Johannesen	8	\$ 1,229.84	Yes		X	
Pecatonica School District	03-2021-0051-I-16	Transcripted Credits: Welding for Maintenance	Mary Johannesen	13	\$ 4,425.98	Yes		X	
Platteville School District	03-2021-0052-I-16	Transcripted Credits: Accounting I	Mary Johannesen	8	\$ 4,887.36	Yes		X	
Platteville School District	03-2021-0052-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	6	\$ 2,713.14	Yes		X	
Platteville School District	03-2021-0052-I-16	Transcripted Credits: Business Law I	Mary Johannesen	6	\$ 2,713.14	Yes		X	
Platteville School District	03-2021-0052-I-16	Transcripted Credits: SMAW-Equipment	Mary Johannesen	5	\$ 1,026.15	Yes		X	
Platteville School District	03-2021-0052-I-16	Transcripted Credits: SMAW	Mary Johannesen	5	\$ 2,052.30	Yes		X	
Potosi School District	03-2021-0053-I-16	Transcripted Credits: Accounting I Part 1	Mary Johannesen	1	\$ 305.46	Yes		X	
Potosi School District	03-2021-0053-I-16	Transcripted Credits: Accounting I Part 2	Mary Johannesen	1	\$ 305.46	Yes		X	
Southwest Wisconsin Technical College									

<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>
Potosi School District	03-2021-0053-I-16	Transcripted Credits: Animal Science	Mary Johannesen	5	\$ 2,343.45	Yes		X	
Potosi School District	03-2021-0053-I-16	Transcripted Credits: Plant Science	Mary Johannesen	6	\$ 2,829.42	Yes		X	
Potosi School District	03-2021-0053-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	6	\$ 922.38	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Accounting I	Mary Johannesen	5	\$ 3,054.60	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Applied Math	Mary Johannesen	38	\$ 11,512.48	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	11	\$ 1,691.03	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	12	\$ 5,426.28	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	81	\$ 36,627.39	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	42	\$ 18,991.98	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Speech	Mary Johannesen	45	\$ 20,348.55	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Written Communication	Mary Johannesen	52	\$ 23,513.88	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Plant Science	Mary Johannesen	39	\$ 18,391.23	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	11	\$ 4,974.09	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	51	\$ 7,840.23	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	17	\$ 2,613.41	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Beginning Microsoft Access	Mary Johannesen	3	\$ 461.19	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: College Tech Math 1A	Mary Johannesen	22	\$ 9,948.18	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: College Tech Math 1B	Mary Johannesen	18	\$ 5,453.28	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Introductory Statistics	Mary Johannesen	17	\$ 7,687.23	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: General Physics	Mary Johannesen	15	\$ 9,373.80	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Intro to Sociology	Mary Johannesen	36	\$ 16,278.84	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	4	\$ 614.92	Yes		X	
Prairie du Chien School District	03-2021-0054-I-16	Transcripted Credits: Intro to American Government	Mary Johannesen	36	\$ 15,826.65	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Accounting I	Mary Johannesen	14	\$ 8,552.88	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	26	\$ 3,996.98	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Animal Science	Mary Johannesen	10	\$ 4,686.90	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	21	\$ 9,495.99	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Written Communication	Mary Johannesen	12	\$ 5,426.28	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	30	\$ 13,565.70	Yes		X	
River Ridge School District	03-2021-0056-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	28	\$ 4,304.44	Yes		X	
River Valley School District	03-2021-0057-I-16	Transcripted Credits: Animal Science	Mary Johannesen	15	\$ 7,030.35	Yes		X	
River Valley School District	03-2021-0057-I-16	Transcripted Credits: Speech	Mary Johannesen	10	\$ 4,521.90	Yes		X	
River Valley School District	03-2021-0057-I-16	Transcripted Credits: Plant Science	Mary Johannesen	1	\$ 471.57	Yes		X	
Riverdale School District	03-2021-0058-I-16	Transcripted Credits: Applied Math	Mary Johannesen	12	\$ 3,635.52	Yes		X	
Seneca School District	03-2021-0125-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	4	\$ 1,808.76	Yes		X	
Southwestern School District	03-2021-0059-I-16	Transcripted Credits: Accounting I	Mary Johannesen	2	\$ 1,221.84	Yes		X	
Southwestern School District	03-2021-0059-I-16	Transcripted Credits: Introduction to Soils	Mary Johannesen	3	\$ 1,406.07	Yes		X	
Southwestern School District	03-2021-0059-I-16	Transcripted Credits: Plant Science	Mary Johannesen	2	\$ 943.14	Yes		X	
Southwestern School District	03-2021-0059-I-16	Transcripted Credits: College Mathematics	Mary Johannesen	21	\$ 9,495.99	Yes		X	

Southwest Wisconsin Technical College

<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>
Southwestern School District	03-2021-0059-I-16	Transcribed Credits: Personal Finance	Mary Johannesen	14	\$ 2,152.22	Yes		X	
Weston School District	03-2021-0061-I-16	Transcribed Credits: Accounting I Part 2	Mary Johannesen	1	\$ 305.46	Yes		X	
Weston School District	03-2021-0061-I-16	Transcribed Credits: Introduction to Soils	Mary Johannesen	3	\$ 1,406.07	Yes		X	
Weston School District	03-2021-0061-I-16	Transcribed Credits: Consumer Equipment Maintenance and	Mary Johannesen	4	\$ 2,042.76	Yes		X	
Weston School District	03-2021-0061-I-16	Transcribed Credits: Related Welding	Mary Johannesen	4	\$ 1,641.84	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Sum 20/21) Applied Math	Katie Garrity	2	\$ 605.92	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Applied Math	Katie Garrity	1	\$ 302.96	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Beginning Microsoft Word	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Beginning Microsoft Excel	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Beginning Microsoft Access	Katie Garrity	1	\$ 153.73	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Intermediate Microsoft Word	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Intermediate Microsoft Excel	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Intermediate Microsoft Access	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Microsoft Power Point	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Introduction to Microsoft Publisher	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Beginning Keyboarding Software	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Windows 7	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Fundamentals of Building Trades Safety	Derek Dachelet	5	\$ 3,194.60	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Basic Carpentry	Derek Dachelet	5	\$ 2,395.95	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC: (Fall 20/21) Blueprint Reading for Construction	Derek Dachelet	5	\$ 1,597.30	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Basic Hair Design	Derek Dachelet	2	\$ 1,632.30	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Salon/Spa Science	Derek Dachelet	2	\$ 605.92	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Chemical Restructuring	Derek Dachelet	1	\$ 326.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Haircoloring & Techniques	Derek Dachelet	5	\$ 2,448.45	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Nail Technology	Derek Dachelet	1	\$ 489.69	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Salon/Spa Management	Derek Dachelet	4	\$ 1,211.84	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Salon Services I	Derek Dachelet	1	\$ 489.69	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Salon Services III	Derek Dachelet	2	\$ 1,305.84	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Fall 20/21) Salon Services V	Derek Dachelet	2	\$ 1,632.30	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Fundamentals of Building Trades Safety	Derek Dachelet	9	\$ 5,750.28	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Basic Carpentry	Derek Dachelet	6	\$ 2,875.14	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Basic Electrical	Derek Dachelet	1	\$ 479.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Blueprint Reading for Construction	Derek Dachelet	6	\$ 1,916.76	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Basic Plumbing	Derek Dachelet	1	\$ 479.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Bricklaying/Masonry I	Derek Dachelet	6	\$ 4,581.90	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Bricklaying/Masonry II	Derek Dachelet	6	\$ 4,581.90	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Construction Safety and Health	Derek Dachelet	6	\$ 922.38	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Workplace Communication	Derek Dachelet	5	\$ 1,514.80	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Applied Math	Katie Garrity	2	\$ 605.92	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Microsoft Power Point	Katie Garrity	2	\$ 307.46	Yes		X	
Southwest Wisconsin Technical College									

<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>
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Beginning Microsoft Word	Katie Garrity	4	\$ 614.92	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Beginning Microsoft Excel	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Beginning Microsoft Access	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Intermediate Microsoft Word	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Intermediate Microsoft Excel	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Intermediate Microsoft Access	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Introduction to Microsoft Publisher	Katie Garrity	2	\$ 307.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Beginning Keyboarding Software	Katie Garrity	3	\$ 461.19	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	PDC (Spr 20/21) Windows 7	Katie Garrity	5	\$ 768.65	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Salon/Spa Science	Derek Dachelet	1	\$ 302.96	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Chemical Restructuring	Derek Dachelet	1	\$ 326.46	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Nail Technology	Derek Dachelet	1	\$ 489.69	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Basic Hair Design	Derek Dachelet	1	\$ 816.15	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Salon Services I	Derek Dachelet	1	\$ 489.69	Yes		X	
WI Dept. of Corrections	03-2021-0068-I-32	Boscobel (Spr 20/21) Salon Services II	Derek Dachelet	1	\$ 652.92	Yes		X	
Platteville School District	03-2021-0083-I-11	Cooking Principles and Equipment	Kim Maier	28	\$ 14,800.00	No		X	
Platteville School District	03-2021-0083-I-11	Child Development	Kim Maier	16	\$ 7,600.00	No		X	
Riverdale School District	03-2021-0088-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	5	\$ 2,325.00	No			
USA Clay Target League	03-2021-0089-T-42	League Director Duties - May	Caleb White		\$ 500.00	No		X	
Darlington School District	03-2021-0090-I-11	Drivers Ed Theory Online Course	Annette Biggin	20	\$ 2,600.00	No		X	
Darlington School District	03-2021-0091-I-11	Drivers Ed - Behind The Wheel	Annette Biggin	19	\$ 8,835.00	No		X	
WAT Grant - Community First Bank	03-2021-0095-I-47	Emotional Intelligence	Amy Charles	10	\$ 945.46	No		X	
WAT Grant - Community First Bank	03-2021-0095-I-47	Emotional Intelligence		10	\$ 945.33	No		X	
WAT Grant - 3M	03-2021-0098-I-47	Leadership Academy	Amy Charles	10	\$ 1,626.78	No		X	
Prairie Du Chien High School	03-2021-0113-I-11	Community Policing with Diversity Community	Kim Maier	12	\$ 7,265.81	No		X	
Prairie Du Chien High School	03-2021-0113-I-11	Medical Terminology	Kim Maier	13	\$ 7,227.79	No		X	
WI State Telecommunications Assn	03-2021-0117-I-42	Leadership Academy Cohort 3	Dennis Cooley	7	\$ 3,850.00	No		X	
MIN Telecommunications Assn	03-2021-0117-I-42	Leadership Academy Cohort 3	Dennis Cooley	11	\$ 6,050.00	No		X	
WAT Grant - Biddick	03-2021-0121-I-47	Leadership Academy	Amy Charles	11	\$ 1,482.34	No		X	
WAT Grant - Biddick	03-2021-0121-I-47	Everything DiSC	Amy Charles	4	\$ 848.70	No		X	
WAT Grant - Biddick	03-2021-0121-I-47	Everything DiSC	Amy Charles	15	\$ 848.70	No		X	
Eastman First Responders	03-2021-0128-I-42	First Responder Refresher	Ken Bartz	22	\$ 2,598.17	No		X	
WI Dept of Corrections	03-2021-0131-I-32	Equipment Safety	Amy Charles	8	\$ 7,406.43	No		X	
Southwest Wisconsin Technical College									

<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>
WI Dept of Corrections	03-2021-0131-I-32	Blueprint Reading-Welding 1	Amy Charles	8	\$ 7,406.42	No		X	
WI Dept of Corrections	03-2021-0131-I-32	GMAW-Equipment	Amy Charles	8	\$ 7,406.43	No		X	
WI Dept of Corrections	03-2021-0131-I-32	GMAW-Carbon Steel (S Process)	Amy Charles	8	\$ 7,406.43	No		X	
WI Dept of Corrections	03-2021-0131-I-32	GMAW-Carbon Steel (Spray Transfer)	Amy Charles	8	\$ 7,406.43	No		X	
WI Dept of Corrections	03-2021-0131-I-32	FCAW-Equipment	Amy Charles	8	\$ 7,406.43	No		X	
WI Dept of Corrections	03-2021-0131-I-32	FCAW-Carbon Steel (Gas Shielded)	Amy Charles	8	\$ 7,406.43	No		X	
Lone Rock EMS	03-2021-0132-I-42	BLS for Healthcare Provider-CPR Recert	Ken Bartz	6	\$ 600.00	No		X	
Grant County Sheriffs Department	03-2021-0134-I-21	Pursuit Refresher	Kris Wubben	30	\$ 1,539.90	No		X	
Western Technical College	03-2021-0138-T-18	Instructor Services for Firefighter Practical Exam	Karl Sandry		\$ 601.24	No		X	
Cabela's	03-2021-0140-I-41	Lean White Belt Training	Amy Charles	20	\$ 1,900.00	No		X	
City of Boscobel	03-2021-0146-I-41	Heartsaver CPR/AED w/ First Aid	Ken Bartz	25	\$ 2,340.00	No		X	
Ntec	03-2021-0147-I-41	Teambuilding w/ Everything DiSC & Strengths Assessments	Dennis Cooley	16	\$ 5,172.00	No		X	
Fennimore School District	03-2021-0408-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 2,202.92	No	X		
Iowa Grant School District	03-2021-0410-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 7,537.40	No	X		
Platteville School District	03-2021-0416-I-13	WI Statute 118.15	Julie Pluemer	7	\$ 14,411.15	No	X		
Weston School District	03-2021-0428-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 5,433.85	No	X		
Ithaca School District	03-2021-0436-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 4,308.78	No	X		
Benton School District	03-2021-0442-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 3,402.50	No	X		
River Ridge School District	03-2021-0444-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 3,475.05	No	X		
River Valley School District	03-2021-0456-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 2,484.98	No	X		
North Crawford School District	03-2021-0458-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 506.80	No	X		
WI State Telecommunications Assn	03-2022-0049-I-42	Leadership Academy Cohort 3	Dennis Cooley	7	\$ 1,925.00	No		X	
MN Telecommunications Assn	03-2022-0049-I-42	Leadership Academy Cohort 3	Dennis Cooley	11	\$ 3,025.00	No		X	
TOTAL of all Contracts				3,729	\$ 1,369,305.21				
Exchange of Services				2,261	\$ 814,199.56				
For Pay Service				1,468	\$ 555,105.65				

E. Personnel Report

One employment recommendation, four promotions, and three resignations are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT
June 24, 2021**

Employment: NEW HIRES

Name:	Brian Molini
Title:	Biology Instructor
Number of Applicants & Interviewees:	5 applicants; 3 interviewed
Start Date:	07/01/2021
Salary/Wages:	\$59,000
Classification:	Full-Time
Education and/or Experience:	Doctorate in Chiropractic Medicine and Bachelor's Degree in Biology with 2 years of instructing experience (Blackhawk Tech & Viterbo)

PROMOTIONS / TRANSFERS

Christina Hill (promotion 07/01/2021)	Dining Services Lead
Demi Vetesnik (promotion 07/01/2021)	HR Specialist/WLDI Coordinator
Brianna Williamson (promotion 07/01/2021)	Recruiter/Alumni & Development Specialist
Holly Straka (promotion 07/01/2021)	College Effectiveness/Business & Industry Services Specialist

RETIREMENTS / RESIGNATIONS

Eric Rohn – Resignation 06/08/2021	Bookstore Merchandising Coordinator
Bryce Kazda – Resignation 06/10/2021	Evening Custodian
Jamish Patel – Resignation 06/25/2021	Help Desk Technology Support Specialist

F. Southwest WI Workforce Development Board Lease

Included below is a 12-month lease for the Southwest Wisconsin Workforce Development Board to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$309 per month.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2021 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

136 square feet of office floor space located at 373 West 6th Street, Richland Center, Wisconsin.

1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2021, and ending June 30, 2022.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred and Eighteen Dollars (\$318.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such

interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expenses, from time to time, without Lessor's consent, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as he shall deem expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof.

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

12. MISCELLANEOUS PROVISIONS.

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

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

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

12.3 Interruption of services. Interruption of any service maintained in the demised premises if caused by mechanical difficulties or any causes beyond the Lessors's control shall not entitle Lessee to any claim against Lessor or to any abatement in rent, nor shall the same constitute constructive or partial eviction, unless Lessor fails to take such measures as may be reasonable in the circumstances to restore the service without undue delay. If the demised premises are rendered unfit in whole or in part for the uses specified in this lease agreement, for a period of more than 3 days, by the making of repairs, replacement or additions, other than those made with Lessee's consent or caused by misuse or neglect by Lessee or Lessee's agent, customers, visitors or permittees, there shall be a proportionate abatement of rent during the period of such unfitness.

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of June 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of June 2021.

SOUTHEAST WISCONSIN WORKFORCE DEVELOPMENT BOARD

BY: _____
Rhonda Suda, Chief Executive Officer

G. 2021-22 WTC District Boards Association Membership Renewal

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$22,415.26, a decrease of \$171.76, are available below.

Recommendation: *Approve the Consent Agenda as presented.*



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 26, 2021

President Jason Wood
Southwest Wisconsin Technical College
1800 Bronson Blvd
Janesville, WI 53547-5009

Attention: Invoice enclosed

Dear President Wood,

The District Boards Association's Board of Directors has unanimously approved a 2021-22 operating budget for the year beginning July 1, 2021. Please note that fees for next year are not due until August 1, 2021.

Per Association bylaws, membership dues are based on a formula, with 50% of the budget assessed as a flat fee, and 50% assessed *pro rata* according to relative size of FTE enrollment. The Association approved zero increase in its budgeted fees for next year, in recognition of the uncertainty our institutions are facing as the nation recovers from the pandemic. That said, each college's dues fluctuated slightly based on the relative change in their FTEs, compared to the System-wide total.

Your college's continuing support for and partnership in this Association is greatly appreciated. We look forward to another productive year of successful advocacy and trustee development for our members. Please feel free to contact me if you would like additional information about the Association budget, membership dues, or the Association.

Sincerely,



Layla Merrifield
Executive Director

encl. Invoice

cc: Board of Directors Delegate
District Board Chairperson



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 26th, 2021

INVOICE

2021-2022 FEE ASSESSMENT

(July 1st, 2021 - June 30th, 2022)

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

\$22,243.50

Payment due August 1st, 2021

Please make check payable to:
Wisconsin Technical College District Boards Association

We value your membership! Thank you.

Other Items Requiring Board Action

A. Student Clubs

Student Senate has approved the formation of two new student clubs. Robin Hamel, Student Life Coordinator, will present the clubs' missions and goals at the Board meeting. Included below are the summaries of the LGBTQIA+ Charger Alliance and the Southwest Tech Student Veterans Club. Also included below is a Student Advisor Agreement approved by Student Senate. Ms. Hamel is seeking approval of the two clubs and the Student Advisor Agreement.

Recommendation: *Approve the LGBTQIA+ Charger Alliance, the Southwest Tech Student Veterans Club, and the Student Advisor Agreement.*



LGBTQIA+ Charger Alliance

Mission & Vision

The LGBTQIA+ Charger Alliance seeks to create greater awareness about the issues and unique experiences of lesbian, gay, bisexual, transgender, and questioning community. We will hold regular discussions on a variety of topics, invite guest speakers to campus, take field trips, and create informative displays for the school. Our purpose is to provide support and community for LGBTQIA+ members and allies of Southwest Tech students, to develop and strengthen members' confidence, to establish a safe space for members and allies, and to develop knowledge for advocacy. The LGBTQIA+ Charger Alliance is open to all students.

Goals

The goals and activities of the LGBTQIA+ Charger Alliance will consist of the following:

- a. Encourage acceptance of students that are LGBTQIA+ through authentic educational opportunities and social events.
- b. Support students that are LGBTQIA+ by providing a safe space and sense of community and connecting them with relevant resources.
- c. Bring speakers, trainings and educational opportunities to all of campus that are related to LGBTQIA+ issues and inclusion of people that are LGBTQIA+.
- d. Assist with planning of annual events for LGBTQIA+ Awareness Month in October.
- e. Attend/participate in campus events such as Charger Fest, as well as other DEI related or student-focused events.
- f. Work with SVTC Bookstore staff to expand items sold to be more inclusive/LGBTQIA+ friendly.



SWTC Student Veterans Club

Mission & Vision

The purpose of the Southwest Tech Student Veterans Club is to provide a network of support to military veterans, their families and civilian supporters; secondly, to educate the community about the experiences of military veterans and work with the college administration to meet the needs of student veterans and prospective student veterans; thirdly, to cultivate student veterans concerns through scheduled meetings, advocacy, social and recreational activities; and finally, to foster esprit de corps (a feeling of pride, fellowship, and common loyalty shared by the members) amongst student veterans and promote an understanding of student veterans issues.

Goals

The goals and activities of the Student Veterans Club will consist of the following:

- a. Develop a resource guide that includes all forms, documents, lists of service organizations and contact information useful for veterans, prospective veterans and their families.
- b. Provide a peer support network for student veterans and their families.
- c. Educate the college community about the experiences of student veterans through presentations and other related events/activities.
- d. Work with the college administration to meet the needs of student veterans.
- e. Collaborate with professors to provide student veterans the opportunity to speak to classes.
- f. Provide services for disabled veterans.
- g. Provide outreach programs to potential student veterans.
- h. Work with the Department of Veterans Affairs, the Department of Defense, Veterans Service Organizations, and other military associations to provide information for student veterans and their families.
- i. Facilitate communication for Counseling, Advising, & Program Services and prepare them to handle the needs of potential student veterans.
- j. Attend/participate in campus and local military recognition events and programs (Veterans Day, Memorial Day, etc.).
- k. Create an environment and/or space that would assist in fostering camaraderie amongst our veteran students; as well as provide a safe haven or refuge to those veterans who may be having trouble adapting to student life and/or difficulties with service connected disabilities.
- l. Become a charter of the Student Veterans of America.

1200 Broadway Boulevard
Eau Claire, Wisconsin
54601-1778
phone (608) 622-3262
fax (608) 622-3322
toll free (800) 622-6319
www.swtc.edu



Faculty/Staff Advisor Agreement

Name of Student Club: _____

I, _____, agree to be the Faculty/Staff Advisor for the above named student club.

I agree to serve in the role of faculty/staff advisor beginning _____ and lasting until notification is given to the Student Life Coordinator and/or the appropriate Dean that I no longer wish to continue in this role.

I understand that the advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

I understand that I am to advise the club to my best ability by assisting them with their general organizational operations.

I understand that I will identify a representative from my student club to serve on student senate.

I understand that I am responsible for completing the co-curricular assessment, if applicable.

I have made arrangements to meet at least three times a semester with the leaders and/or members of the student club.

I will assist the leadership of this club in developing specific goals and a club action plan for the academic year.

I understand that I am to adhere to the policies in the Southwest Tech Club Handbook.

I understand that the Office of Student Life is available to support and assist me as a student club advisor and is available to help when I am in need of assistance, information and/or support.

Signed: _____ Date: _____

B. 2021-22 Budget

Caleb White will present the 2021-22 budget document at the public hearing prior to the Board meeting. The budget document is available below.

Recommendation: *Approve the 2021-22 Budget as presented.*



BUDGET

JULY 1, 2021–JUNE 30, 2022



1800 Bronson Boulevard, Fennimore, WI 53809
www.swtc.edu

Southwest Wisconsin Technical College District 2021-2022 Budget

The Board is comprised of nine members (two employer members, two employee members, three additional members, one elected official member and one school district administrator). The Board is appointed by the K-12 School Board Chairpersons within the District and is confirmed by the Wisconsin Technical College System Board. The members are appointed for staggered three-year terms and elect a Chairperson, Vice Chairperson, Secretary and Treasurer for a one-year term.

The members of the Board and the expiration of their respective terms of office are as follows:

Board Members	Employer and Position	Expiration of Term
David A. Blume	ElderSpan Management, Maintenance Supervisor	June 2023
Charles J. Bolstad	Retired Educator	June 2022
Kent Enright	Carey's Seamless Gutters & Doors, Sales Representative	June 2024
Tracy Fillback	Good Steward Consulting, Local Representative for Badger Hollow Solar Farm	June 2022
Jeanne Jordie	Retired	June 2022
Chris J. Prange	Retired Banker	June 2023
Donald L. Tuescher	Tuescher Electric & Refrigeration, President	June 2024
Crystal Wallin	Prairie Maison, Assistant Director of Nursing	June 2023
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2024

Administration

The District Board is empowered to employ a President to conduct the District's day-to-day operations. Dr. Jason Wood became the President effective July 1, 2015. Dr. Wood previously served as the Executive Vice President for Student & Academic Services at Central Wyoming College in Riverton, WY for 3 years. The other Administrative team members are listed below:

Name	Title	Years of Service
Caleb White	Vice President for Administrative Services	17.0
Katie Garrity	Chief Academic Officer/Executive Dean	16.5
Krista Weber	Chief Human Resources Officer	6.5
Holly Clendenen	Chief of Student Services	6.0

Budget prepared by: Caleb White, Vice President for Administrative Services and Kelly Kelly, Controller.



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INTRODUCTION

JULY 1, 2021–JUNE 30, 2022 BUDGET





June 2021

Dear Friends:

The past year has seen unprecedented change in all aspects of society. As we look to the future we are approaching the challenges as opportunities to feature our strengths and overcome our weaknesses. Our faculty and staff have focused on caring for our students, caring for each other, and caring for their families. It is due to our compassion and empathy we have the capacity to continue to deliver on our mission: improving lives through excellence in learning that leads to jobs.

This budget continues investments in student learning as our top priority. As we continue to re-open campus, we will take what we have learned during the pandemic and use those lessons to improve. Many of our graduates work on the front lines and are essential to a prosperous economy. Our financial priorities are aligned with supporting our students both inside and outside of the classroom. While there are times when the challenges we confront seem daunting, our collective resiliency, grit, and moxie propel us forward.

With multi-year plans for academic programs, facilities, and investments we are poised to innovatively create new pathways to success for our students. We will be a more dynamic, vibrant, and relevant provider of higher education than ever before. The work we do at Southwest Tech matters and has probably never been more relevant. Our communities are stronger because of the nearly \$160 million economic impact of Southwest Tech on the region and it is our people who distinguish us as one of the best 2-year colleges in the country.

Sincerely,

A handwritten signature in black ink that reads "Jason S. Wood".

Jason S. Wood, Ph.D.
President

A handwritten signature in black ink that reads "Charles J. Bolstad".

Charles J. Bolstad
District Chairperson

College Mission

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

College Vision

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

College Purposes

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services, which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

College Values

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 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.

Learning. We work together to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success. Through partnerships, we seek opportunities to improve lives.

Integrity. We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear 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. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

Continuous Improvement. We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college.

Core Abilities

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on the job. These six core abilities will be evaluated in all programs within the college.

Southwest Tech's core abilities provide graduates with lifelong skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote person who exhibit the following characteristics.

Act Professionally – To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

Communicate Clearly – To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Value Learning – The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Work Productively – To work productively means an individual applies effective work habits and attitudes within a work setting.

Work Cooperatively – To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Solve Problems – To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

2021-2022 COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the budget process calendar, which includes the timetables for completion of the budget process in November.
4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the five-year capital plan.
6. The Board will review the President's final proposed College budget during the month of May.
7. Public hearings on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2020-21 at 1,275 full-time equivalent students (FTEs), a decrease of approximately 21 FTEs relative to 2019-20. With an abundance of safety precautions in place for most of 2020-21 and a conservative stance on programming levels to keep our campus community as safe as possible while still delivering on the College mission, the decrease being slight is quite remarkable. Over the fifteen-year period from 2005-06 through 2020-21 the college total FTEs have declined by approximately 12%. In the face of declining enrollment in the District's high schools, loss of significant partnership contracts, a prolonged period of near full employment in the region and the whiplash effect of COVID-19 in the current year, the College's ability to pursue growth in alternative areas over the fifteen-year period in opposition to those challenges is a significant accomplishment in service to regional students and employers. The budget for 2021-22 has incorporated a projected decrease of 2.0% or 1,250 FTEs.

Budget Priorities / Strategic Projects for 2021-22 include the following:

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 & Retention
3. Enhance the College's Economic Impact
 - a. Development of Charger Development Center for small business startups

The operational budget (general and special revenue funds) for 2021-22 is projecting a 5% increase in revenue levels in comparison to 2020-21. This is based on generating 1,250 FTEs and including anticipated increases in federal funding through the COVID federal relief funding programs. The local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6390 or \$0.64 per \$1,000 of property valuation. General Fund budgeted expenditures are at a maintenance level with 2020-21 with the exception of one-time projects to address the impacts of the pandemic afforded by federal relief funding. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$275,000 in additional budget. Additional estimated increases in heat, electricity, general utilities, supplies, advertising/printing accounts and continued heightened level of cleaning and disinfecting have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, efficiency gains, reorganization savings and other adjustments to create the budget presented.

Serving 1,275 FTEs in 2020-21 is a credit to the College's ability to balance priorities with limited resources, outside enrollment pressures and an ever-increasing drain on resources to meet compliance requirements. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on creating an increasingly positive environment/culture for both staff and students, enhancement of quality teaching and learning and offering unique and effective support services for students. Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy while navigating the uncertain and ever-changing environment that has become a new normal for us all.

Wisconsin Technical College Districts



Southwest Wisconsin Technical College District Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwestern Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County.

FINANCIAL DATA

JULY 1, 2021–JUNE 30, 2022 BUDGET



Southwest Wisconsin Technical College
Schedule of Full-Time Staff Positions
2021-2022 Budget Year

Function	2020-2021*	2021-2022*
Instructional	128	119
Instructional Resources	1	3
Student Services	25	30
General Institutional	27	32
Physical Plant	14	14
Auxiliary Services	6	6
Total	201	204

*Does not include 14 regular part-time positions or approximately 250 part-time outreach positions.

Position Summary - FTE Basis

Category	2019-20 Actual	2020-21 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 21-22 Budget
Administrators/Supervisors	20	21	28			28
Teachers	132	125	136			136
Other Staff	93	117	103	6	1	110
TOTAL	245	263	267	6	1	274

NOTE: Above numbers include part-time instructors, students, and temporary staff.

*Approximately 12 FTEs are supported through grant funding.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental, expendable trust and agency funds, are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All revenues are considered susceptible to accrual except summer school tuition and fees that are recorded as deferred revenue. For debt service, property taxes levied to make principal and interest payments with due dates within the fiscal year are revenue. Any debt service property taxes levied to make principal and interest payments with due dates outside the fiscal year are deferred revenue.
- Expenditures are recognized on an encumbrance basis when the purchase commitment is made, except for interest and principal on general long-term obligation debt, which are recognized as expenditures when due. Expenditures for claims and judgments are recognized when it becomes probable that an asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term obligations are treated as a financing source when received.

The proprietary funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expense is also included.

The Governmental Accounting Standards Board (GASB) Statement No. 20 "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting" provides that proprietary funds may apply all GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Statements and interpretations of the Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) on the Committee on Accounting Procedure.

BASIS OF BUDGETING

Southwest Wisconsin Technical College adopts an annual operating budget which is prepared on substantially the same basis as the financial statements, which are prepared in accordance with GAAP, except budgetary expenditures include encumbrances and budgetary revenues include all property taxes levied for the fiscal year.

DESCRIPTION OF FUNCTIONAL UNITS

Revenues

Southwest Wisconsin Technical College has a diversified funding base composed of property taxes, state aid, student fees, federal grants, and institutionally-generated revenues. Southwest Wisconsin Technical College believes that this diversity, the strength of the local economy, and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future without significant changes in the level of services provided.

Local Government

Local Property Tax Levy Revenue. The debt service mill rate is added to the operational mill rate to get a total mill rate amount. The debt service tax levy is used to pay the principal and interest payments that are due that year. The operational tax levy is used to fund expenditures in the general fund.

State Aids

State Aids and any other revenue derived from State Government.

Student Fees

Fees are collected from students for tuition, materials, and miscellaneous items. Tuition and material fee rates are set annually by the Wisconsin Technical College System based upon estimated total operating expenditures of the districts.

Program Fees: A charge to recover a portion of the cost of operating the instructional areas other than books and consumable supplies.

Material Fees: Charges for instructional materials consumed by the student and/or instructor.

Other Student Fees: Other charges to students such as out-of-state tuition, application fees, and community services fees.

Institutional Revenue

Sales and services, investment income, rentals and other revenues derived from other than governmental sources, except for those more properly coded as other resources.

Federal/State

Grants, contracts, and any other reimbursements received from federal/state government sources.

Expenditures

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function to provide activity detail of our primary activity -- instruction. The following is a listing and description of the expenditure functions used by Southwest Wisconsin Technical College.

<p style="text-align: center;">Instruction</p> <p>This function includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program, and coordination and improvement of teaching.</p>
<p style="text-align: center;">Instructional Resources</p> <p>This function includes all learning resource activities such as the library and audio-visual aids center, learning resource center, instructional media center, instructional resources administration, and clerical support.</p>
<p style="text-align: center;">Student Services</p> <p>This function includes those non-instructional services provided for the student body such as student recruitment; student services administration and clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow-up. Non-instructional athletics such as intramural athletics are also included.</p>
<p style="text-align: center;">General Institution</p> <p>This function includes all services benefiting the entire College, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditure are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. District Board, President's Office, Fiscal Services, Human Resources Services, and Information Technology are included in this function.</p>
<p style="text-align: center;">Physical Plant</p> <p>This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term obligations are included under this function as are the general utilities such as heat, light, and power.</p>
<p style="text-align: center;">Auxiliary Services</p> <p>This function includes commercial-type activities such as the bookstore, child care center, and vending services.</p>

DEFINITION OF FUNDS

Fund

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Governmental Fund Category

General Fund (100)

The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.

Special Revenue Fund (200)

A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.

Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.

Capital Projects Fund (300)

The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.

Debt Service Fund (400)

The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.

Proprietary Fund Category

Enterprise Fund (500)

The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.

Internal Service Fund (600)

The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.

Fiduciary Fund Category

Trust and Agency Fund (700)

The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.

SWTC PRO FORMA BALANCE SHEET - June 30, 2021

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
Assets										
Cash/Investments	7,636,638		517,252	2,149,783	458,351	3,484,842	1,570,377			15,817,243
Receivables:										
Property Taxes	3,591,812									3,591,812
Accounts	150,000					-				150,000
Due From Other Funds										
Inventory						50,000				50,000
Prepaid Expenses	125,000									125,000
Fixed Assets						66,000		45,000,000		45,066,000
Amount Available in Debt Service Fund(s)									2,149,783	2,149,783
Amount to be Provided for Long-term Debt									29,091,469	29,091,469
Total Assets	11,503,450	-	517,252	2,149,783	458,351	3,600,842	1,570,377	45,000,000	31,241,252	96,041,307
Liabilities										
Accounts Payable	225,000		1,000		250,000	35,000				511,000
Employee Related Payables	275,000		9,000			7,500				291,500
Due to Other Funds										
Deferred Revenues	475,000									475,000
Accrued Self-insurance										-
General Long-term Debt									27,136,300	27,136,300
Compensated Absences/ Unfunded Pension									4,104,952	4,104,952
Total Liabilities	975,000	-	10,000	-	250,000	42,500	-	-	31,241,252	32,518,752
Fund Equity										
Investment in Fixed Assets								45,000,000		45,000,000
Retained Earnings						3,558,342	1,570,377			5,128,719
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				2,149,783						2,149,783
Reserve for Self-insurance										
Reserve for Student Organizations			507,252							507,252
Unreserved:										
Designated for Operations	10,528,450									10,528,450
Designated for Fund Balance for Subsequent Year					208,351					208,351
Total Fund Equity	10,528,450	-	507,252	2,149,783	208,351	3,558,342	1,570,377	45,000,000		63,522,555
Total Liability & Fund Equity	11,503,450	-	517,252	2,149,783	458,351	3,600,842	1,570,377	45,000,000	31,241,252	96,041,307

Southwest Wisconsin Technical College
General Fund
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Local Government	5,305,000	5,366,000	5,468,000	5,545,000
State Aids	10,762,965	10,310,500	10,332,000	10,983,400
Program Fees	4,498,373	4,546,600	4,523,000	4,628,000
Material Fees	282,343	286,000	273,000	284,000
Other Student Fees	522,807	433,100	582,000	398,000
Institutional	1,775,918	1,808,400	1,990,000	1,506,500
Federal	<u>799,525</u>	<u>379,500</u>	<u>1,418,000</u>	<u>2,477,300</u>
Total Revenues	23,946,931	23,130,100	24,586,000	25,822,200
EXPENDITURES				
Instruction	13,974,073	14,811,600	14,130,000	15,162,400
Instructional Resources	126,998	143,900	145,000	297,500
Student Services	2,043,777	2,140,400	2,150,000	2,628,900
General Institutional	4,987,213	4,615,900	5,650,000	6,009,200
Physical Plant	<u>1,878,757</u>	<u>2,070,300</u>	<u>2,125,000</u>	<u>2,460,800</u>
Total Expenditures	23,010,818	23,782,100	24,200,000	26,558,800
Net Revenue (Expenditures)	936,113	(652,000)	386,000	(736,600)
OTHER SOURCES (USES)				
Operating Transfer In	218,244	53,000	150,000	168,000
Operating Transfer Out	<u>(48,044)</u>	<u>(47,000)</u>	<u>(45,000)</u>	<u>(47,000)</u>
Total Resources (Uses)	170,200	6,000	105,000	121,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	1,106,313	(646,000)	491,000	(615,600)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	1,106,313	(646,000)	491,000	(615,600)
Beginning Fund Balance	<u>8,931,137</u>	<u>9,446,137</u>	<u>10,037,450</u>	<u>10,528,450</u>
Ending Fund Balance	<u>10,037,450</u>	<u>8,800,137</u>	<u>10,528,450</u>	<u>9,912,850</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Special Revenue - Non-Aidable Fund
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
State Aids	520,445	547,000	530,000	547,000
Other Student Fees	267,324	250,000	275,000	250,000
Institutional	165,779	245,000	135,000	245,000
Federal	<u>5,287,211</u>	<u>6,958,000</u>	<u>4,800,000</u>	<u>8,758,000</u>
Total Revenues	6,240,759	8,000,000	5,740,000	9,800,000
EXPENDITURES				
Student Services	<u>6,267,783</u>	<u>8,000,000</u>	<u>5,759,000</u>	<u>9,800,000</u>
Total Expenditures	6,267,783	8,000,000	5,759,000	9,800,000
Net Revenue (Expenditures)	(27,024)	-	(19,000)	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>48,044</u>	<u>47,000</u>	<u>45,000</u>	<u>47,000</u>
Total Resources (Uses)	48,044	47,000	45,000	47,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>21,020</u>	<u>47,000</u>	<u>26,000</u>	<u>47,000</u>
Total Transfers To (From) Fund Balance	21,020	47,000	26,000	47,000
Beginning Fund Balance	<u>460,232</u>	<u>567,232</u>	<u>481,252</u>	<u>507,252</u>
Ending Fund Balance	<u>481,252</u>	<u>614,232</u>	<u>507,252</u>	<u>554,252</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Capital Projects Fund
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Institutional	31,612	20,000	41,000	50,000
Federal	<u>-</u>	<u>-</u>	<u>-</u>	<u>285,000</u>
Total Revenues	-	-	-	335,000
EXPENDITURES				
Instruction	584,841	819,800	590,000	736,500
Instructional Resources	56,429	18,000	30,000	64,000
General Institutional	418,263	2,760,000	2,445,000	997,000
Physical Plant	<u>2,246,556</u>	<u>2,264,200</u>	<u>2,415,000</u>	<u>2,555,000</u>
Total Expenditures	3,306,089	5,862,000	5,480,000	4,352,500
Net Revenue (Expenditures)	(3,306,089)	(5,862,000)	(5,480,000)	(4,017,500)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(218,244)</u>	<u>(53,000)</u>	<u>(150,000)</u>	<u>(68,000)</u>
Total Resources (Uses)	3,781,756	3,947,000	3,850,000	3,932,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>475,667</u>	<u>(1,915,000)</u>	<u>(1,630,000)</u>	<u>(85,500)</u>
Total Transfers To (From) Fund Balance	475,667	(1,915,000)	(1,630,000)	(85,500)
Beginning Fund Balance	<u>1,362,684</u>	<u>2,042,684</u>	<u>1,838,351</u>	<u>208,351</u>
Ending Fund Balance	<u>1,838,351</u>	<u>127,684</u>	<u>208,351</u>	<u>122,851</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Capital Projects Fund
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$4,000,000. This amount is flat from the prior year borrowing level.

The amount of outstanding debt is approximately twenty-eight million. The majority of this debt is due to the capital expansion project that was completed as approved through the passage of \$31.9 million referendum on 4/1/08. The remaining outstanding debt of approximately eleven million is from annual borrowing for maintenance projects, remodeling and equipment replacement and upgrades. A debt service strategy which sets the annual borrowing in close relationship to annual principal payments, accounts for the consistent level of debt. This capital borrowing plan affords the College the ability to maintain high quality in both equipment and physical plant.

Equipment/Software Budget by Department

Agriculture and Industry	512,500	
Public Safety	175,000	
Health and Service	<u>49,000</u>	
Subtotal Instruction		736,500

Library/Media/Distance Education	<u>64,000</u>	
Subtotal Instructional Resources		64,000

College-wide Computing/Network/Telecommunications	247,000	
Phone System Upgrade	200,000	
Enterprise Planning Resource Project	<u>550,000</u>	
Subtotal General Institutional		997,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	105,000	
New Construction	1,350,000	
Remodeling/Maintenance Projects	720,000	
Engineering/Architect Fees	230,000	
Classroom/Office Furniture	<u>150,000</u>	
Subtotal for Physical Plant		<u>2,555,000</u>

TOTAL CAPITAL PROJECTS	<u>\$ 4,352,500</u>
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Southwest Wisconsin Technical College
Debt Service Fund
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Local Government	5,345,000	5,650,000	5,650,000	6,050,000
State Aids	20,283	20,500	42,800	20,500
Institutional	42,520	20,000	5,200	20,000
Federal Aids	-	-	-	-
Total Revenues	<u>5,407,803</u>	<u>5,690,500</u>	<u>5,698,000</u>	<u>6,090,500</u>
EXPENDITURES				
Physical Plant	<u>4,805,713</u>	<u>6,767,500</u>	<u>5,947,786</u>	<u>7,080,000</u>
Total Expenditures	<u>4,805,713</u>	<u>6,767,500</u>	<u>5,947,786</u>	<u>7,080,000</u>
Net Revenue (Expenditures)	602,090	(1,077,000)	(249,786)	(989,500)
OTHER SOURCES (USES)				
Refunding Debt Issued	-	-	-	-
Operating Transfer In (Out)	<u>199,744</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	<u>801,834</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>801,834</u>	<u>(1,077,000)</u>	<u>(249,786)</u>	<u>(989,500)</u>
Total Transfers To (From) Fund Balance	<u>801,834</u>	<u>(1,077,000)</u>	<u>(249,786)</u>	<u>(989,500)</u>
Beginning Fund Balance	<u>1,597,735</u>	<u>2,163,265</u>	<u>2,399,569</u>	<u>2,149,783</u>
Ending Fund Balance	<u><u>2,399,569</u></u>	<u><u>1,086,265</u></u>	<u><u>2,149,783</u></u>	<u><u>1,160,283</u></u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Enterprise Fund
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Federal	5,009			
Institutional	<u>1,450,747</u>	<u>1,336,000</u>	<u>1,255,000</u>	<u>1,621,500</u>
Total Revenues	1,455,756	1,336,000	1,255,000	1,621,500
EXPENDITURES				
Auxiliary Services	<u>1,571,105</u>	<u>1,706,000</u>	<u>1,405,000</u>	<u>1,541,300</u>
Total Expenditures	1,571,105	1,706,000	1,405,000	1,541,300
Net Revenue (Expenditures)	(115,349)	(370,000)	(150,000)	80,200
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(100,000)</u>
Total Resources (Uses)	-	-	-	(100,000)
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(115,349)</u>	<u>(370,000)</u>	<u>(150,000)</u>	<u>(19,800)</u>
Total Transfers To (From) Fund Balance	(115,349)	(370,000)	(150,000)	(19,800)
Beginning Fund Balance	<u>3,823,691</u>	<u>3,761,691</u>	<u>3,708,342</u>	<u>3,558,342</u>
Ending Fund Balance	<u>3,708,342</u>	<u>3,391,691</u>	<u>3,558,342</u>	<u>3,538,542</u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Internal Service Fund***
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Institutional	<u>3,674,390</u>	<u>4,427,000</u>	<u>3,932,000</u>	<u>4,425,000</u>
Total Revenues	3,674,390	4,427,000	3,932,000	4,425,000
EXPENDITURES				
Auxiliary Services	<u>3,443,400</u>	<u>4,427,000</u>	<u>4,092,000</u>	<u>4,435,000</u>
Total Expenditures	3,443,400	4,427,000	4,092,000	4,435,000
Net Revenue (Expenditures)	230,990	-	(160,000)	(10,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>230,990</u>	<u>-</u>	<u>(160,000)</u>	<u>(10,000)</u>
Total Transfers To (From) Fund Balance	230,990	-	(160,000)	(10,000)
Beginning Fund Balance	<u>1,499,387</u>	<u>1,155,711</u>	<u>1,730,377</u>	<u>1,570,377</u>
Ending Fund Balance	<u>1,730,377</u>	<u>1,155,711</u>	<u>1,570,377</u>	<u>1,560,377</u>

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

*Actual is presented on a budgetary basis.

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

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

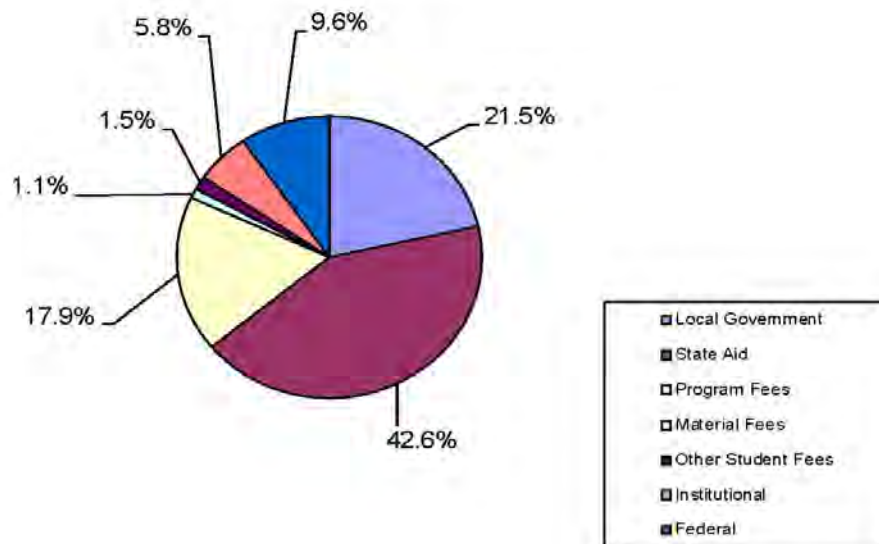
Southwest Wisconsin Technical College
Classification Breakdown by Fund
2021-22 Fiscal Year

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personnel Services	19,356,342		203,671			650,600		20,210,613
Salaries	13,984,473		161,571			448,300		14,594,344
Fringe	5,371,869		42,100			202,300		5,616,269
Current Expense	7,202,458					55,150	4,380,000	11,637,608
Resale Merchandise			9,596,329			835,550	55,000	10,486,879
Capital				4,352,500				4,352,500
Debt Service					7,080,000			7,080,000
Total Expenditures	26,558,800	-	9,800,000	4,352,500	7,080,000	1,541,300	4,435,000	53,767,600

**2021-22 Expenditures
General - Operational**



Southwest Wisconsin Technical College
2021-22 Revenue Sources
General – Operational



	2020-21	
Revenues	Budget	Percent
Local Government	5,545,000	21.5
State Aid	10,983,400	42.6
Program Fees	4,628,000	17.9
Material Fees	284,000	1.1
Other Student Fees	398,000	1.5
Institutional	1,506,500	5.8
Federal	2,477,300	9.6
Total Revenues	25,822,200	100.0

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2021-22 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
G.O. Refunding bonds (AR) 10/01/14 to Sterne, Agee & Leach, Inc. in the amount of \$5,215,000			
2021-2022	475,000	109,800	584,800
2022-2023	490,000	95,550	585,550
2023-2024	505,000	80,850	585,850
2024-2025	525,000	65,700	590,700
2025-2026	540,000	49,950	589,950
2026-2027	550,000	33,750	583,750
2027-2028	<u>575,000</u>	<u>17,250</u>	<u>592,250</u>
Total Payments Due	3,660,000	452,850	4,112,850

Promissory note (5 years) issued 8/5/17 to Banker's Bank of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.

2021-2022	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	500,000	10,000	510,000

G.O. Refunding Bond (12 years) issued 12/20/17 to Robert W. Baird & Co. Inc. in the amount of \$6,485,000

2021-2022	-	194,550	194,550
2022-2023	-	194,550	194,550
2023-2024	-	194,550	194,550
2024-2025	-	194,550	194,550
2025-2026	1,555,000	194,550	1,749,550
2026-2027	1,595,000	147,900	1,742,900
2027-2028	1,645,000	100,050	1,745,050
2028-2029	<u>1,690,000</u>	<u>50,700</u>	<u>1,740,700</u>
Total Payments Due	6,485,000	1,271,400	7,756,400

Promissory note (5 years) issued 10/10/18 to Hutchinson, Shockey, Erley & Co. in the amount of \$4,000,000 to finance construction, facility improvements, remodeling, and equipment purchases.

2021-2022	800,000	54,000	854,000
2022-2023	<u>800,000</u>	<u>28,000</u>	<u>828,000</u>
Total Payments Due	1,600,000	82,000	1,682,000

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2021-22 Budget Year

G.O. Refunding Bond issued 03/06/2019 to Robert W. Baird
& Co. Inc. in the amount of \$7,775,000

2021-2022	1,280,000	190,700	1,470,700
2022-2023	1,305,000	165,100	1,470,100
2023-2024	1,355,000	139,000	1,494,000
2024-2025	<u>1,425,000</u>	<u>71,250</u>	<u>1,496,250</u>

Total Payments Due	5,365,000	566,050	5,931,050
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Promissory note (5 years) issued 03/12/2020 to Robert W.
Baird & co. Inc. in the amount of \$4,000,000

2021-2022	800,000	80,000	880,000
2022-2023	800,000	64,000	864,000
2023-2024	<u>800,000</u>	<u>32,000</u>	<u>832,000</u>

Total Payments Due	2,400,000	176,000	2,576,000
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Promissory note (5 years) issued 02/16/2021 to
Huntington Securities, Inc. in the amount of \$4,000,000

2021-2022	1,600,000	66,000	1,666,000
2022-2023	800,000	48,000	848,000
2023-2024	800,000	36,000	836,000
2024-2025	<u>800,000</u>	<u>18,000</u>	<u>818,000</u>

Total Payments Due	4,000,000	168,000	4,168,000
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Promissory note (5 years) to be issued in 2022 to the
successful bidder in the amount of \$4,000,000 to finance
construction, facility improvements, remodeling, and
equipment purchases.

2021-2022	800,000	144,000	944,000
2022-2023	800,000	112,000	912,000
2023-2024	800,000	80,000	880,000
2024-2025	800,000	48,000	848,000
2025-2026	<u>800,000</u>	<u>16,000</u>	<u>816,000</u>

Total Payments Due	4,000,000	400,000	4,400,000
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Southwest Wisconsin Technical College
 Combined Schedule of Long-term Obligations
 Summary of Fiscal Year
 2021-22 Budget

Fiscal Year(s)	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021-2022	6,255,000	849,050	7,104,050
2022-2023	4,995,000	707,200	5,702,200
2023-2024	4,260,000	562,400	4,822,400
2024-2029	<u>12,500,000</u>	<u>1,007,650</u>	<u>13,507,650</u>
Total Payments Due	\$ 28,010,000	\$ 3,126,300	\$ 31,136,300

**Southwest Wisconsin Technical College
Debt Limit
2021-22 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2021, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2021-22 budget is \$28,010,000. The five (5) percent limit is \$468,681,414.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2021-22 budget is \$15,510,000. The two (2) percent limit is \$187,472,566.

Southwest Wisconsin Technical College
Combined Budget Summary
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Local Government	10,650,000	11,016,000	11,118,000	11,595,000
State Aids	11,303,693	10,878,000	10,904,800	11,550,900
Program Fees	4,498,373	4,546,600	4,523,000	4,628,000
Material Fees	282,343	286,000	273,000	284,000
Other Student Fees	790,131	683,100	857,000	648,000
Institutional	7,066,834	7,836,400	7,312,000	7,868,000
Federal	<u>6,129,256</u>	<u>7,337,500</u>	<u>6,223,200</u>	<u>11,520,300</u>
Total Revenues	40,720,630	42,583,600	41,211,000	48,094,200
EXPENDITURES				
Instruction	14,558,914	15,631,400	14,720,000	15,898,900
Instructional Resources	183,427	161,900	175,000	361,500
Student Services	8,311,560	10,140,400	7,909,000	12,428,900
General Institutional	5,405,476	7,375,900	8,095,000	7,006,200
Physical Plant	8,931,026	11,102,000	10,487,786	12,095,800
Auxiliary Services	<u>5,014,505</u>	<u>6,133,000</u>	<u>5,497,000</u>	<u>5,976,300</u>
Total Expenditures	42,404,908	50,544,600	46,883,786	53,767,600
Net Revenue (Expenditures)	(1,679,269)	(7,961,000)	(5,672,786)	(5,673,400)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Refunding/Premium	199,744	-	-	-
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	<u>2,520,475</u>	<u>(3,961,000)</u>	<u>(1,672,786)</u>	<u>(1,673,400)</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	475,667	(1,915,000)	(1,630,000)	(85,500)
Reserve for Debt Service	801,834	(1,077,000)	(249,786)	(989,500)
Retained Earnings	115,641	(370,000)	(310,000)	(29,800)
Reserve for Student Organizations	21,020	47,000	26,000	47,000
Reserve for Operations	1,106,313	(646,000)	491,000	(615,600)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	<u>2,520,475</u>	<u>(3,961,000)</u>	<u>(1,672,786)</u>	<u>(1,673,400)</u>
Beginning Fund Balance	<u>17,674,866</u>	<u>19,136,720</u>	<u>20,195,341</u>	<u>18,522,555</u>
Ending Fund Balance	<u>20,195,341</u>	<u>15,175,720</u>	<u>18,522,555</u>	<u>16,849,155</u>

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Combined Budget Summary
2021-22 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES BY FUND				
General Fund	23,946,931	23,130,100	24,586,000	25,822,200
Special Revenue-Non-Aidable Fund	6,240,759	8,000,000	5,740,000	9,800,000
Capital Projects Fund	-	-	-	335,000
Debt Service Fund	5,407,803	5,690,500	5,698,000	6,090,500
Enterprise Fund	1,455,756	1,336,000	1,255,000	1,621,500
Internal Service Fund	<u>3,674,390</u>	<u>4,427,000</u>	<u>3,932,000</u>	<u>4,425,000</u>
Total Revenue by Fund	<u>40,725,639</u>	<u>42,583,600</u>	<u>41,211,000</u>	<u>48,094,200</u>
EXPENDITURES BY FUND				
General Fund	23,010,818	23,782,100	24,200,000	26,558,800
Special Revenue-Non-Aidable Fund	6,267,783	8,000,000	5,759,000	9,800,000
Capital Projects Fund	3,306,089	5,862,000	5,480,000	4,352,500
Debt Service Fund	4,805,713	6,767,500	5,947,786	7,080,000
Enterprise Fund	1,571,105	1,706,000	1,405,000	1,541,300
Internal Service Fund	<u>3,443,400</u>	<u>4,427,000</u>	<u>4,092,000</u>	<u>4,435,000</u>
Total Expenditures by Fund	<u>42,404,908</u>	<u>50,544,600</u>	<u>46,883,786</u>	<u>53,767,600</u>

*Actual is presented on a budgetary basis.

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

SUPPLEMENTAL DATA

JULY 1, 2021–JUNE 30, 2022 BUDGET



DISTRICT PROFILE

Southwest Wisconsin Technical College District is located primarily within the counties of Crawford, Grant, Iowa, Lafayette, and Richland. The College is organized along public school district lines and encompasses 30 public school districts. There is only one centrally located campus at Fennimore.

PROGRAMS OFFERED

Associate Degree

Accounting
 Agribusiness Science & Technology - AgBus Mgmt
 Agribusiness Science & Technology - Agronomy
 Agribusiness Science & Technology - Animal Science
 Business Management
 Cancer Information Management
 Criminal Justice-Law Enforcement 2
 Criminal Justice Studies
 Culinary Arts
 Culinary Management
 Direct Entry Midwife
 Early Childhood Education
 Electromechanical Technology
 Golf Course Management
 Graphic And Web Design
 Health Information Technology
 Human Services Associate
 Individualized Technical Studies
 Instrumentation and Controls Technology
 IT-Network Specialist
 Leadership Development
 Medical Laboratory Technician
 Nonprofit Leadership
 Nursing - Associate Degree
 Physical Therapist Assistant
 Respiratory Therapist-collaborative w/ Western Tech
 Supply Chain Management
 Technical Studies-Journey Worker
 University Transfer Liberal Arts

Short-Term Technical Diploma

Advanced EMT
 Building Maint/Constr-WI Secure Program Facility
 Criminal Justice-Law Enforcement 720 Academy
 Dental Assistant-Short Term
 Driver and Safety Education Certification
 Emergency Medical Technician
 Farm Business & Production Management
 Nursing Assistant

One Year Technical Diploma

Accounting Assistant
 Agribusiness-Agronomy Technician
 Auto Collision Repair & Refinishing Technician
 Bricklaying & Masonry - WI Secure Program Facility
 Building Trades-Carpentry
 Child Care Services
 CNC Machine Operator/Programmer
 Computer Support Technician
 Cosmetology
 Electrical Power Distribution
 Farm Operations & Management-Dairy Technician
 Farm Operations & Management-Farm Ag Maintenance
 Farm Operations & Management-Livestock Tech
 Industrial Mechanic
 Laboratory Science Technician
 Medical Assistant
 Medical Coding Specialist
 Nail Technician
 Pharmacy Technician-collaborative w/ Lakeshore Tech
 Supply Chain Assistant
 Welding

PROGRAMS OFFERED, continued

Two-Year Technical Diploma

Agricultural Power & Equipment Technician
 Automotive Technician
 Farm Operations & Management - Ag Mechanics
 Farm Operations & Management - Dairy
 Farm Operations & Management- Livestock

Apprentice

Electricity (Construction) Apprentice
 Industrial Electrician Apprentice
 Mechatronics Technician Apprentice
 Plumbing Apprentice

PathWay Certificates

Applicator Technician
 Farm Operations & Management- Reproduction Technician
 Logistics
 Payroll Assistant
 Production Planner
 Purchasing Agent/Buyer
 Tax Preparer Assistant

Internal Certificates

Dairy Goat Herd Management

SPECIAL OFFERINGS

3-Wheel Basic Rider Course
 Basic Rider Course
 Basic Rider 2 Course
 Beginning Microsoft Excel
 Birth Doula Labor Support
 Computer Applications
 Concealed Carry Training
 CPR/AED/First Aid Training
 Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)
 Emergency Medical Services/First Responder Courses
 Farm Training Workshops/Seminars/Conferences
 Fire Safety Courses
 Golf Technique Training
 Human Resources Certificate
 IV Therapy

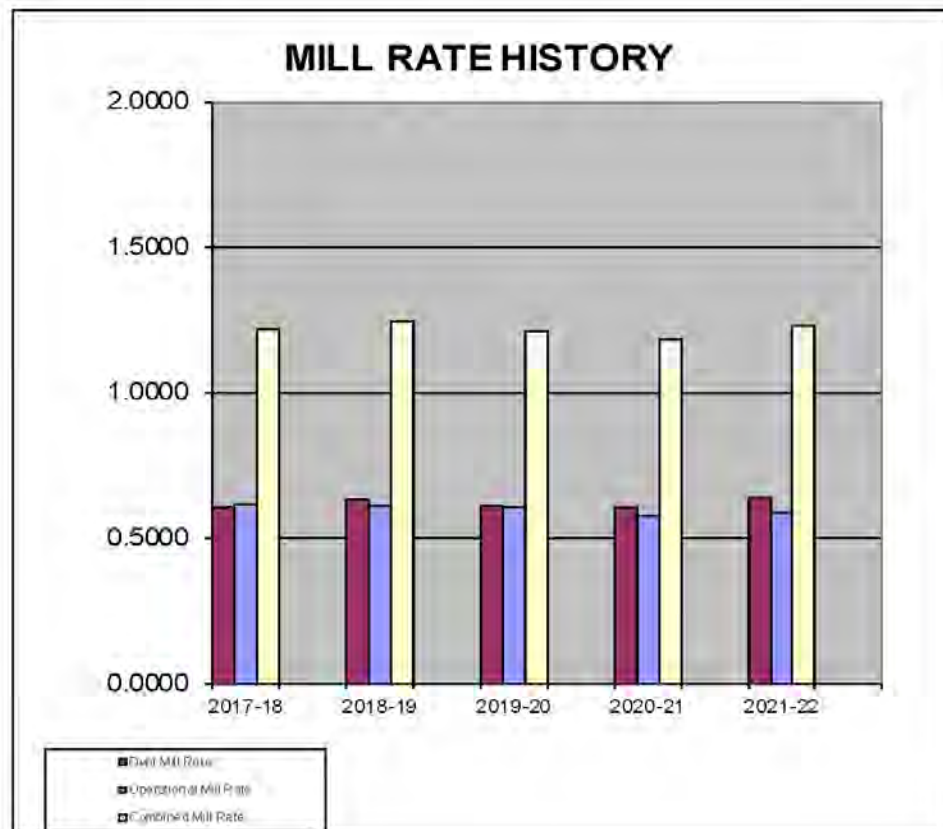
Jail Academy
 Law Enforcement Training
 Leadership Certificate
 Logistics Certificate
 Preschool Credential
 QuickBooks
 Nail Technician Certificate
 OSHA Training
 Responsible Beverage Server
 Traffic Safety-Group Dynamics
 Traffic Safety-Multiple Offender
 Traffic Safety-Point Reduction
 Tractor Safety

Online Learning Courses

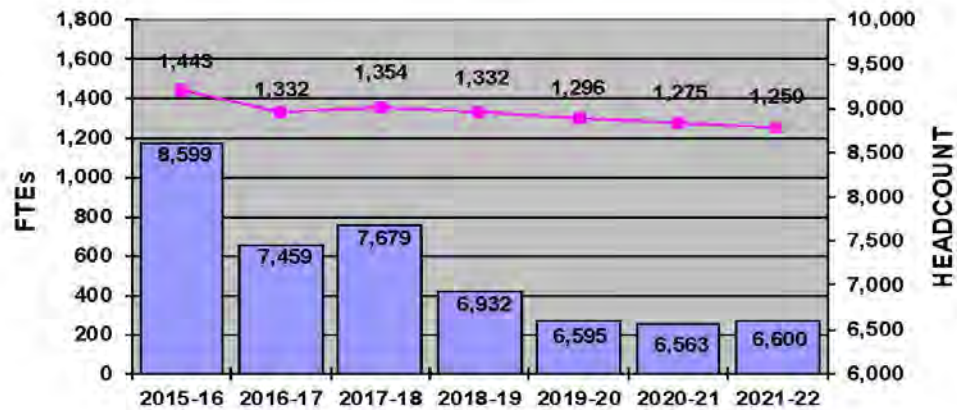
Abstracting Principles and Practice I	Driver Education In-Car Instruction
Abstracting Principles and Practice II	Driver Education Safety
Accounting 1, 2, 3 & 4	ECE: Advanced Practicum
Accounting 1, Part 1	ECE: Child Development
Accounting Systems and Procedure	ECE: Children w Diff Abilities
Adv Anatomy & Physiology	ECE: Early Language and Literacy
Advanced Accounting Spreadsheets	ECE: Family & Community Rel
Applied Pharmacology	ECE: Foundations of ECE
Basic Anatomy	ECE: Guiding Child Behavior
Beginning Microsoft Excel	ECE: Hlth Safety & Nutrition
Beginning Microsoft Word	ECE: Infant & Toddler Dev
Benefits and Challenges of an ERP System	ECE: Intermediate Practicum
Blueprint Reading-Welding 1	ECE: Introductory Practicum
Blueprint Reading-Welding 2	ECE: Preschool Practicum
Body Structure and Function	ECE: Social Studies, Art and Music
Budget Analysis	ECE: STEM
Business Law 1 & 2	Economics
Business Management Strategies	Elementary Algebra With Apps
Cancer Disease Management	Emergency Medical Technician (EMT)-Refresher
Cancer Patient Follow-Up	English Composition 1
Cancer Statistics and Epidemiology	Ethics
Career Planning in Business	Foundations and NonProfits
College Algebra with Applications	Foundations of HIM
College Mathematics	Fundamentals of Chemistry
Conflict Resolution	General Anatomy & Physiology
Cost Accounting	Global Logistics
CPT Coding	Global Sourcing
CTR Prep	Global Supply Chain Management
Culture of Healthcare	Goat-Business Promotion and Marketing
Current Trends in Non-Profits	Goat-Heard Health
Dairy Goat-Farm Records & Financial Management	Goat-Kid Management
Dairy Goat-Genetics and Selection	Goat-Milking Facilities and Housing
Dairy Goat-Introduction to the Industry	Goat-Reproduction and Breeding Program
Dairy Goat-Nutrition	Group Dynamics
Dairy Goat-Production Records and Analysis	Health Quality Management
Dairy Goat-Writing a Business Plan	Health Revenue Management
Developing a Business Plan	Healthcare Law & Ethics
Developmental Psychology	Healthcare Stats and Analytics
Digital Literacy for Healthcare	HeartCode BLS
Driver Education Classroom Instruction	HIT Capstone
Driver Education Theory - Online	Human Diseases for the Health Professions

Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2017-18 Actual	8,190,692,493	0.6139	0.6043	1.2182
2018-19 Actual	8,466,356,725	0.6109	0.6313	1.2422
2019-20 Actual	8,796,577,421	0.6025	0.6076	1.2101
2020-21 Actual	9,373,628,285	0.5783	0.6028	1.1811
2021-22 Projected	9,467,364,568	0.5857	0.6390	1.2247



Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Budget 2021-22
Post-Secondary ⁽¹⁾	1,186	1,132	1,169	1,159	1,147	1,136	1,115
Vocational Adult ⁽²⁾	86	70	76	64	62	64	65
Non-Postsecondary ⁽³⁾	170	129	108	109	87	75	70
Community Services ⁽⁴⁾	1	1	1	0	0	0	0
Total FTE	1,443	1,332	1,354	1,332	1,296	1,275	1,250
Headcount	8,599	7,459	7,679	6,932	6,595	6,563	6,600

(1) Post-Secondary: Students enrolled in courses at the associate degree, technical diploma, apprenticeship and certificate levels.

(2) Vocational Adult: Students enrolled in courses for personal development in increasing their job skills or learning new skills.

(3) Non-Postsecondary: Students enrolled in remedial and basic education courses.

(4) Community Services: Students enrolled in self-enrichment activities

Southwest Wisconsin Technical College
Notice of Public Hearing
July 1, 2021 - June 30, 2022

A public hearing on the proposed 2021-2022 budget for Southwest Wisconsin Technical College will be held on June 24th at 6:30 in Room 430 on the Fennimore Campus. The detailed budget is available for public inspection at the District Business Office.

EXPENDITURE HISTORY

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational ⁽²⁾</u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2017-18	8,190,692,493	0.6139	0.6043	1.2182	(2.72)
2018-19	8,466,356,725	0.6109	0.6313	1.2422	1.97
2019-20	8,796,577,421	0.6025	0.6076	1.2101	(2.58)
2020-21	9,373,628,285	0.5783	0.6028	1.1811	(2.40)
2021-22 ⁽¹⁾	9,467,364,568	0.5857	0.6390	1.2247	3.69
<u>Fiscal Year ⁽²⁾</u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2017-18	49,845,968	19.76	9,978,321	3.62	121.82
2018-19	52,564,730	5.45	10,516,722	5.40	124.22
2019-20	42,404,908	(19.33)	10,644,847	1.22	121.01
2020-21	50,544,600	19.20	11,071,039	4.00	118.11
2021-22	53,767,600	6.38	11,595,000	4.73	122.47

⁽¹⁾ Fiscal year 2022 equalized valuation is projected to increase 1% from fiscal year 2021.

⁽²⁾ Fiscal years 2018 through 2020 represent actual amounts; 2021 is estimated; 2022 is the proposed budget.

Budget/Fund Summary – All Funds

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	5,545,000	-	-	-	6,050,000	-	-	11,595,000
Other Budgeted Revenues	20,277,200	-	9,800,000	335,000	40,500	1,621,500	4,425,000	36,499,200
Total Budgeted Revenues	25,822,200	-	9,800,000	335,000	6,090,500	1,621,500	4,425,000	48,094,200
Budgeted Expenditures	26,558,800	-	9,800,000	4,352,500	7,080,000	1,541,300	4,435,000	53,767,600
Excess of Revenues								
Over Expenditures	(736,600)	-	-	(4,017,500)	(989,500)	80,200	(10,000)	(5,673,400)
Operations Transfers	121,000	-	47,000	(68,000)	-	(100,000)	-	
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance								
07/01/21	10,528,450	-	507,252	208,351	2,149,783	3,558,342	1,570,377	18,522,555
Est. Fund Balance								
06/30/22	9,912,850	-	554,252	122,851	1,160,283	3,538,542	1,560,377	16,849,155

Southwest Wisconsin Technical College
Notice of Public Hearing
Budget Summary - General Fund
Fiscal Year 2021-2022

	2019-20 <u>Actual⁽³⁾</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate⁽⁴⁾</u>	2021-22 <u>Budget</u>	
REVENUES					
Local Government	5,305,000	5,366,000	5,468,000	5,545,000	
State Aids	10,762,965	10,310,500	10,332,000	10,983,400	
Program Fees	4,498,373	4,546,600	4,523,000	4,628,000	
Material Fees	282,343	286,000	273,000	284,000	
Other Student Fees	522,807	433,100	582,000	398,000	
Institutional	1,775,918	1,808,400	1,990,000	1,506,500	
Federal	799,525	379,500	1,418,000	2,477,300	
Total Revenues	23,946,931	23,130,100	24,586,000	25,822,200	
EXPENDITURES					
Instruction	13,974,073	14,811,600	-	15,162,400	
Instructional Resources	126,998	143,900	-	297,500	
Student Services	2,043,777	2,140,400	-	2,628,900	
General Institutional	4,987,213	4,615,900	-	6,009,200	
Physical Plant	1,878,757	2,070,300	-	2,460,800	
Total Expenditures	23,010,818	23,782,100	24,200,000	26,558,800	
Net Revenue (Expenditures)	936,113	(652,000)	386,000	(736,600)	
OTHER SOURCES (USES)					
Operating Transfer In (Out)	170,200	6,000	105,000	121,000	
Total Resources (Uses)	170,200	6,000	105,000	121,000	
TRANSFERS TO (FROM) FUND BALANCES					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	1,106,313	(646,000)	491,000	(615,600)	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	1,106,313	(646,000)	491,000	(615,600)	
Beginning Fund Balance	8,931,137	9,446,137	10,037,450	10,528,450	
Ending Fund Balance	10,037,450	8,800,137	10,528,450	9,912,850	
EXPENDITURES BY FUND					
General Fund	23,010,818	23,782,100	24,200,000	26,558,800	%Change ⁽⁵⁾ 11.68
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,267,783	8,000,000	5,759,000	9,800,000	22.50
Capital Projects Fund	3,306,089	5,862,000	5,480,000	4,352,500	(25.75)
Debt Service Fund	4,805,713	6,767,500	5,947,786	7,080,000	4.62
Enterprise Fund	1,571,105	1,706,000	1,405,000	1,541,300	(9.65)
Internal Service Fund	3,443,400	4,427,000	4,092,000	4,435,000	0.18
Total Expenditures by Fund	42,404,908	50,544,600	46,883,786	53,767,600	6.38
REVENUES BY FUND					
General Fund	23,946,931	23,130,100	24,586,000	25,822,200	11.64
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,240,759	8,000,000	5,740,000	9,800,000	22.50
Capital Projects Fund	-	-	-	335,000	-
Debt Service Fund	5,407,803	5,690,500	5,698,000	6,090,500	7.03
Enterprise Fund	1,455,756	1,336,000	1,255,000	1,621,500	21.37
Internal Service Fund	3,674,390	4,427,000	3,932,000	4,425,000	(0.05)
Total Revenue by Fund	40,725,639	42,583,600	41,211,000	48,094,200	12.94

Actual is presented on a budgetary basis.

Estimate is based upon 10 months of actual and 2 months of estimate
(2021-22 Budget - 2020-21 Budget)/2020-21 Budget.

C. RFP 2021-06: Universal Design Training

A Request for Proposals (RFP) was put out to the public for Universal Design Training, which would be training on Universal Design delivered to approximately 25 Southwest Tech staff and faculty with both synchronous and asynchronous components. The public opening was held on May 4, 2021, and two proposals were received. Chris Bowers will present the summary of the proposals, which is below, at the Board meeting.

Recommendation: *Award the contract for Universal Design Training to Landmark College, Putney, VT, for a total of \$102,110. This project will be paid for with Federal Relief grant funds.*

Universal Design Training RFP #2021-06

The public opening of the request for proposals (RFP) to provide Universal Design training for the College was held on Tuesday, May 4, 2021 at 1:00 p.m.

The purpose of this request is to obtain an online customizable professional development suite of training materials for Southwest Tech staff and faculty centered on Universal Design with an emphasis in neurodiversity, social justice, how we learn and learning differences, barriers to learning, executive functioning, and applying universal design principles to higher education tailored to the specific needs of Southwest Tech. This will be achieved partially through a case study approach and incorporation of Southwest Tech specific scenarios.

The scope of this project will be to provide online universal design training as described above, delivered to approximately 25 Southwest Tech staff and faculty with both synchronous and asynchronous components. Desired time commitment for staff and faculty would be approximately four weeks with six to eight hours of time to complete content each week. Additional consideration will be given to organizations who can provide the option of follow up, individualized consulting sessions to participating staff and faculty.

Proposals were received from Landmark College and CAST, Inc. An evaluation team consisting of Christena Bowers, Derek Dachelet, Chantel Hampton and Demi Vetesnik reviewed and rated the proposals and as a result, both companies were invited for demonstrations. Evaluation team scoring was based on the following criteria:

Customizable suite of hybrid training materials	40
Corporate Overview/Demonstration	30
References	20
Interview and demonstrations	<u>10</u>
	Total 100

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

Ranking	Vendor		Total Cost	Final Score
1	Landmark College	Putney, VT	\$102,110	81.5
2	CAST, Inc	Wakefield, MA	\$130,610	76.8

Universal Design Training Suite:

Training Description	Cost
Universal Design Course for 25 participants with a minimum of 2 trainers	\$20,000 for 3 modules
Individualized Consultation	\$300 per hour (25 consultations, 1 hour each) TOTAL: \$7,500
Universal Design Learning Credential/Certification	Post-baccalaureate certificate in Learning Differences and Neurodiversity. 6 Train the Trainer participants. (\$7,475 for 5-course certificate program) TOTAL: \$44,850
Additional costs associated with developing train the trainers (list all options)	Individual consultations for 6 selected "train the trainers" (4 hours each) TOTAL: \$7,200
Campus Wide Training (such as in-services, learning academies, workshops or other professional development)	In-person training: 2 trainers, one-day training (5 hours): <div style="margin-left: 20px;"> \$5,000 training fee \$1,520 airfare and rental car \$600 hotel \$400 meals <hr style="width: 100px; margin-left: 0;"/> \$7,520 Total TOTAL: \$22,560 for 3 trainings </div>

D. Dodgeville Outreach Site Lease

Krista Weber will present a lease agreement for a temporary location for the Dodgeville Outreach Site. The lease is a month-to-month lease for approximately 600 square feet located at Dodgeville Family Chiropractic & Wellness Center at 1206 N. Johns Street. The lease agreement is included below.

Recommendation: *Approve the lease agreement with Dodgeville Family Chiropractic & Wellness Center to lease approximately 600 square feet of space to be used as the temporary Dodgeville Outreach Site, located at 1206 N. Johns Street, Dodgeville, WI. The month-to-month lease will commence on June 28, 2021, at a monthly rate of \$700.*

LEASE AGREEMENT

This lease entered into by and between Dodgeville Family Chiropractic, S.C. hereinafter referred to as 'Landlord', and Southwest Wisconsin Technical College, hereinafter referred to as 'Tenant.'

WITNESSETH

The Landlord, for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Tenant, demises and leases unto the Tenant, and the Tenant does hereby hire and rent from the Landlord the premises hereinafter described, for the period, at the rental and upon the terms and conditions hereinafter specifically set forth.

I. DESCRIPTION OF LEASED PREMISES

The leased premises shall constitute one (1) conference room approximate 24 ft. by 25 ft. in the Dodgeville Family Chiropractic and Wellness Center at 1206 N. Johns Street to be occupied up to 40 hours/week.

II. TERM OF LEASE

The term of the lease shall commence on the twenty-eighth day of June 2021 and shall expire on the last day of the month. (See Article VI General Provisions; paragraph E for continued tenancy beyond the expiration of this lease.)

III. RENTAL

The Tenant shall pay to the Landlord as rent for said premises the sum of \$700. Rent is due and payable on June 28, 2021. In the event of continued tenancy beyond July 2021, the rent shall remain the same and shall be paid on the first of each succeeding calendar month.

IV. OBLIGATION OF LANDLORD

A. Insurance Coverage

Landlord shall keep the rented premise insured against fire and extended risk for its full replacement cost under a policy written by a reputable company authorized to write such insurance in the state of Wisconsin. Landlord and Tenant hereby waive any and all right of recovery against each other for any loss to their respective property to the extent reimbursed by such insurance.

The parties hereto shall be liable for their own acts of negligence and agree to indemnify the other for any losses, damages, cost or expenses, including litigation expenses paid or sustained by reason of the act or negligence of the other, except

to the extent such losses, damages, costs, or expenses are reimbursed by insurance.

B. Property repair, mechanical, ventilation, heating, lavatories

Landlord will at its expense maintain and keep in working order all the above listed systems or facilities. Any deficiencies or malfunctions should be reported to Landlord immediately.

C. Utilities

Landlord shall be responsible for all utilities including water, garbage, heat and electric. Tenant shall pay the sum of \$50.00 per month for internet service, if such service is requested by Tenant.

D. Parking

Tenant shall be permitted to use a reasonable number of parking stalls outside the building for clients. Tenant should use the southern-most parking spots. The south entrance should be used only by landlord and tenants. All clients should enter the eastside entrance.

E. Building Entry

Tenant shall at all times have access to the leased premises. If tenant is the last one in the building, Tenant will be responsible for securing the building before leaving. Tenant will be provided with keys to the main access door and their conference room described in Section I. Copying keys is prohibited and all keys must be returned to Landlord at the cessation of the lease.

F. Additional Areas

Tenant will have access to the breakroom, connected closet space, and public bathrooms on site. In addition, microwave, refrigerator and other kitchen supplies are available for use by the tenant. Tenant should provide its own office supplies and other equipment necessary for its leased space. Any damage or injury related to any of Landlord's equipment on premises resulting from misuse by the Tenant must be repaired or replaced with items of similar quality by the Tenant. Landlord will be granted access to shared connected closet space as needed.

G. Scheduling

Tenant is responsible for providing a schedule of occupancy as they are modified in order for Landlord to manage other occupancy requests in the building and to allow management of items in the reception area.

V. OBLIGATIONS OF THE TENANT

A. Payment of Rents

Tenant shall pay at the time and in the manner heretofore specified the rental amount, and such rental shall be payable at Landlord's office at 1206 N. Johns Street, Dodgeville, Wisconsin or at such other place as the landlord shall designate in writing.

B. Insurance Coverage

Tenant shall provide liability insurance for its own business activities and any for its personal property located on the premises. A copy of such policy should be provided to Landlord prior to occupancy.

C. Use of Premises

Tenant shall not allow said premises to be used for any other purpose than that of educational services, nor shall it permit said premises to be used for any unlawful or immoral purpose, or any purpose that will injure the reputation of the premises, and it will not use or keep on the premises any article which would affect the validity of the standard fire policy of the state of Wisconsin. If tenant chooses to add additional services including classes, they must be approved by landlord and should not be distributed or performed until doing so.

D. Security Deposit

The tenant shall submit payment for a security deposit equal to \$150 to Landlord at the signing of the lease. The security deposit shall be returned to tenant when lease expires less any costs or repairs due to damages in excess of normal wear and tear as described below in Item E.

E. Damage to Property

The tenant shall be responsible to restore any damage to items including interior walls, ceilings, paint and glass, to their former conditions with materials of equal quality that have resulted from misuse from the tenant; provided, however, that the damages were not a result from ordinary wear and tear.

F. Signs

Tenant must receive prior written approval of the Landlord, to place or install signs in or on the exterior of the premises. Signs must comply with local ordinances.

G. Advertising and Promotion

Tenant must receive prior approval of any advertising or promotional materials that include mention of the Landlord's business name, Dodgeville Family Chiropractic, S.C. or any form of the Landlord's name or title. All advertising costs will be the responsibility of the Tenant unless both parties agree otherwise in advance to publication. These include yellow page listings, business cards, billboards, newspaper, and radio advertising.

H. Personal Supplies and Equipment

Tenant shall be responsible for providing its own necessary supplies and equipment necessary to do their business beyond the materials listed above in the Landlord obligations. Any shared equipment will be designated here:

I. Surrendering Premises on Termination of Lease

Tenant, upon termination of this lease in any manner, will surrender to the Landlord possession of the leased premises in good condition and repair, ordinary wear and tear and loss through fire or other insurable risk excepted, and will surrender the keys to the landlord.

J. COVID protocol

Tenant shall follow the current guidelines established by the Landlord in common spaces including the reception area and bathrooms.

VI. GENERAL PROVISIONS

A. Damage by Fire or Other Casualty

If the premises or the building of which the premises are a part shall be damaged or destroyed by fire or other casualty to such an extent that Landlord is unable to repair, restore, or rebuild the premises within 10 days of such fire or casualty, this lease shall terminate and be of no effect as of the date of such damage or destruction. Landlord shall return any rent paid by tenant for any period beyond the date of loss to Tenant.

B. Default of Either Party

If either party should be in default under any provision of this lease, the other party, prior to exercising any option arising upon such default, shall provide the

defaulting party a written notice of thirty days of such default and the right to remedy such default, except only a ten-day notice need be given for a default in payment of rent under Article III.

C. Method of Giving Notices

Notices and demands to be given under this lease shall be given personally, or by registered or certified mail, addressed to the Tenant at 1206 N. Johns St, Dodgeville, WI 53533 and the Landlord at 1206 N. Johns St., Dodgeville, WI 53533 or such other place as either party shall from time to time designate in writing. It is recommended to that a 2-week notice be given if tenant chooses not to continue rental the subsequent month.

D. Holding Over

If tenant continues to occupy the leased premises after the last day of the term thereof, and the Landlord elects to accept rent thereafter, except any past due rent, then a tenancy from month to month shall be created until such time that a new lease is accepted.

E. Binding Effect

This lease and the provisions thereof shall be binding upon their respective parties and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

In Witness Whereof, Landlord and Tenant have executed this instrument as of the day and year written below.

Landlord: Dodgeville Family Chiropractic SC

By: _____
Name and Title Date

Tenant: Southwest Wisconsin Technical College

By: _____
Name and Title Date

E. Degree Attainment for Doctoral Degrees (Faculty)

Krista Weber will present a proposal to address a disparity in faculty and staff doctoral degree attainment. The proposal is included below.

Recommendation: *Approve the proposal for faculty who obtain a doctoral degree to be eligible for a base salary increase of 2.5% as part of the reclass process.*

**Proposal to Board of Directors
Degree Attainment for Doctoral Degree (Faculty)**

The current Compensation Guidelines address degree attainment only for administrative and hourly staff. The faculty are placed into compensation bands based on degree level up to a master's degree. This proposal addresses those faculty members who earn a doctoral degree.

Current Compensation Guideline

Degree Attainment – Staff Only

Upon the successful completion of a degree with a 3.0 grade point average or above, all regular full-time and part-time employees will be eligible for a base salary increase of 2.5%. The increase will be based on the base salary at the time the degree was attained. All approved changes will be effective on 7/1 of the next fiscal year.

Proposed Addition to Compensation Guidelines

Expand Degree Attainment to Faculty earning Doctoral Degrees Only

Faculty currently have three compensation bands for Bachelor, Advanced, and Master Equivalency levels. We are proposing that faculty who obtain a doctoral degree will be eligible for a base salary increase of 2.5% as part of the reclass process.

F. 2021-22 Board Monitoring Schedule

Below is the 2021-22 Board Monitoring Schedule. This schedule provides an outline of when key items are brought to the board for approval or monitoring.

Recommendation: *Approve the 2021-22 Board Monitoring Schedule as presented.*

SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2021 – JUNE 2022

DATE	ACTIVITY/PURPOSE	LOCATION
July 12, 2021	Southwest Tech Annual Board Meeting ➤ Oath of Office ➤ Election of Officers ➤ Three-year Facilities Plan	Southwest Tech
July 12, 2021	Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board	Southwest Tech
July 13-14	WTCS Board Meeting	Nicolet College – Rhinelander
July 15-17	District Boards Association Summer Meeting	Mid-State – Wisconsin Rapids with a virtual option
August 11	Real Estate Foundation Board Meeting	Southwest Tech
August 18	Foundation Board Meeting	Southwest Tech
August 26	Southwest Tech Board Meeting ➤ Foundation Quarterly Report	Southwest Tech
September 14-15	WTCS Board Meeting	Madison College - Madison
September 23	Southwest Tech Board Meeting ➤ Compliance Monitoring Report	Southwest Tech
October 13-16	Association of Community College Trustees Leadership Congress	San Diego, CA WCTC – Pewaukee
October 21	Southwest Tech Board Meeting/Half-Day Retreat ➤ Resolution for Adoption of 2021 Tax Levy ➤ Fund & Account Transfers (2020-21 Budget Modifications) ➤ Review of Purchasing Activity ➤ WI Code of Ethics Resolution ➤ Foundation Quarterly Report ➤ Student Access Monitoring Report	Southwest Tech
Oct. 27-30	District Boards Association Fall Meeting - Legal Issues Seminar	Southwest Tech
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
November 3	Foundation Board Meeting	Southwest Tech
November 9-10	WTCS Board Meeting	Blackhawk - Janesville
November 18	Southwest Tech Board Meeting ➤ 2021-22 Budget Process	Southwest Tech
December 10	Southwest Tech Winter Graduation	Southwest Tech
December 16	Southwest Tech Board Meeting ➤ Financial Audit	Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
January 18	WTCS Board Meeting	WTCS Office - Madison
January 20	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Foundation Quarterly Report ➤ Safety & Security Monitoring Report 	Southwest Tech
January 27-29	District Boards Association Winter Meeting	Lakeshore – Elkhart Lake
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
February 6-9	Association of Community College Trustees National Legislative Summit	Washington, DC
February 25-26	Southwest Tech Board Retreat/Meeting <ul style="list-style-type: none"> ➤ Budget Assumptions & Parameters 	To Be Determined
March 15-16	WTCS Board Meeting	Southwest Tech-Fennimore
March 24	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Quality Teaching & Learning Monitoring Report 	Southwest Tech
To Be Determined	American Association of Community Colleges Annual Convention	To Be Determined
April 28-30	District Boards Association Spring Meeting	MATC - Milwaukee
April 25 (Monday)	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Out-of-State Tuition Waivers ➤ Foundation Quarterly Report 	Southwest Tech
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
May 17	WTCS Board Meeting	WTCS Office – Madison
May 21	Southwest Tech Graduation	Southwest Tech
May 26	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Proposed Budget ➤ State of College Report ➤ Financial Sustainability Monitoring Report ➤ President's Evaluation & Contract 	To Be Determined
June 23	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Public Budget Hearing/Approval ➤ College Culture Monitoring Report 	Southwest Tech
July 11, 2022	Southwest Tech Annual Board Meeting	Southwest Tech

Board Monitoring of College Effectiveness

A. Board Monitoring Report – College Culture

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is below.

Board Monitoring Report

College Council: Culture of Accountability – June 2021

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, Purposes, and Strategic Directions

It is the College Council's responsibility to enhance a culture of accountability at the college. We value our employees and want to provide support and resources that can help them do their best work. Our employees put students first and provide them with opportunities for success. By working collaboratively throughout the college, we have developed workgroups and project teams that drive culture efforts. The College Council selects projects based on issues identified in our employee survey results. We use these results to measure our progress toward the strategic directions.

The college continued to navigate through the challenges of the COVID virus, economic uncertainty, and social turmoil while maintaining a focus to better serve our students, employers, and our communities this year. As we learn and grow through these experiences, we will continue to adjust improve and move culture efforts forward.

RECOGNIZING AND VALUING PEOPLE

College Council Team Members:

Krista Weber and Josh Bedward (20/21 co-chairs), Chantel Hampton, Dave Birkelo, Demi Vetesnik, Doris Pulvermacher, Heather Day, Heather Swatek, Ken Bartz, Kim Schmelz, Natalie Long. New College Council Members 2020-2021: Paul Cutting, Sherry Kane, Tiffany Cote', Camille Chappell

College Council Workgroups:

- Diversity, Internal Communication, Wellness, Professional Development, Culture

Human Resource and Process Improvement Department Members:

Annetta Smith, Connie Haberkorn, Doris Pulvermacher, Megan Graney, Demi Vetesnik

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

College Council Roadmap Projects 2020-2021:

Project #1 – Enhance Employee Engagement through Diversity, Equity and Inclusion (DEI)

Leads: Chantel Hampton

Team Members: Robin Hamel, Melissa Engel, Mike Steffel, Krista Weber, Connie Haberkorn, Kim Schmelz, Katie Snitker, Giulio Reyes

We approached this initiative by establishing “mini-projects” that each create foundational change in college operations. We focused on awareness, action, and accountability. This project will take on a second phase in 2021-2022.

Goals for Phase One:

- Incorporate the Respect Pledge into daily college operations and culture
- Increase authentic diversity/inclusion experiences for students and employees

Board Monitoring Report

College Council: Culture of Accountability – June 2021

- Develop and hire a Diversity Coordinator position to bring expertise to the college for further training and to provide additional resources to diverse student and faculty/staff populations.
- Analyze the data from our student and employee campus climate diversity and inclusivity survey to determine specific opportunities for improvement in conjunction with our Affirmative Action and Equal Opportunity plan as ways to deconstruct built-in biases and create a more welcoming and accepting culture of respect and inclusivity.

2021 Result:

- Created Diversity, Equity, and Inclusion Action (DEI) Plan that details the activities in alignment with the Respect Pledge and Affirmative Action Plan.
- Added a new Employee Satisfaction Survey question that was measured in the Fall 2020 survey with "This institution is committed to diversity and inclusion." received a 4.08/5 as benchmark.
- Developed the College Value of Inclusivity that was approved by the Board of Directors in May 2021:
 - **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 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.
- Started the Charge Forward Scholars Cohort #2 designating 23 seats to students of color
- Hired Chantel Hampton as the Diversity Coordinator, Giulio Reyes as the Multicultural Success Coach, and a pool of bilingual tutors
- Incorporated DEI into college-wide in-service and other professional development.
- Held monthly DEI trainings and discussions held at the Executive and Leadership meetings. This information was taken back to teams for continued discussions on these topics. Executive and Leadership members report back to complete a feedback loop.
- Every team, both faculty and staff, created one DEI related Team Action Plan for the year.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

Project #2 – Campus-Wide Universal Design

Leads: Christena Bowers

Team Members: Derek Dachelet, Demi Vetesnik, Melissa Engel, Chantel Hampton, Jake Wienkes

This newer initiative seeks to increase the universal design of our campus to ensure all products and environments at Southwest Tech are usable by all people to the greatest extent possible, without the need for adaptation or specialized design. The project will serve to not only increase the recruitment of a more diverse population on campus but also improve retention of both students and employees. While all aspects of campus will be considered (instruction, services, IT, events, and physical spaces), priorities will be given to instructional practices in the initial phases.

Goals for Phase One:

- Develop the vision and scope of Universal Design at Southwest Tech.
- Provide targeted professional development starting Summer 2021
- Provide campus wide ongoing professional development starting Fall 2021

Board Monitoring Report

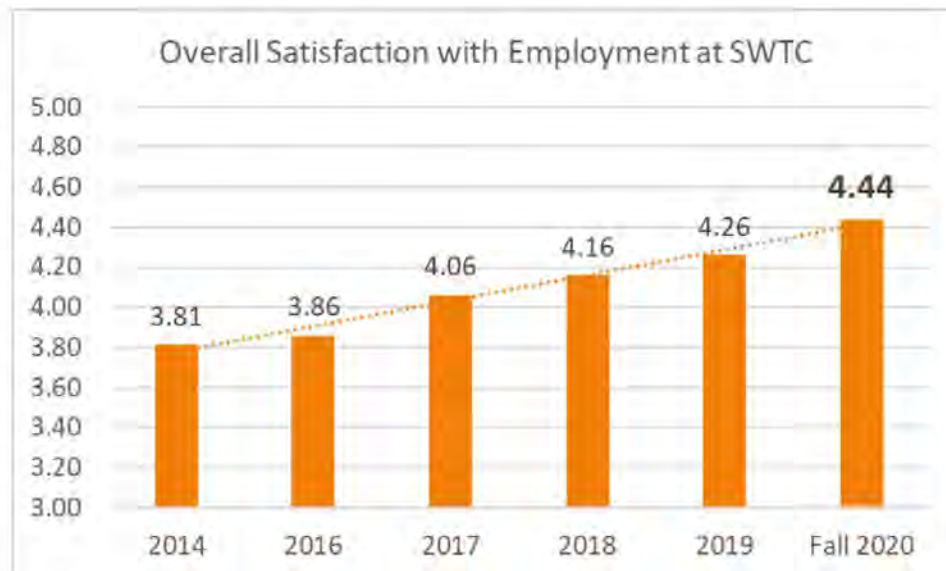
College Council: Culture of Accountability – June 2021

PRESENTATION OF THE DATA

Employee Satisfaction Survey Results 2020

We engage Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey on a bi-annual basis. In the "off" years, we conduct an Employee Satisfaction Mini-Survey to check on our progress in meeting our strategic initiatives. The message comes from HR but the effort is led by Mandy Henkel, College Effectiveness Director. Please note that there were also 2020-2021 project goals tied to the Employee Satisfaction Survey, which was delayed due to Covid. The last mini-survey was sent out in September 2020 and the overall results are below.

College Council Employee Satisfaction Survey Goals & Results			
Develop Leaders	Apr-18	Apr-19	Sept-20
I have adequate opportunities for training to improve my skills	3.81	4.04	4.21
Performance Management	Apr-18	Apr-19	Sept-20
I am paid fairly for the work I do.	3.53	3.83	3.94
I am comfortable giving honest feedback to my peers, colleagues, and supervisor.	3.58	3.77	3.90
My supervisor helps me improve my job performance.	3.92	3.95	4.20
New DEI Question - Benchmark	Sept-20	Goal	
The institution is committed to diversity and inclusion.	4.08	4.20	



Board Monitoring Report

College Council: Culture of Accountability – June 2021

PRESENTATION OF THE DATA, CONTINUED

Employee Data 2020-2021

The Retention Rate for 2019-2020 was 95% and we continued to set a target goal of 95% for 2020-2021. We came in just below target with a Retention Rate of 94.79% (5.21% Turnover Rate). Please note that our total employee count increased this year due to the ERP implementation.

Total All Employees	192
Full Time Regular	181
Part Time Regular	11
Faculty Masters	35
Faculty BS	20
Faculty Advanced Salary	13
Exempt Staff	61
Support Staff	63
W2's	
W-2 Forms Sent Out	555
NEW HIRES	
New Hires	17
New Hires - Part-Time	7
Total New Hires	24
TERMINATIONS	
#Terms due to Resignation/Termination	10
#Terms due to Layoffs/LTE position ending	0
# Terms due to Retirement	3
#Total Terms (including all)	13
Turnover Rate (including all)	6.77%
Turnover Rate (not including Layoffs or Retirements)	5.21%
Retention Rate	94.79%

Grants 2020-2021

It is important for the College to recognize grant opportunities to initiate, support and expand programs and training. HR currently manages two grants:

- Department of Workforce Development (DWD) Grant – deadline extended to 8/31/2021
- Wisconsin Technical College System (WTCS) Professional Development Grant

Board Monitoring Report

College Council: Culture of Accountability – June 2021

PRESENTATION OF THE DATA, CONTINUED

Professional Development Offerings 2020-2021

We utilize the WTCS Professional Development Grant and our own instructors as much as possible to keep costs low and our topics timely and relevant. All trainings during Covid were entirely virtual. Kudos to our instructors for making the transition so smooth.

Name of Event	Date of Event	Audience	Delivered by	# of Employees
IVP	08/10/20	All staff	College Effectiveness & Assessment Academy	All Staff
In-service	08/11/20	All staff		202
Conscious Teaching	08/11/20	Instructors	Katie Anderson	86
APA Resources	08/12/20	All staff	Brenda Schwarzmann	11
Workplace Spanish	08/12/20	All staff	Kyle Bennett	26
FQAS Required Course	08/12/20 & 08/13/2020	All staff	Lisa Riley	13
Unconscious Bias	08/13/20	All staff	Cynde Larsen	54
Teaching and Learning in the Online World	08/13/20	All staff	Gary Robets & Tom Kretschman	14
Humanizing the Classroom	08/13/20	All staff	Josh Krohn	26
Tips & Tricks for Working From Home	08/14/20	All staff	Sara Biese	30
Incorporating Interactivity into Online Course	08/14/20	All staff	Tamara Griesel	19
<u>Orange Frog Training (Staff who haven't taken yet)</u>	09/11/20	All staff	Kim Schmelz	17
<u>Orange Frog Mindset Matters</u>	10/28/20	All staff	Katie Glass & Kim Schmelz	
<u>Orange Frog Gratitude</u>	11/23/20	All staff	Katie Glass & Kim Schmelz	

Learning Academy - January 2021

Ouch! That Stereotype Hurts	01/11/21	All staff	Chantel Hampton	38
IVP: A Focus on Student Learning	01/11/21	All staff	Mandy Henkel	92
In-Service	01/12/21	All staff		204
Emotional Intelligence	01/12/21	All staff	Dennis Cooley	44
The Foundations of the Speed of Trust	01/13/21	All staff	Cynde Larsen and Christina Winch	17
OLC Fundamentals: Giving Effective Feedback	01/13/21	All staff	Betsy Tollefson, Marcey Wilder, and Beth Cummins	7

Board Monitoring Report

College Council: Culture of Accountability – June 2021

PRESENTATION OF THE DATA, CONTINUED

Name of Event	Date of Event	Audience	Delivered by	# of Employees
Digital Accessibility	01/13/21	All staff	Chris Bowers	24
Best Practices for Increasing Interaction and Engagement	01/13/21	All staff	Ken Bartz	7
FQAS Required Course Data & Evidence	01/13/21	All staff	Mandy Henkel	18
Increasing Interaction and Engagement – Successes and Failures	01/13/21	All staff	Tamara Griesel	7
Best Practices for Remote Learning	01/13/21	All staff	Josh Krohn and Beth Cummins	6
Unconscious Bias	01/14/21	All staff	Cynde Larson and Chantel Hampton	37
FQAS Required Course Student Success	01/14/21	All staff	Melissa Klinkhammer	21
Rethinking Course Design for 8 Week Delivery Introduction and Workshop	01/14/21	All staff	Kristina Wendricks and Andrew Paasch from Northeast Wisconsin Technical College	13
FlipGrid	01/14/21	All staff	Betsy Tollefson	21
Course Assessment Assistance	01/14/21	All staff	The Assessment Workgroup	7
Establishing Academic Integrity in Courses	01/14/21	All staff	Lisa P. Riley	14
OER/BookStore/Online Resources	01/14/21	All staff	Natalie Long, Jennifer Fonder, and Josh Krohn	14
UDL	01/14/21	All staff	Josh Krohn	13
The Southwest Tech Foundation Fundraising Basics	01/15/21	All staff	Kim Schmelz	22
Schoolology Cafe	01/15/21	All staff	Josh Krohn and Beth Cummins	7
Orange Frog Refresher - The Social Investment Solution	01/15/21	All staff	Kim Schmelz	40
Ableism & Invisible Disabilities and Financial 101	02/12/21	Support & Administrative Staff. Instructors	Chris Bowers, Heather Swatek, Gina Trollop, Connie Haberkorn, and Caleb White	97
Project Management Essentials	02/19/21	All staff	Dennis Cooley, Mandy Henkel, Holly Crubel	6
The 5 Choices for Extraordinary Productivity	04/16/21	All staff	Dennis Cooley & Sara Biese	3
Staff PD: Diverse Learners & Neurodiversity and Active Shooter Training	04/23/21	Support & Administrative Staff. Instructors were encouraged to attend	Kim Schmelz, Manju Banerjee-Landmark College, Dan Imhoff	103

Board Monitoring Report

College Council: Culture of Accountability – June 2021

HUMAN RESOURCE HIGHLIGHTS 2020-2021

Many exciting things have been happening in Human Resources over the last year to improve our processes. More changes are coming January 2022.

- The ERP preparation has been in full swing with the implementation starting July 2021. Timeclock Plus was approved as the new timekeeping system.
- Retiree OPEB accounts moved from a manual tracking process to health reimbursement accounts.
- Health insurance will transition to a 4-tier structure with higher health savings account contributions effective January 2022. This move will allow employees to be better consumers of their own health insurance.
- Effective January 2022 employee health savings accounts will be centralized through Health Equity.
- HR introduced Interview Bias Training in November 2020. It is required for anyone that participates on an interview panel and Leadership Council members.

STRENGTHS

- The College Council has strong representation across the college and are a direct source to employee feedback.
- The WTCS professional development grant can support training and development efforts.
- With strong current employee satisfaction and retention numbers, we are an employer of choice in Southwest Wisconsin.
- We have excellent professional development opportunities for our employees. The recent approval of the doctoral cohort is an amazing example of the professional development support that Jason and the Board of Directors provide to college employees.

WEAKNESSES/OPPORTUNITIES

- The College Council produces results with projects in the past; however, workgroups have not had the same level of expectations or accountability for results.
- Communication is and will remain a continuous improvement item (ex. report-outs).
- We need to find more ways for employees to give and receive honest feedback.
- After a year working remotely, we will need to focus on how to transition back to campus. How can we balance employee flexibility with what is best for our students?
- Consistently finding ways to strengthen employee health and wellness is a challenge. Mental health of employees and students will be of concern following the pandemic.
- Emphasize integrity and accountability in hiring and training. We do this with our foundational trainings but we need to take it to a higher level.

Board Monitoring Report

College Council: Culture of Accountability – June 2021

21-22 STRATEGIC INITIATIVES/COUNCIL PROJECTS

Project #1 - Develop Leaders/Succession Planning for Leadership Council

- Making leadership development and succession planning at the college a systematic process
- Transition and Implementation of the Wisconsin Leadership Development Institute (WLDI)

Project #2 - Enhance Employee Engagement through DEI – Phase Two

Measure EE Satisfaction Survey related diversity related question, benchmark and set new goal

- Increase Employee Satisfaction survey results of 4.08 to 4.20 (3% increase)
"This institution is committed to diversity and inclusion."
- Work the Inclusivity value into performance management and coaching sessions
- Develop the DEI Dashboard to track Action Plan progress
- Develop an internal and external DEI Certificate

Project #3 – Focus on Goal Setting and Accountability for Results

- Streamline and align goal setting within performance evaluation process
- Establish monthly goals and result reporting for council workgroups

B. 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)	Tina Leis	3/1/2021	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.65
22	Replacement	Student Services Specialist (LTE)	Jaimie Fogel	3/8/2021	Hourly Band A13 \$16.77 - \$20.12 Hired at \$17.00
23	Replacement	Evening Custodians	Rence Schlaugat	3/22/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
24	Replacement	Evening Custodians	Bryce Kazda	4/5/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	New Position	Data Analyst/Data Analytics Instructor	Sasha Annan	6/1/2021	Salary Band C43 \$51,467 - \$72,055 Hired at \$64,000
26	Replacement	Physical Therapy Assistant Instructor	Angela Moyer	5/17/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$58,000
27	Replacement	Biology Instructor	Brian Molini	7/1/2021	Masters Salary Range \$53,314 - \$84,768 Hired at \$59,000
	Replacement	Medical Lab Tech Instructor	Interview Scheduled	6/14/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
28	New Position	Day Custodian LTE ending 12/31/2021	Posted	6/1/2021	A12 - Hourly Range: \$15.61 - \$18.73
29	Replacement	Evening Custodian	Posted	5/14/2021	A12 - Hourly Range: \$15.61 - \$18.73


Information and Correspondence

A. Enrollment Report

The 2020-21 and 2021-22 FTE Comparison Enrollment Reports are below.

1. **2020-21 FTE Comparison YOY Report**
2. [2021-22 FTE Comparison YOY Report](#)


2020-21 FTE Comparison YOY Report

		2018-2019, 2019-2020 and 2020-2021 FTE Comparison									
Program Code	Program Title	06-10-19 Students	06-15-20 Students	06-14-21 Students	19 to '21 Student Change	20 to '21 Student Change	06-10-19 FTE	06-15-20 FTE	06-14-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
10-101-1	Accounting	25	48	70	45	22	17.33	35.90	45.90	28.57	10.00
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	9	(11)	(5)	18.97	14.20	4.57	(14.40)	(9.63)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	19	6	3	12.63	17.57	18.37	5.73	0.80
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	20	(10)	(8)	27.27	28.13	16.57	(10.70)	(11.57)
10-102-3	Business Management	135	134	132	(3)	(2)	88.27	84.70	82.50	(5.77)	(2.20)
10-530-5	Cancer Information Management	97	94	111	14	17	50.87	50.10	55.90	5.03	5.80
10-504-X	Criminal Justice	54	46	50	(4)	4	42.23	37.23	34.40	(7.83)	(2.83)
10-316-1	Culinary Arts	11	5	6	(5)	1	7.13	2.27	5.10	(2.03)	2.83
10-317-1	Culinary Management	7	6	2	(5)	(4)	5.63	5.30	1.53	(4.10)	(3.77)
10-510-6	Direct Entry Midwife	60	77	124	64	47	23.60	31.83	48.87	25.27	17.03
10-307-1	Early Childhood Education	57	45	63	6	18	42.27	31.63	43.43	1.17	11.80
10-620-1	Electro-Mechanical Technology	36	34	31	(5)	(3)	32.83	32.37	28.20	(4.63)	(4.17)
10-325-1	Golf Course Management	24	18	10	(14)	(8)	20.47	14.63	9.77	(10.70)	(4.87)
10-201-2	Graphic And Web Design	31	26	20	(11)	(6)	25.50	18.63	15.20	(10.30)	(3.43)
10-530-1	Health Information Technology	45	53	47	2	(6)	24.87	25.37	18.73	(6.14)	(6.64)
10-520-3	Human Services Associate	38	42	32	(6)	(10)	27.70	31.63	26.07	(1.63)	(5.56)
10-825-1	Individualized Technical Studies	2	4	3	1	(1)	0.83	3.27	1.40	0.57	(1.87)
10-620-3	Instrumentation and Controls Technology	7	7	4	(3)	(3)	5.70	4.27	0.90	(4.80)	(3.37)
10-150-2	IT-Network Specialist	45	26	27	(18)	1	30.40	15.70	14.53	(15.87)	(1.17)
10-196-1	Leadership Development (formerly Supervisory Mgmt)	34	24	11	(23)	(13)	16.20	11.23	3.47	(12.73)	(7.76)
10-513-1	Medical Laboratory Technician	19	21	21	2	-	13.30	16.37	14.57	1.27	(1.80)
10-196-6	Nonprofit Leadership			1	1	1			0.40	0.40	0.40
10-543-1	Nursing-Associate Degree	202	209	226	24	17	106.90	107.23	127.80	20.90	20.57
10-524-1	Physical Therapist Assistant	44	40	31	(13)	(9)	28.67	24.07	18.87	(9.80)	(5.20)
10-182-1	Supply Chain Management	41	44	27	(14)	(17)	22.03	25.43	12.73	(9.30)	(12.70)
Total Associate Degree		1,077	1,061	1,097	20	36	691.59	669.07	649.77	(41.82)	(19.31)

Program Code	Program Title	06-10-19 Students	06-15-20 Students	06-14-21 Students	19 to '21 Student Change	20 to '21 Student Change	06-10-19 FTE	06-15-20 FTE	06-14-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
31-101-1	Accounting Assistant	8	9	13	5	4	4.10	4.63	5.57	1.47	0.93
30-531-6	Advanced EMT	8	10	0	(8)	(10)	2.27	1.33		(2.27)	(1.33)
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			1.13	1.13	1.13
32-070-1	Agricultural Power & Equipment Technician	33	34	35	2	1	31.07	32.10	33.10	2.03	1.00
31-405-1	Auto Collision Repair & Refinish Technician	14	11	11	(3)	-	9.97	5.87	8.07	(1.90)	2.20
32-404-2	Automotive Technician	33	27	34	1	7	26.43	24.30	22.97	(3.47)	(1.33)
31-408-1	Bricklaying & Masonry		3		-	(3)		1.33		-	(1.33)
30-443-1	Building Maintenance & Construction	6	3	1	(5)	(2)	2.30	0.70	0.07	(2.23)	(0.63)
31-475-1	Building Trades-Carpentry	7	11	9	2	(2)	5.93	9.27	8.20	2.27	(1.07)
31-307-1	Child Care Services	10	9	5	(5)	(4)	6.30	4.73	3.40	(2.90)	(1.33)
30-420-2	CNC Machine Operator/Programmer	6	8	3	(3)	(5)	4.97	7.97	2.23	(2.74)	(5.74)
31-502-1	Cosmetology	26	29	19	(7)	(10)	21.90	19.83	13.60	(8.30)	(6.23)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	14	1	(3)	8.73	12.23	9.33	0.60	(2.90)
31-317-1	Culinary Specialist	3	3		(3)	(3)	2.00	1.47		(2.00)	(1.47)
30-508-2	Dental Assistant	17	16	11	(6)	(5)	8.97	8.87	5.57	(3.40)	(3.30)
30-812-1	Driver and Safety Education Certification	14	26	27	13	1	3.40	5.80	5.50	2.10	(0.30)
31-413-2	Electrical Power Distribution	24	45	44	20	(1)	24.47	43.87	40.60	16.13	(3.27)
50-413-2	Electricity (Construction) Apprentice	22	19	20	(2)	1	2.93	2.47	3.03	0.10	0.57
30-531-3	Emergency Medical Technician	37	51	106	69	55	9.07	7.90	15.83	6.76	7.93
32-080-4	Farm Operations & Management - Ag Mechanics	3	2	10	7	8	3.10	1.67	8.67	5.57	7.00
31-080-6	Farm Operations & Management - Crop Operations	3	2	1	(2)	(1)	1.07	0.37	0.07	(1.00)	(0.30)
32-080-3	Farm Operations & Management - Dairy	13	17	8	(5)	(9)	13.33	16.10	5.97	(7.37)	(10.13)
31-080-3	Farm Operations & Management - Dairy Technician	7	4	3	(4)	(1)	4.93	1.73	0.63	(4.30)	(1.10)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	4	(6)	(7)	8.17	3.40	2.13	(6.04)	(1.27)
32-080-6	Farm Operations & Management - Livestock		1	1	1	-	2.90	0.93	1.03	(1.87)	0.10
31-080-7	Farm Operations & Management - Livestock Tech	3	3		(3)	(3)	2.90	1.70		(2.90)	(1.70)
30-317-1	Food Production Assistant	1			(1)	-	1.03			(1.03)	-
50-413-1	Industrial Electrician Apprentice	5	8	10	5	2	0.67	1.40	1.67	1.00	0.27
31-620-1	Industrial Mechanic	2	5	5	3	-	1.83	4.53	5.17	3.34	0.64
31-154-6	IT-Computer Support Technician	11	23	15	4	(8)	6.07	16.90	11.53	5.47	(5.37)
31-513-1	Laboratory Science Technician	4	4	5	1	1	2.30	2.13	2.80	0.50	0.67
50-620-1	Mechatronics Technician Apprentice	8	6	5	(3)	(1)	1.93	1.60	1.27	(0.67)	(0.33)
31-509-1	Medical Assistant	38	33	44	6	11	28.57	24.57	34.40	5.83	9.83
31-530-2	Medical Coding Specialist	64	65	102	38	37	29.00	30.97	42.37	13.37	11.40
30-504-4	Nail Technician		2	3	3	1		0.37	1.20	1.20	0.83
30-543-1	Nursing Assistant	243	198	236	(7)	38	34.90	26.77	29.30	(5.60)	2.53
50-427-5	Plumbing Apprentice	26	20	18	(8)	(2)	3.28	3.52	2.52	(0.77)	(1.00)
31-504-5	Security Operations	1	2	1	-	(1)	1.00	1.20	0.70	(0.30)	(0.50)
31-182-1	Supply Chain Assistant	5	3	5	-	2	2.87	0.37	2.17	(0.70)	1.80
31-442-1	Welding	50	46	52	2	6	35.00	31.63	40.27	5.27	8.63
	Total Technical Diploma	778	786	881	103	95	359.65	366.52	372.05	12.40	5.53

Program Code	Program Title	06-10-19 Students	06-15-20 Students	06-14-21 Students	19 to '21 Student Change	20 to '21 Student Change	06-10-19 FTE	06-15-20 FTE	06-14-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
20-800-1	Liberal Arts - Associate of Arts	23	24	31	8	7	8.57	8.50	9.73	1.17	1.23
20-800-2	Liberal Arts - Associate of Science	13	9	12	(1)	3	4.87	4.73	3.27	(1.60)	(1.47)
	Undeclared Majors	487	558	511	24	(47)	97.40	98.57	91.50	(5.90)	(7.07)
	Total Liberal Arts & Undeclared Majors	523	591	554	31	(37)	110.83	111.80	104.50	(6.33)	(7.30)
	Total	2,378	2,438	2,532	154	94	1,162.07	1,147.39	1,126.31	(35.76)	(21.08)
	Percent of Change									-3.08%	-1.84%
	Vocational Adult (Aid Codes 42-47)	3,138	3,040	3,091	(47)	51	65.17	63.54	64.41	(0.75)	0.87
	Community Services (Aid Code 60)	28	-	48	20	48	0.41	-	0.16	(0.25)	0.16
	Basic Skills (Aid Codes 73,74,75,76)	320	314	234	(86)	(80)	47.33	41.40	47.67	0.33	6.27
	Basic Skills (Aid Codes 77 & 78)	740	803	417	(323)	(386)	33.60	45.27	17.60	(16.00)	(27.67)
	Grand Total	6,604	6,595	6,322	(282)	(273)	1,308.58	1,297.60	1,256.15	(52.42)	(41.44)
	Total Percent of Change									-4.01%	-3.19%
					Budgeted/Goal FTEs		1,380	1,300	1,275		
					% of Budgeted/Goal FTEs Achieved to date		94.8%	99.8%	98.5%		
					Final Actual FTEs Achieved		1,333	1,296			
					% of Final Actual FTEs Achieved to date		98.2%	100.1%			
					20/21 Projected Ending FTEs using historical trend		1,280	1,255			
					Will budget be met		YES	NO			

2021-22 FTE Comparison YOY Report

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 06-10-19 Students	SY 20-21 06-15-20 Students	SY 21-22 06-14-21 Students	20 to '21 Student Change	21 to '22 Student Change	SY 19-20 06-10-19 FTE	SY 20-21 06-15-20 FTE	SY 21-22 06-14-21 FTE	20 to '21 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	37	46	44	7	(2)	15.83	21.77	19.67	3.84	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	15	7	9	(6)	2	8.30	2.87	4.80	(3.50)	1.93
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	11	(3)	(6)	7.37	9.93	5.67	(1.70)	(4.27)
10-006-6	Agribusiness Science & Technology - Animal Science	27	12	27	-	15	16.30	6.43	12.10	(4.20)	5.67
10-102-3	Business Management	90	96	63	(27)	(33)	38.77	42.03	26.40	(12.37)	(15.63)
10-530-5	Cancer Information Management	81	78	61	(20)	(17)	26.90	27.63	25.30	(1.60)	(2.33)
10-504-X	Criminal Justice	44	36	37	(7)	1	19.83	15.93	19.03	(0.80)	3.10
10-316-1	Culinary Arts	3	4	5	2	1	0.83	1.60	3.43	2.60	1.83
10-317-1	Culinary Management	6	2		(6)	(2)	2.87	0.97		(2.87)	(0.97)
10-510-6	Direct Entry Midwife	33	47	81	48	34	10.30	16.47	30.77	20.47	14.30
10-307-1	Early Childhood Education	38	42	34	(4)	(8)	17.10	17.43	15.10	(2.00)	(2.33)
10-620-1	Electro-Mechanical Technology	21	27	23	2	(4)	10.70	14.00	11.40	0.70	(2.60)
10-325-1	Golf Course Management	16	8	8	(8)	-	7.80	3.77	4.57	(3.23)	0.80
10-201-2	Graphic And Web Design	18	16	20	2	4	7.70	7.20	9.07	1.37	1.87
10-530-1	Health Information Technology	49	29	40	(9)	11	17.70	9.00	12.70	(5.00)	3.70
10-520-3	Human Services Associate	31	19	26	(5)	7	14.87	9.63	13.10	(1.77)	3.47
10-825-1	Individualized Technical Studies		3		-	(3)		1.13		-	(1.13)
10-620-3	Instrumentation and Controls Technology	8	5	1	(7)	(4)	2.63	0.70	0.10	(2.53)	(0.60)
10-150-2	IT-Network Specialist	20	19	21	1	2	9.00	8.70	9.07	0.07	0.37
10-196-1	Leadership Development	17	9	7	(10)	(2)	4.10	1.87	2.83	(1.27)	0.96
10-513-1	Medical Laboratory Technician	16	21	13	(3)	(8)	7.00	8.40	5.03	(1.97)	(3.37)
10-196-6	Nonprofit Leadership			1	1	1			0.60	0.60	0.60
10-543-1	Nursing-Associate Degree	164	199	180	16	(19)	45.70	63.67	54.90	9.20	(8.77)
10-524-1	Physical Therapist Assistant	19	16	11	(8)	(5)	6.97	5.70	3.40	(3.57)	(2.30)
10-182-1	Supply Chain Management	25	20	19	(6)	(1)	8.07	7.80	7.40	(0.67)	(0.40)
10-499-5	Technical Studies-Journeyworker			1	1	1			0.10	0.10	0.10
	Total Associate Degree	792	778	743	(49)	(35)	306.62	304.63	296.53	(10.10)	(8.10)
31-101-1	Accounting Assistant	4	6	7	3	1	1.50	2.17	2.47	0.97	0.30
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			0.10	0.10	0.10
32-070-1	Agricultural Power & Equipment Technician	40	38	32	(8)	(6)	19.60	20.00	16.80	(2.80)	(3.20)
31-405-1	Auto Collision Repair & Refinish Technician	11	12	10	(1)	(2)	4.30	5.63	5.60	1.30	(0.03)
32-404-2	Automotive Technician	22	34	18	(4)	(16)	10.50	15.23	8.93	(1.57)	(6.30)
31-475-1	Building Trades-Carpentry	9	11	11	2	-	4.60	5.87	5.80	1.20	(0.07)
31-307-1	Child Care Services	5	7	1	(4)	(6)	2.00	3.00	0.50	(1.50)	(2.50)
30-420-2	CNC Machine Operator/Programmer	5	2	1	(4)	(1)	2.37	0.87	0.40	(1.97)	(0.47)
31-502-1	Cosmetology	25	18	20	(5)	2	12.50	8.80	9.63	(2.87)	0.83
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	6	(11)	(8)	12.47	9.80	2.27	(10.20)	(7.53)
31-317-1	Culinary Specialist	1			(1)	-	0.50			(0.50)	-

Program Code	Program Title	SY 19-20 06-10-19 Students	SY 20-21 06-15-20 Students	SY 21-22 06-14-21 Students	20 to '21 Student Change	21 to '22 Student Change	SY 19-20 06-10-19 FTE	SY 20-21 06-15-20 FTE	SY 21-22 06-14-21 FTE	20 to '21 FTE Change	21 to '22 FTE Change
30-508-2	Dental Assistant	15	11	17	2	6	7.57	5.87	9.07	1.50	3.20
30-812-1	Driver and Safety Education Certification	7	11	2	(5)	(9)	0.80	1.30	0.30	(0.50)	(1.00)
31-413-2	Electrical Power Distribution	40	44	44	4	-	19.27	21.47	21.73	2.47	0.27
30-531-3	Emergency Medical Technician	12		1	(11)	1	2.00		0.43	(1.57)	0.43
32-080-4	Farm Operations & Management - Ag Mechanics	1	8	10	9	2	0.20	3.80	5.10	4.90	1.30
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.10			(0.10)	-
32-080-3	Farm Operations & Management - Dairy	16	7	6	(10)	(1)	10.33	2.73	2.77	(7.57)	0.04
31-080-3	Farm Operations & Management - Dairy Technician	4	3	1	(3)	(2)	1.00	0.73	0.53	(0.47)	(0.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	2	2	(8)	-	2.23	0.50	0.20	(2.03)	(0.30)
32-080-6	Farm Operations & Management - Livestock		1	3	3	2		0.57	1.53	1.53	0.97
31-080-7	Farm Operations & Management - Livestock Tech	2		1	(1)	1	1.00		0.37	(0.63)	0.37
50-413-1	Industrial Electrician Apprentice	2	4	3	1	(1)	0.13	0.27	0.20	0.07	(0.07)
50-413-2	Electricity (Construction) Apprentice		1				-	0.07		-	(0.07)
31-620-1	Industrial Mechanic	1	2		(1)	(2)	0.57	1.13		(0.57)	(1.13)
31-154-6	IT-Computer Support Technician	7	8	4	(3)	(4)	3.27	3.87	1.37	(1.90)	(2.50)
31-513-1	Laboratory Science Technician	3	5	6	3	1	0.80	1.33	1.33	0.53	0.00
31-509-1	Medical Assistant	28	35	27	(1)	(8)	15.00	17.53	12.83	(2.17)	(4.70)
31-530-2	Medical Coding Specialist	34	36	80	46	44	12.93	12.10	31.07	18.13	18.97
30-504-4	Nail Technician		2	2	2	-		0.53	0.33	0.33	(0.20)
30-543-1	Nursing Assistant	53	66	70	17	4	6.67	5.80	5.77	(0.90)	(0.03)
50-427-5	Plumbing Apprentice			1	1	1			0.10	0.10	0.10
31-504-5	Security Operations	2			(2)	-	0.77			(0.77)	-
31-182-1	Supply Chain Assistant	3		0	(3)	-	0.53		-	(0.53)	-
31-442-1	Welding	35	35	30	(5)	(5)	16.50	17.07	15.17	(1.33)	(1.90)
	Total Technical Diploma	415	423	417	(6)	(423)	172.00	168.03	162.70	(9.30)	(5.33)
20-800-1	Liberal Arts - Associate of Arts	13	20	30	17	10	2.90	4.43	7.53	4.63	3.10
20-800-2	Liberal Arts - Associate of Science	8	7	6	(2)	(1)	2.40	1.57	1.27	(1.13)	(0.30)
	Undeclared Majors	141	245	264	123	19	19.30	34.10	40.50	21.20	6.40
	Total Liberal Arts & Undeclared Majors	162	272	300	138	28	24.60	40.10	49.30	24.70	9.20
	Total	1,369	1,473	1,460	91	(13)	503.22	512.76	508.52	5.30	(4.24)
	Percent of Change									1.05%	-0.83%
	Vocational Adult (Aid Codes 42-47)	809	919	903	94	(16)	17.06	20.78	18.67	1.61	(2.11)
	Basic Skills (Aid Codes 73,74,75,76)	28	14	31	3	17	0.87	0.30	1.07	0.20	0.77
	Basic Skills (Aid Codes 77 & 78)	101	133	102	1	(31)	-	-	0.03	0.03	0.03
	Grand Total	2,307	2,539	2,496	189	(43)	521.15	533.83	528.29	7.14	(5.55)
	Total Percent of Change									1.37%	-1.04%
					Budgeted/Goal FTEs		1,300	1,275	1,250		
					% of Budgeted/Goal FTEs Achieved to date		40.1%	41.9%	42.3%		
					Final Actual FTEs Achieved		1,297				
					% of Final Actual FTEs Achieved to date		40.2%				
					21/22 Projected Ending FTEs using historical trend		1,315				
					Will budget be met		YES				

B. Chairperson's Report

1. District Boards Association Committee Assignments

Below is a description of each District Boards Association Committee.

Association Committees

External Partnerships Committee

This committee would work to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee would dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee would advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee would receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee would also be responsible for generating programming input for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the External Partnerships Committee.

Internal Best Practices Committee

This committee would share and discuss best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation;
- "Boardsmanship," or how to be effective at the board table, legal and ethical parameters, and other skillsets;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

With support from staff, the committee co-chairs would be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year;

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings.

C. College President's Report

1. Alternative Energy Plan
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Oath of Office
2. Election of Officers
3. Three-year and ten-year Facilities Plans
4. Boscobel Outreach Site Lease
5. Joint Meeting of the District Board, Foundation Board, and Real Estate Foundation Board

B. Time and Place

Monday, July 12, 2021 – 5:00 p.m., Southwest Tech campus, Conference Room 430.

Adjourn to Closed Session

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

1. Discussing a specific personnel issue 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 May 21, 2021

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment