



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

December 16, 2021

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

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, December 16, 2021

6:00 p.m. –Criterion Three: Teaching & Learning: Quality, Resources & Support

6:30 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AMENDED ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The December 16, 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 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. Board Action - Board Resolution Recognizing the All Clay Target League National Champions

The Board will recognize the National Champions of the All Clay Target College League. The coaches, Dan Imhoff and Matt Schneider, along with team participants will be present at the Board meeting. Included in the electronic Board material is a Board Resolution recognizing the Southwest Tech Trapshooting Team.

Recommendation: *Approve the Board Resolution recognizing the Southwest Tech Trapshooting Team as the All Clay Target College League National Champions.*

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Regular Board Meeting of November 18, 2021

Minutes of the November 18, 2021, Board meeting are included with the electronic Board packet.

C. Financial Reports

1. Purchases Greater than \$2,500

2. Treasurer's Cash Balance

3. Budget Control

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

D. Contract Revenue

There were six contracts totaling \$19,896.50 in November 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes three employment recommendations, one resignation, and one retirement being presented for approval. The report is included with the Board material.

Recommendation – *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. WTCS Resolution for Remodeling Project – Lenz Center

Project concept drawings and other relevant material related to a remodeling project of the Lenz Center is included in the Board material. Dan Imhoff, Director of Facilities, Safety & Security, will present the project plans and costs. Also included in the Board material is a Board resolution for the Lenz Center project to be presented to the WTCS for their approval.

Recommendation: *Approve the resolution for the Lenz Center remodel.*

B. Second Reading of Governance Policy 2.6: Acting President

At the November 18, 2021, the Board approved the first reading of the modified Governance Policy 2.6: Acting President. The policy has been updated based on the discussion at the November 18 meeting. The updated policy is available with the electronic board material.

Recommendation – *Approve the second reading of Governance Policy 2.6: Acting President.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Project RISE Update

Matthew Baute, Director of Enterprise Applications; Sarah Delegge, Project Manager from Campus Works; and Heath Ahnen, Director of Information Technology Services, will present an update on Project RISE. Included in the electronic Board material are the PowerPoint slides they will present.

B. COVID Response Update

Members of the COVID Operations Team will provide an update on COVID protocols.

C. Board Self-Assessment

Krista Weber will present several options for a board self-assessment and team development.

D. Staffing Update

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

E. Round Robin: Seeking Wisdom and Guidance on Quotes:

- "The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails." John Maxwell
- "The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders, and continually develops them." John Maxwell

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FY 2022 Comparison FTE Report**
- 2. FY 2023 Application Report**

Caleb White will be available for any questions on the reports. The two reports are included in the electronic Board packet.

B. Chairperson's Report

C. College President's Report

- 1. Review Governance Policy 1.4: Board Policy Creation and Review**
- 2. Review Governance Policy 1.5: Board Members' Role**
- 3. Graduation Update**
- 4. Three-Year Budget Forecasting**
- 5. College Happenings**

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Financial Audit
2. Foundation Quarterly Report
3. Safety & Security Board Monitoring Report

E. Time and Place

Thursday, January 20, 2021, at 7:00 p.m. on Southwest Tech's Campus,
Conference Room 430

ADJOURN TO CLOSED SESSION

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

1. Discussing potential legal situations per Wisconsin Statutes 19.85(1)(g)
{Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f)
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
3. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c)
{Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from November 18, 2021

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 16, 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. Board Action - Board Resolution Recognizing the All Clay Target League National Champions

The Board will recognize the National Champions of the All Clay Target College League. The coaches, Dan Imhoff and Matt Schneider, along with team participants will be present at the Board meeting. Included below is a Board Resolution recognizing the Southwest Tech Trapshooting Team.

Recommendation: *Approve the Board Resolution recognizing the Southwest Tech Trapshooting Team as the All Clay Target College League National Champions.*

**RESOLUTION OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE
BOARD OF DIRECTORS
RECOGNIZING THE USA CLAY TARGET COLLEGE LEAGUE
2021 NATIONAL CLAY TARGET TEAM**

WHEREAS, Southwest Wisconsin Technical College Clay Target Team was formed in 2016;

WHEREAS, the Southwest Wisconsin Technical College Clay Target Team is coached by Dan Imhoff and Matt Schneider;

WHEREAS, the 2021 Southwest Wisconsin Technical College Clay Target Team includes 18 members representing 10 campus programs. Members include Shelby Bedward, Caitlyn Blume, Will Callahan, Joseph Day, Alex Egan, Alexis Forbes, Ethan Heagney, Mia Hillebrand, Isaac Jones, Michael Kruser, River Laack, Hunter Marfilius, Greg Miller, Jalene Pierick, Hilaree Richardson, Cooper Rounds, Haylee Sheckler, and Collin Tracy;

WHEREAS, the Fall 2021 Clay Target Team placed 4th in the regular season with the top male competitor being Greg Miller and the top female competitor being Caitlyn Blume;

WHEREAS, the Southwest Wisconsin Technical College Clay Target Team struck 481 out of 500 targets during the championship with Greg Miller the high overall champion and Cooper Rounds placing third overall.

NOW, THEREFORE, BE IT RESOLVED THAT: The Southwest Wisconsin Technical College Board of Directors gratefully acknowledges the 2021 USA Clay Target College League National Champions and recognizes the Southwest Wisconsin Technical College Clay Target Team on their National Championship.

Adopted and recorded this 16th day of December, 2021.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, December 16, 2021

6:00 p.m. –Criterion Three: Teaching & Learning: Quality, Resources & Support

6:30 p.m. – Dinner

7:00 p.m. – Regular Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AMENDED AGENDA

OPEN MEETING

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- A. Roll Call
- B. Reports/Forums/Public Input
 - 1. Board Action - Board Resolution Recognizing the All Clay Target League National Champions

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of November 18, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. WTCS Resolution for Remodeling Project – Lenz Center
- B. Second Reading of Governance Policy 2.6: Acting President

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Project RISE Update
- B. COVID Response Update
- C. Board Self-Assessment
- D. Staffing Update
- E. Round Robin: Seeking Wisdom and Guidance on Quotes:
 - "The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails." John Maxwell
 - "The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders, and continually develops them." John Maxwell

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Governance Policy 1.4: Board Policy Creation and Review
 - 2. Review Governance Policy 1.5: Board Members' Role
 - 3. Graduation Update
 - 4. Three-Year Budget Forecasting
 - 5. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing potential legal situations per Wisconsin Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 - 2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel

problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}

3. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from November 18, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{If you need an accommodation to attend, call 608-822-2632 (TDD: 608-822-2072) or email diabilityservices@swtc.edu.}

B. Minutes of the Regular Board Meeting of November 18, 2021

**MINUTES OF THE REGULAR BOARD MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
NOVEMBER 18, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the Board regular Board meeting commencing at 7:06 p.m. on November 18, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 7:25 p.m.), Jane Wonderling (left at 8:20 p.m.)

Absent: Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and Executive Team Members: Heath Ahnen, Karen Campbell, Holly Clendenen, Beth Cummins, Katie Garrity, Katie Glass, Cynde Larsen, Kim Maier, John Troxel, Amanda Vissers, Krista Weber, and Caleb White.

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

BOARD MEETING NOTICE/AGENDA

Thursday, November 18, 2021

6:00 p.m. – Accreditation Criterion Two: Integrity – Ethical & Responsible Conduct,
Conference Room 430

6:30 p.m. – Dinner, Conference Room 430

7:00 p.m. – Regular Board Meeting, Health Science Building Room 3608

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Health Science Building Room 3608

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The November 18, 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 and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Retreat/Meeting of October 14, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2020-21 Budget Modifications)
- B. First Reading of Governance Policy 2.6: Acting President
- C. Welding Machines Bid #2122-03

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Board Monitoring Report – Student Access
- B. COVID Response Update
- C. HyFlex/Connected Classroom Report
- D. 2022-23 Budget Process
- E. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2022 Comparison FTE Report
 - 2. FY 2023 Application Report
- B. Chairperson's Report
 - 1. Executive Board Leadership Ad Hoc Committee Update
- C. College President's Report
 - 1. Review Governance Policy 1.3: Board Responsibility
- 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 potential legal issues per Wisconsin Statutes 19.85(1)(g)
{Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
 - 2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f)
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
 - 3. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c)
{Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from October 14, 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.}

After a review of the Consent Agenda, including the November 18, 2021, agenda; October 14, 2021, Board retreat/meeting minutes; financial reports; one contract totaling \$1,350.00 in October 2021; one employment recommendation for Todd Kasper – Electrical Power Distribution Lab Assistant; and the resignation of Alecia Hach – Day Custodian (LTE), Mr. Bolstad moved to approve the Consent Agenda, as presented, with Mr. Blume seconding the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented the Fund & Account Transfers for the 2020-21 budget modifications. Three funds were affected with the modifications and included moving \$450,000 in Instructional and \$100,000 in Physical Plant expenditures. The funds were moved to Instructional Resources (\$50,000) and to General Institutional (\$500,000) expenditures in the General Fund. In the Capital Projects budget \$50,000 was moved from Instructional Resources to Physical Plant. In the Enterprise Fund, \$450,000 was added to Federal Revenue and Auxiliary Services expenditures. All six of the College Funds were reviewed. Mr. White shared there was no bottom line authorization change; the changes were within the different functional areas. Mr. Bolstad moved to approve the 2020-21 budget modifications as presented. Mr. Enright seconded the motion. Upon a roll call vote with all members present voting

affirmatively and representing two-thirds of the Board, the 2020-21 budget modifications were approved.

Dr. Wood presented the Governance Policy 2.6: Acting President noting that Holly Clendenen is being added as an acting president. The Board asked for a statement to be added that reads "If there is a change in the personnel, there should be a review of the policy at the next board meeting." Mr. Prange moved to approve the first reading of the proposed Governance Policy 2.6: Acting President with Mr. Blume seconding the motion. The motion carried.

Caleb White, Vice President for Administrative Services, presented a summary of the bids received for 10 Welding Machines, bid #2122-03. Mr. White noted that the bids were opened on October 28, 2021, with four bids received. Mr. Prange moved to award the bid for Welders for Welding Lab 517 in the amount of \$170,607.28 to Badger Welding Supplies, Inc., of Mineral Point, WI. Mr. Enright seconded the motion; motion carried.

Holly Clendenen, Chief Student Services Officer, provided the Board with an overview of the Board Monitoring Report on Student Access. Highlighted areas were the College Health Indicators, special populations data, strategic initiatives, and student support projects designed to improve student success. Strengths included the 3.5% student loan default rate, the Equity in Student Learning–Graduation College Health Indicator to lower the graduation gaps of special populations students, the wrap-around student support services and the STEP scholarships and Charge Forward Scholars program. Opportunities for improvement highlighted were the new Enterprise Resource Planning System will provide a central location for data; projects in their infancy to improve student success including Charger Tech 360, ELL Support plan, revising new student orientation, and Lawyers for Learners; and expanding successful strategies currently in place.

Cynde Larsen, Executive Dean of Health Occupations and a member of the COVID Operations Team, updated the Board on COVID protocols on campus. Areas highlighted included monitoring of the data, exploring a booster clinic on campus; safety protocols for student travel; and the increased burden on healthcare professionals.

Beth Cummins, Flexible Learning Coordinator; Amanda Vissers, Math Instructor; Kim Maier, Executive Director of Alternative Learning; and Heath Ahnen, Executive Director of Information Technology Services, presented on HyFlex Learning noting HyFlex Learning is meeting students where they are with virtual options for face-to-face courses. The process used to develop the connected classrooms on campus and the need for HyFlex course offerings was reviewed. A demonstration of a HyFlex class was presented by Amanda Vissers.

Caleb White outlined the 2022-23 budget process. The process starts on November 15 and ends with the final budget hearing in June 2022. The Budget Assumptions and

Parameters will come before the Board in February, with preliminary budgets being presented in April and May.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Noted in her report were the open positions of a Surgical Technology Instructor/ Program Director and Academic Success Coach, which have been reposted. The Electrical Power Distribution Lab Assistant and Grant Accountant positions have been filled.

The Board reviewed the Enrollment Report. Mr. White provided an update noting that the FTE count has increased 3 percent compared to this time last year and that we are one week into spring registration.

Under the Chairperson's report, an update on the Executive Board Leadership Ad Hoc Committee was presented. The ad hoc committee had met on November 3, 2021. The ad hoc committee discussed potential agenda items for future Board meetings, reviewed District Board Association activities, and discussed board self-assessment.

The College President's Report comprised of:

- A review of Governance Policy 1.3: Board Responsibility.
- The WTCS Futuremaker Award presented to the TRELAY Group at the WTCS State Board meeting on November 9.
- Recognizing the Trapshooting Team for winning the national championship All Clay Target College League.
- Shared a thank you note from the WTCS for the College hosting the WTCS Board meeting November 9-10.
- Project RISE Update – The project is off schedule and off budget; plan to remedy the situation with an updated timeline. Both Anthology and Campus Works committed to covering the additional costs and a plan to implementation timeframe.
- Southwest Tech has been recognized in the top 150 Community Colleges eligible for the 2023 Aspen Prize. The College will apply for the award.
- In the recent RFP for multiple vehicles for Public Safety, one bid was received from a local dealer which was significantly overbudget. Consensus from the Board was to go with the State Contract.
- The Ag program modifications, based on the DACUMs held this past summer, were not supported by the Ag Advisory Committee. The College will regroup and look at ag programming from a business standpoint.
- Board support for the gratitude meals for staff.

Mr. Blume moved to adjourn to Closed Session to discuss potential legal issues per Wisconsin Statutes 19.85(1)(g), personnel issues per Wisconsin Statutes 19.85(1)(f), and the President's contract per Wisconsin Statutes 19.85(1)(c). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 9:23 p.m.

The meeting reconvened to open session at 10:32 with no action taken. With no further business to come before the Board, Ms. Fillback moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 10:33 p.m.

Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 11/01/2021 - 11/30/2021**

Expenditure			
Vendor	Invoice #	Description	Amount
DTC	12/1/21 DTC	Principal/interest payment	909,000.00
Assoc Borrowing	Assoc 845-103	Bonds Assoc 845-103	97,275.00
Assoc Borrowing	Assoc 845-104	Bond Assoc 845-104	95,350.00
Assoc Borrowing	Assoc 845-102	Bond payment 845-102	54,900.00
SWTC REF	housing pmt	Housing pmt 11.22.21	43,795.91
Buckingham Mfg	793699	Bookstore	28,825.96
Buckingham Mfg	794091	Bookstore	27,272.49
ASE	110764	Premium Aligner/remote/freight	25,998.18
Fennimore Utilities	11.1.21	Utility bills	23,143.38
Elsevier	71193DE0	Books	17,857.76
Buckingham Mfg	793943	Bookstore	17,741.61
OPG-3	5280	Yearly license	15,318.40
CLA	3054564	Audit services	13,650.00
Anthology	ANTH_INV_003951	SOW 2458880	13,200.00
Anthology	ANTH_INV_004428	SOW	13,200.00
HBS	476628-H	PO# 7013 from 20/21	12,632.94
Buckingham Mfg	793942	Bookstore	11,291.40
Vanguard	53820	Student back packs	9,000.00
Garys Auto	2018 Hyndai	5NPD84LF2JH368072	8,000.00
Pearson	14671025	Books	7,869.41
Garys Auto	2017 Dodge Journey	3C4PDDBG2HT592584	6,700.00
Cengage	75195159	Textbooks	6,375.00
SANS	18785	License	6,120.00
American Profit	205983	Collection Fees	5,803.14
AT&T	6602276603	Phone bill	5,502.12
Garys Auto	2018 Chevy Cruze	3G1BE6SMOJS647353	5,450.00
Constellation	3328462	Utilities	5,333.46
Hartje	MN332747	Cabinets	4,593.90
CAPTE	1638626	2022 Annual Accred Fee	4,500.00
PCARD-UPS	588664331	Shipping Charges	4,464.34
Pearson	14863248	Books	4,179.41

Lamar	112845519	Billboards	4,001.00
Pearson	14596496	Books	3,989.33
PCARD-Badger Welding	3667025-01	Electrodes	3,712.80
Western Tech	IN10881	Blueprint for Plumbers text	3,711.00
Pearson	14902771	Books	3,499.50
Shear Glory	000362GM-1	Salon products	3,496.00
McGrath	19604-1	WO# 777 Hyndai	3,437.78
WTA Properties	Dec '21 rent	December 2021 rent	3,400.00
Hallada M	221861	WO# 778	3,375.17
PCARD - Pearson	15786955	Intro to opps management book	3,224.85
Pearson	15786955	Books	3,224.85
PCARD - Hawkes	60253	English comp books	3,140.00
WE	3925175752	Utilities	3,094.53
Sire T	Final Bill	Micky Quick	2,973.49
ACEN	211942	Annual Accred Fee	2,875.00
Lamar	112676463	Billboards	2,852.00
OCLC	1000150140	EZ Proxy Hosted	2,848.49

Total Invoices**\$1,561,199.60**

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
WI TECHNICAL COL WTCEBC	11/5/2021	GNJL001072	299,637.58
EMPLOYE TRUST FU WRS REMIT 4715000	11/30/2021	GNJL001146	96,689.66
EMPLOYE TRUST FU WRS REMIT 4715000	11/30/2021	GNJL001145	63,559.05
IRS USATAXPYMT 270173064422273	11/26/2021	GNJL001132	62,642.40
IRS USATAXPYMT 270171662485819	11/12/2021	GNJL001115	61,676.68
State of Wiscons RMR*IV*FY22 November State Aid**213035	11/18/2021	GNJL000692	55,200.00
IRS USATAXPYMT 270173064422273	11/26/2021	GNJL001134	42,399.35
IRS USATAXPYMT 270171662485819	11/12/2021	GNJL001117	41,593.94
WI DEPT REVENUE TAXPAYMNT XXXXX0160	11/26/2021	GNJL001130	24,362.74
WI DEPT REVENUE TAXPAYMNT XXXXX057	11/12/2021	GNJL001113	23,878.66
IRS USATAXPYMT 270173064422273	11/26/2021	GNJL001133	15,115.35
IRS USATAXPYMT 270171662485819	11/12/2021	GNJL001116	14,888.81
GREAT-WEST TRUST PAYMENTS 340021176527	11/29/2021	GNJL001140	8,524.46
GREAT-WEST TRUST PAYMENTS 120020070147	11/15/2021	GNJL000668	8,375.02
GREAT-WEST TRUST PAYMENTS 180020788939	11/1/2021	GNJL001080	7,924.88
Delta Dental WI	11/24/2021	GNJL001123	5,997.85

HASLER ADVANCE ADVANCE XXXXXX7827	11/26/2021	GNJL001135	5,000.00
Delta Dental WI ASO Pymt	11/10/2021	GNJL001106	4,527.26
Delta Dental WI	11/3/2021	GNJL001010	4,432.12
SYMETRA LIFE INS 8004267784 2NY1Y5QNS76N5NT	11/15/2021	GNJL000660	3,891.61
Delta Dental WI	11/17/2021	GNJL000677	2,881.24
NEWPORT TRUST CO PAYMENT 15050605	11/29/2021	GNJL001139	2,687.13
NEWPORT TRUST CO PAYMENT 14912534	11/15/2021	GNJL000665	2,519.50

Total Bank Withdrawals**858,405.29****Payroll**

11/26/2021 Payroll	11/26/2021	PRIMP000014	379,590.90
11/12/2021 Payroll	11/12/2021	PRIMP000013	372,484.41

Total Payroll**752,075.31****Purchase Cards**

U.S. BANK AUTOPAY 448559455550942	11/24/2021	GNJL001121	43,848.53
U.S. BANK AUTOPAY 448559455550942	11/10/2021	GNJL001105	42,082.19

Total Purchase Cards**85,930.72****Total Purchases >= \$2,500****\$3,257,610.92**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 11/30/2021			
Receipts			
Fund			
1 General	300,799.00		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	33,881.00		
6 Internal Service	319,082.00		
7 Financial Aid/Activities	545,217.00		
Total Receipts		1,198,979.00	
Expenses			
Fund			
1 General	1,669,443.00		
2 Special Revenue			
3 Capital Projects	101,201.00		
4 Debt Service	1,156,525.00		
5 Enterprise	252,764.00		
6 Internal Service	324,369.00		
7 Financial Aid/Activities	145,274.00		
Total Expenses		3,649,576.00	
Net cash change - month			(2,450,597.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	12,573,205.45		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,960.55		
Ending Cash/Investment Balance		13,809,106.00	

3. Budget Control

	2021-22	2021-22	2021-22	2020-21	2019-20	2018-19	2017-18
	<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	25,822,200.00	6,618,945.09	25.63	28.86	27.04	25.48	25.98
General Fund Expenditures	26,558,800.00	9,311,382.30	35.06	41.95	38.71	37.85	36.74
Capital Projects Fund Revenue	4,335,000.00	20,335.85	0.47	0.22	0.06	99.07	99.50
Capital Projects Fund Expenditures	4,352,500.00	228,439.72	5.25	20.81	10.96	16.60	33.73
Debt Service Fund Revenue	6,090,500.00	-	-	-	-	-	3.65
Debt Service Fund Expenditures	7,080,000.00	1,156,525.00	16.34	17.75	8.01	10.72	12.00
Enterprise Fund Revenue	1,621,500.00	674,789.73	41.62	51.45	46.48	41.78	38.90
Enterprise Fund Expenditure	1,541,300.00	1,271,936.84	82.52	40.25	47.00	36.04	39.09
Internal Service Fund Revenue	4,425,000.00	1,650,285.91	37.29	36.54	35.17	36.95	38.44
Internal Service Fund Expenditures	4,435,000.00	1,655,560.64	37.33	38.70	37.18	38.87	39.54
Trust & Agency Fund Revenue	9,800,000.00	4,005,962.56	40.88	26.20	31.01	35.48	39.79
Trust & Agency Fund Expenditures	9,800,000.00	3,349,745.10	34.18	32.75	36.87	38.90	40.23
Grand Total Revenue	52,094,200.00	12,970,319.14	24.90	23.78	23.80	32.16	31.71
Grand Total Expenditures	53,767,600.00	16,973,589.60	31.57	34.46	32.09	33.23	34.65

D. Contract Revenue

There were six contracts totaling \$19,896.50 in November 2021 being presented for Board approval. The Contract Revenue Report is included below.

2021-2022 CONTRACTS 11/1/2021 to 11/30/2021							INDIRECT COST FACTOR		
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
SWCAP Neighborhood Health	03-2022-0086-I-41	BLS for Healthcare Provider-CPR Recert	Ken Bartz	4	\$ 360.00	No		X	
Novares	03-2022-0089-I-41	Heartsaver CPR/AED	Ken Bartz	6	\$ 446.00	No		X	
WI State Telecommunication Assn	03-2022-0098-I-41	Leadership Academy	Dennis Cooley	19	\$ 15,675.00	No		X	
Queen of All Saints Parish	03-2022-0103-T-42	Strategic Planning	Dennis Cooley		\$ 600.00	No		X	
Muscoda EMS	03-2022-0106-I-42	BLS for Healthcare Provider-CPR Recert	Ken Bartz	10	\$ 315.50	Yes		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - June	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - July	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - August	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - September	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2022-0113-T-42	League Director Duties - October	Caleb White		\$ 500.00	No		X	
TOTAL of all Contracts				39	\$ 19,896.50				
Exchange of Services				10	\$ 315.50				
For Pay Service				29	\$ 19,581.00				

E. Personnel Report

Three employment recommendations, one resignation, and one retirement are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT
December 16, 2021**

Employment: NEW HIRES

Name:	Crystal Brown
Title:	Grant Accountant
Number of Applicants & Interviewees:	5 applicants/1 interview
Start Date:	12/6/2021
Salary/Wages:	\$57,000
Classification:	Full-Time
Education and/or Experience:	Associate Degree in Business/Finance from Southwest Tech and Bachelor's Degree in Business Administration/Finance from Upper Iowa University with 10 years of business/finance experience.

Name:	Janine Schmitz
Title:	Academic Success Coach
Number of Applicants & Interviewees:	6 applicants/3 interviews
Start Date:	12/6/2021
Salary/Wages:	\$25.00/hour
Classification:	Full-Time, Limited Term
Education and/or Experience:	Bachelor's Degree in Psychology/Sociology from UW-LaCrosse and Master's Degree in Special Education-Cross Categorial from Grand Canyon University with 7 years of experience.

Name:	Rachel Huber
Title:	Surgical Tech Instructor/Program Director
Number of Applicants & Interviewees:	1 applicant/1 interview (Reposted)
Start Date:	1/3/2022
Salary/Wages:	\$64,000
Classification:	Full-Time
Education and/or Experience:	Associate Degree in Nursing from Southwest Tech; certified as Surgical Technologist and Surgical First Assistant with 12 years of surgical experience.

PROMOTIONS / TRANSFERS

None	
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RETIREMENTS / RESIGNATIONS

Jamie Horsfall (Resignation – 12/10/21)	Agronomy Instructor
Gina Trollop (Retirement – 6/30/2022)	Mental Health Counselor

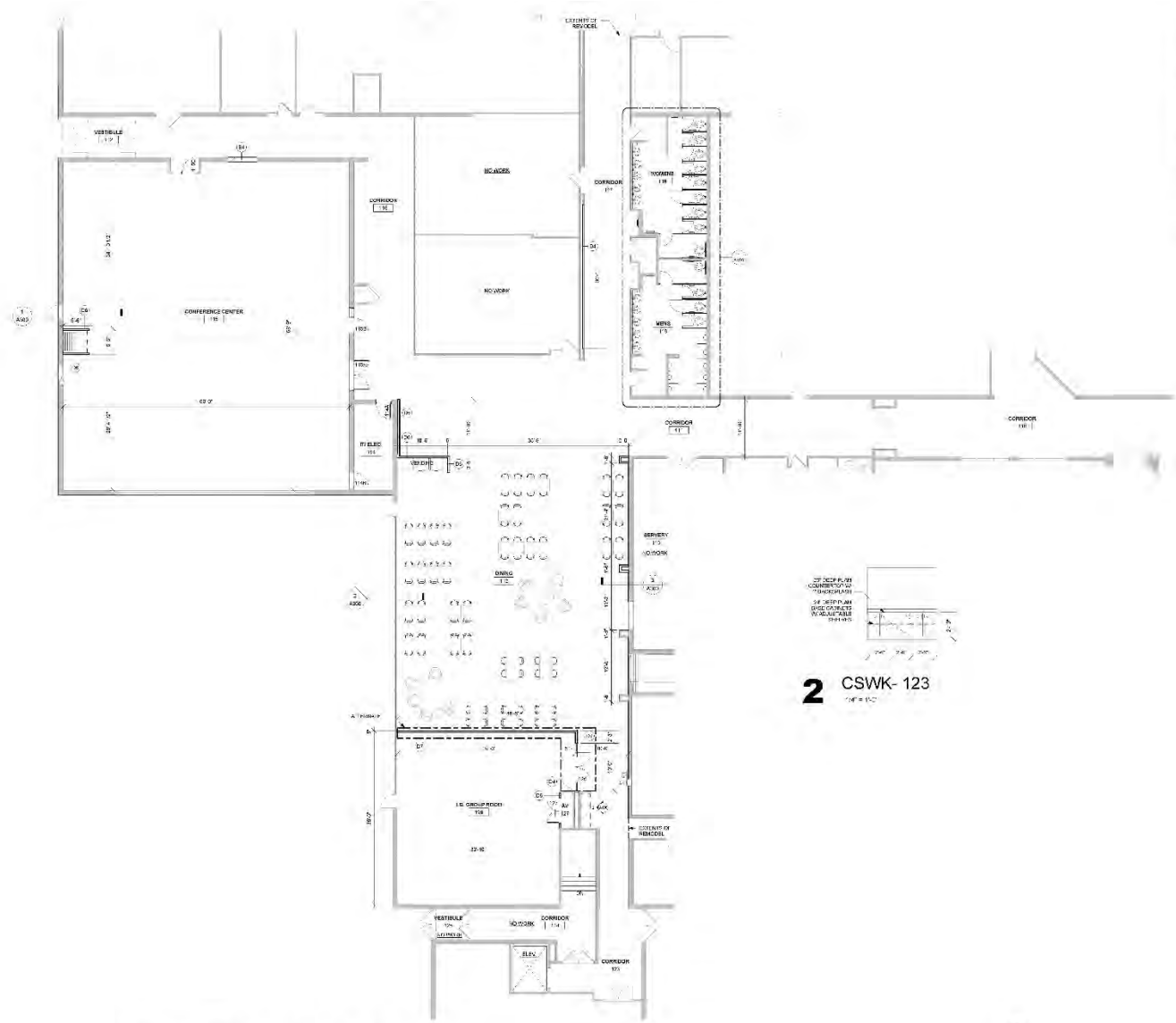
Recommendation – Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. WTCS Resolution for Remodeling Project – Lenz Center

Project concept drawings and other relevant material related to a remodeling project of the Lenz Center is included below. Dan Imhoff, Director of Facilities, Safety & Security, will present the project plans and costs. Also included in the Board material is a Board resolution for the Lenz Center project to be presented to the WTCS for their approval.

Recommendation: *Approve the resolution for the Lenz Center remodel.*



GENERAL NOTES:

- 1. SEE ALL NOTES ON DRAWING FOR ALL NOTES.
- 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.

LEGEND:

- 1. SEE ALL NOTES ON DRAWING FOR ALL NOTES.
- 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.

KEY NOTES PLAN

- 1. SEE ALL NOTES ON DRAWING FOR ALL NOTES.
- 2. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 3. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.
- 4. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE BUILDING CODE.

**ARCHITECTURE
ENGINEERING
INTERIOR DESIGN**

HSR ASSOCIATES INC.
100 MILWAUKEE STREET
LA CROSSE, WISCONSIN
PHONE: 608.785.1800
FAX: 608.785.1800
WWW.HSRASSOCIATES.COM

Consultant:

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
BLDG 300/400 CONF CENTER & DINING HALL**

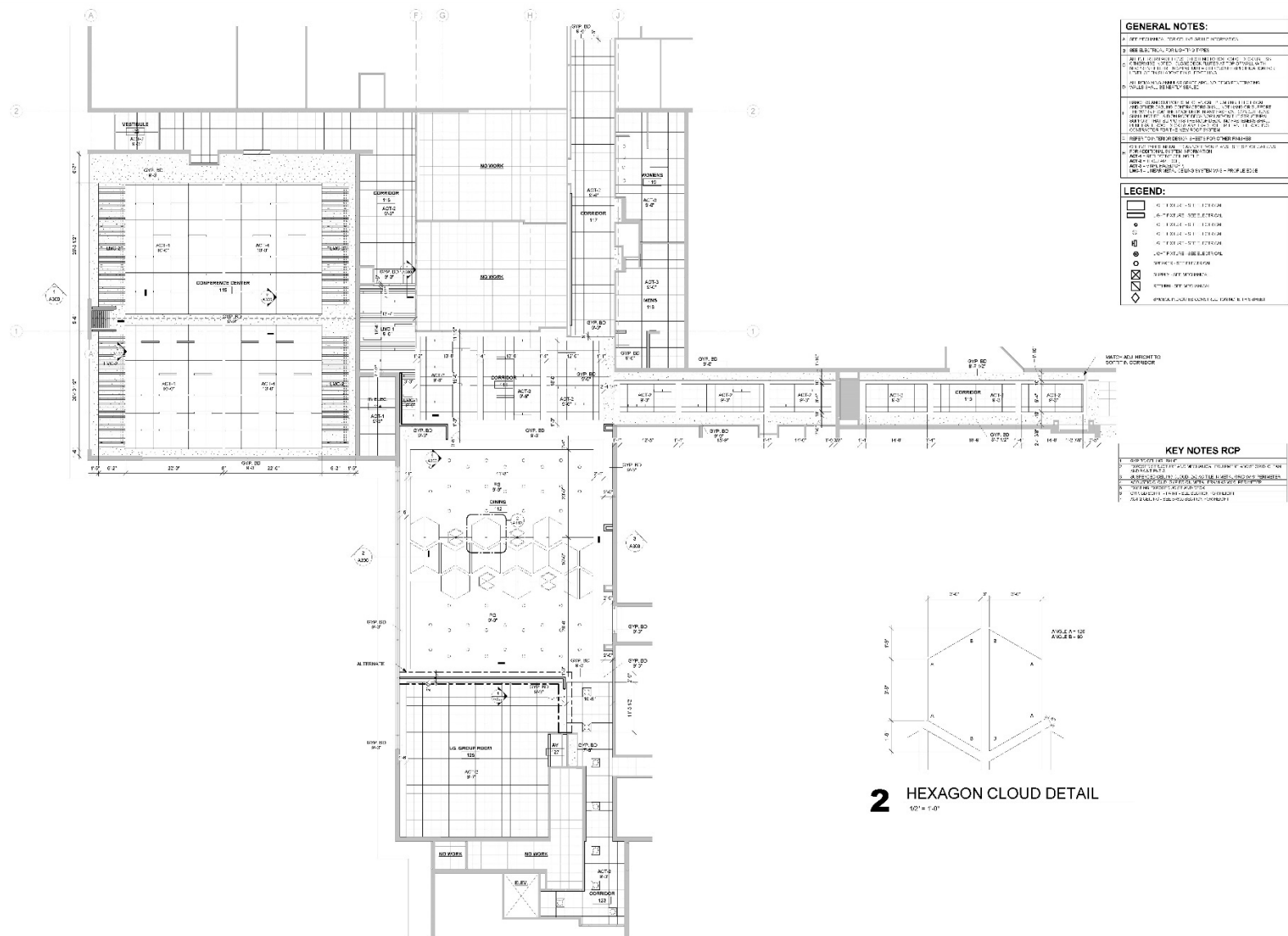
Project No.: 21051
Project Date: FEBRUARY 15, 2022
Client: WLMALAND

100 BRONSON BLVD
FENWICK, WI 53505

REMODEL PLANS

10' = 1'-0"

A100



1 FIRST FLOOR CEILING REMODEL PLAN
1/8" = 1'-0"

**ARCHITECTURE
ENGINEERING
INTERIOR DESIGN**

HSR ASSOCIATES INC.
100 BRIDGE STREET
LA CROSSE, WISCONSIN
PHONE: 608.784.1859
FAX: 608.782.8844
www.hsrassociates.com

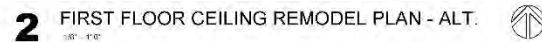
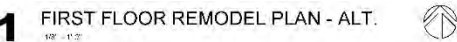
Consultant:

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
BLDG 300/400 CONF CENTER & DINING HALL**

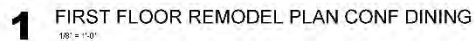
1000 WISCONSIN BLVD
FARMINGTON, WI 53409

REFLECTED CEILING PLANS

Architect: HSR Associates Inc.
Project: BLDG 300/400 CONF CENTER & DINING HALL
Date: 2/15/2021
Sheet: A110
Scale: 1/8" = 1'-0"



ARCHITECTURE ENGINEERING INTERIOR DESIGN HSR ASSOCIATES INC. 100 W. WISCONSIN STREET LA CROSSE, WISCONSIN PHONE: 608.784.1336 FAX: 608.782.8844 www.hsrassociates.com																				
Consultant: _____																				
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> SOUTHWEST WISCONSIN TECHNICAL COLLEGE BLDG 300/400 CONF CENTER & DINING HALL </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> REMODEL PLAN AND RCP - ALTERNATE </div> </div>																				
Project No.: _____	PROJECT NAME: NEW BROWN BLVD FEDERAL BUILDING	Owner Title: _____																		
Architect/Engineer/Interior Designer/Consultant Number: 2011.02	AIA Project Number: 2011.02																			
Project Date: FEBRUARY 15, 2022	Drawing Title: Author																			
Date: _____	RCP No.: _____																			
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Revision Description: VARIABLES																				
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Preliminary Cost Estimate

Date: December 8, 2021

Project: **Building 300-400 Conference Center & Dining Renovation**
Southwest Wisconsin Technical College - Fennimore, WI
HSR 21051

	Square Footage/Unit	Unit Price/ Line Item	Unit	Total
Building 300-400 Conference Center & Dining Renovation				
Lenz Center Renovation - Rms. 365 / 366 / 367	4,467	\$101.00	SF	\$451,167
Demolition	4,467	\$2.00	SF	\$8,934
General Constr - walls/doors/glass	4,467	\$55.00	SF	\$245,685
New Flooring - Carpet	4,467	\$7.50	SF	\$33,503
New Painting / Acoustical Diffuser Panels	4,467	\$5.50	SF	\$24,569
New Ceiling / Drywall Acoustical Panels	4,467	\$7.50	SF	\$33,503
New Lighting	4,467	\$5.50	SF	\$24,569
New HVAC - diffusers/ductwork/zone control	4,467	\$15.00	SF	\$67,005
Fire Protection Upgrades	4,467	\$3.00	SF	\$13,401
Dining Room Renovation - Rm. 444	3,811	\$72.25	SF	\$275,345
Demolition	3,811	\$1.25	SF	\$4,764
General Constr - walls/doors/glass	3,811	\$30.00	SF	\$114,330
New Flooring - LVT	3,811	\$7.50	SF	\$28,583
New Painting / Acoustical Diffuser Panels	3,811	\$3.50	SF	\$13,339
New Ceiling / Drywall Acoustical Panels	3,811	\$6.50	SF	\$24,772
New Lighting	3,811	\$5.50	SF	\$20,961
New HVAC - diffusers/ductwork/zone control	3,811	\$15.00	SF	\$57,165
Fire Protection Upgrades	3,811	\$3.00	SF	\$11,433
Toilet Rooms Remodeling - Rms. 339W / 339M / 342 Jan	1,022	\$235.00	SF	\$240,170
Demolition	1,022	\$5.50	SF	\$5,621
General Construction - walls/doors/glass	1,022	\$100.00	SF	\$102,200
New Flooring - Porcelain Tile	1,022	\$25.00	SF	\$25,550
New Painting / Wall Tile	1,022	\$15.00	SF	\$15,330
New Ceiling/Grid - soffits	1,022	\$12.00	SF	\$12,264
New Electrical / Lighting	1,022	\$7.50	SF	\$7,665
New HVAC - diffusers/ductwork/zone control	1,022	\$15.00	SF	\$15,330
New Plumbing/Fire Protection Upgrades	1,022	\$55.00	SF	\$56,210
AV / Elect Rm Renovation	178	\$31.50	SF	\$5,607
Demolition	178	\$1.25	SF	\$223
General Constr - walls/doors/glass	178	\$10.00	SF	\$1,780
New Flooring - LVT	178	\$7.50	SF	\$1,335
New Painting	178	\$2.50	SF	\$445
New Lighting	178	\$4.00	SF	\$712
New HVAC - diffusers/ductwork/zone control	178	\$5.00	SF	\$890
Fire Protection Upgrades	178	\$1.25	SF	\$223
Corridor Renovation - Rm. 450A	1,404	\$58.00	SF	\$81,432
Demolition	1,404	\$1.25	SF	\$1,755

	General Constr - walls/doors/glass	1,404	\$30.00	SF	\$42,120
	New Flooring - LVT	1,404	\$7.50	SF	\$10,530
	New Painting / Acoustical Diffuser Panels	1,404	\$3.50	SF	\$4,914
	New Ceiling / Drywall Acoustical Panels	1,404	\$6.50	SF	\$9,126
	New Lighting	1,404	\$5.50	SF	\$7,722
	New HVAC - diffusers/ductwork/zone control	1,404	\$2.50	SF	\$3,510
	Fire Protection Upgrades	1,404	\$1.25	SF	\$1,755
	Corridor Renovation - Rm. 450	730	\$17.00	SF	\$12,410
	Demolition	730	\$1.25	SF	\$913
	New Ceiling / Drywall Acoustical Panels	730	\$6.50	SF	\$4,745
	New Lighting	730	\$5.50	SF	\$4,015
	New HVAC - diffusers/ductwork/zone control	730	\$2.50	SF	\$1,825
	Fire Protection Upgrades	730	\$1.25	SF	\$913
	Corridor Renovation - Rm. 455	480	\$58.00	SF	\$27,840
	Demolition	480	\$1.25	SF	\$600
	General Constr - walls/doors/glass	480	\$30.00	SF	\$14,400
	New Flooring - LVT	480	\$7.50	SF	\$3,600
	New Painting / Acoustical Diffuser Panels	480	\$3.50	SF	\$1,680
	New Ceiling / Drywall Acoustical Panels	480	\$6.50	SF	\$3,120
	New Lighting	480	\$5.50	SF	\$2,640
	New HVAC - diffusers/ductwork/zone control	480	\$2.50	SF	\$1,200
	Fire Protection Upgrades	480	\$1.25	SF	\$600
	Corridor Renovation - Rm. 349	1,138	\$58.00	SF	\$66,004
	Demolition	1,138	\$1.25	SF	\$1,423
	General Constr - walls/doors/glass	1,138	\$30.00	SF	\$34,140
	New Flooring - LVT	1,138	\$7.50	SF	\$8,535
	New Painting / Acoustical Diffuser Panels	1,138	\$3.50	SF	\$3,983
	New Ceiling / Drywall Acoustical Panels	1,138	\$6.50	SF	\$7,397
	New Lighting	1,138	\$5.50	SF	\$6,259
	New HVAC - diffusers/ductwork/zone control	1,138	\$2.50	SF	\$2,845
	Fire Protection Upgrades	1,138	\$1.25	SF	\$1,423
	Corridor Renovation - next to old bookstore	235	\$58.00	SF	\$13,630
	Demolition	235	\$1.25	SF	\$294
	General Constr - walls/doors/glass	235	\$30.00	SF	\$7,050
	New Flooring - LVT	235	\$7.50	SF	\$1,763
	New Painting / Acoustical Diffuser Panels	235	\$3.50	SF	\$823
	New Ceiling / Drywall Acoustical Panels	235	\$6.50	SF	\$1,528
	New Lighting	235	\$5.50	SF	\$1,293
	New HVAC - diffusers/ductwork/zone control	235	\$2.50	SF	\$588
	Fire Protection Upgrades	235	\$1.25	SF	\$294
	SUBTOTAL				\$1,173,605
	Contingency @ 15.00%				\$176,041
	TOTAL				\$1,349,645
	A/E Fees @ 7.50%				\$101,223
	Miscellaneous Costs				\$1,300
	Printing	\$250			
	Agency Review	\$1,050			

CONSTRUCTION TOTAL	\$1,452,169
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AE Fees

\$1,349,645 Construction + Contingency

Architecture	3.25%	\$43,863
Interior Design	0.50%	\$6,748
Construction Administration	0.75%	\$10,122
Electrical	1.25%	\$16,871
Plumbing	0.50%	\$6,748
HVAC	1.00%	\$13,496
Structural	0.25%	\$3,374
TOTAL	7.50%	\$101,223

AV Systems Allowance + Furniture

1	\$300,000.00	EA	\$300,000
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ALTERNATE BID #1

Meeting Room Renovation - (Partial Rm. 444)	1,134	\$100.25	SF	\$113,684
Demolition	1,134	\$1.25	SF	\$1,418
General Constr - walls/doors/glass	1,134	\$55.00	SF	\$62,370
New Flooring - Carpet	1,134	\$7.50	SF	\$8,605
New Painting / Acoustical Diffuser Panels	1,134	\$5.50	SF	\$6,237
New Ceiling / Drywall Acoustical Panels	1,134	\$7.50	SF	\$8,605
New Lighting	1,134	\$5.50	SF	\$6,237
New HVAC - diffusers/ductwork/zone control	1,134	\$15.00	SF	\$17,010
Fire Protection Upgrades	1,134	\$3.00	SF	\$3,402
SUBTOTAL				\$113,684
Contingency @ 15.00%				\$17,053
TOTAL				\$130,736
A/E Fees @ 7.50%				\$9,805
CONSTRUCTION TOTAL				\$140,541

ALTERNATE BID #2

Reception Area Renovation - Rms. 341 / 340	1,791	\$59.00	SF	\$105,669
Demolition	1,791	\$3.00	SF	\$5,373
General Constr - opening up space - structural	1,791	\$12.00	SF	\$21,492
New Flooring - Carpet	1,791	\$7.50	SF	\$13,433
New Painting / Acoustical Diffuser Panels	1,791	\$5.50	SF	\$9,851
New Ceiling / Drywall Acoustical Panels	1,791	\$7.50	SF	\$13,433
New Lighting	1,791	\$5.50	SF	\$9,851
New HVAC - diffusers/ductwork/zone control	1,791	\$15.00	SF	\$26,865
Fire Protection Upgrades	1,791	\$3.00	SF	\$5,373

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

WHEREAS, Southwest Wisconsin Technical College has statutory authority to renovate an existing facility, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate space in Building 300 at the Fennimore campus in order to update spaces to include the Lenz Conference Center, the cafeteria, Building 300 restrooms and adjacent corridors as part of the College's 10-year master facilities plan, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to renovate space near in Building 300 at the Fennimore campus in order to meet needed updates to existing finishes that exceeded useful life and to upgrade technology in meeting room and conference spaces as part of the College's 10-year master facilities plan, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the design and renovation of the proposed remodel areas of the college campus, Fennimore, Wisconsin, to HSR Associates, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the renovation project via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves contracting for the design and renovation of space in Building 300 at the Fennimore campus in order to update spaces to include the Lenz Conference Center, the cafeteria, Building 300 restrooms and adjacent corridors.

Adopted and recorded this 16th day of December, 2021.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



B. First Reading of Governance Policy 2.6: Acting President

Included below is a proposed update to the Acting President Policy. The update includes adding a third person as Acting President. This will be the first reading of the updated policy.

Recommendation: Approve the first reading of the proposed Governance Policy 2.6: Acting President.

2.6 – ACTING and INTERIM PRESIDENT

On occasion, the President of the College will be absent from campus on account of official business, vacation, illness, or other unavoidable cause. It is possible a situation may arise when the president is suddenly unavailable and/or may not be able to perform their duties for an extended period of time. At some point, there will be a change in Presidents.

During Presidential absences, it is essential that provision be made so that official business may proceed. Furthermore, the long-term vitality of the College is strengthened by providing executive leadership learning opportunities for people to learn and grow.

An Acting President serves in the temporary and short-term absence of the President when the President is expected to return to work, the order of succession for President of the College will be as follows:

1. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. Chief Student Services Officer, Holly Clendenen

The Chief Academic Officer serves as an Executive Advisor to the President and maintains that role with the Acting President to ensure the teaching and learning perspective is considered in decisions as possible.

An Interim President serves as a bridge to a new President when it is likely the incumbent President will not return to work. In the event the President will be unavailable and out of the office for a period of time longer than 30 calendar days, the Interim President will be:

1. Chief Human Resources Officer, Krista Weber
2. Chief Financial Officer, Caleb White

Prior to appointing an Interim President, the Board will determine if it intends to conduct a full search or make an appointment at the conclusion of a successful term. It is clearly understood if the Board determines to replace the current President for any reason, they will have full autonomy to appoint a new President using the process and parameters of

their choosing. This policy provides a plan for their consideration in the event a presidential transition occurs and facilitates professional development and training. In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at the next Board meeting. An Interim President will be appointed by the Board Chair and considered by the entire Board at the next Board meeting during which time they will adjust the compensation for the Interim President according to the situation. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration through the policy approval process. If there is a change in the personnel listed, there will be a review of the policy at the next board meeting.

The President's Office will notify the Leadership Team when an Acting President or Interim President is named and forward that notification to the Board Chair. The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

1. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
2. Assess and evaluate the performance of the Acting President.
3. Provide compensation for services rendered as Acting President.
4. Support the pursuit of a terminal degree when needed through an investment of time and resources.

Adopted: 7/9/18

Reviewed:

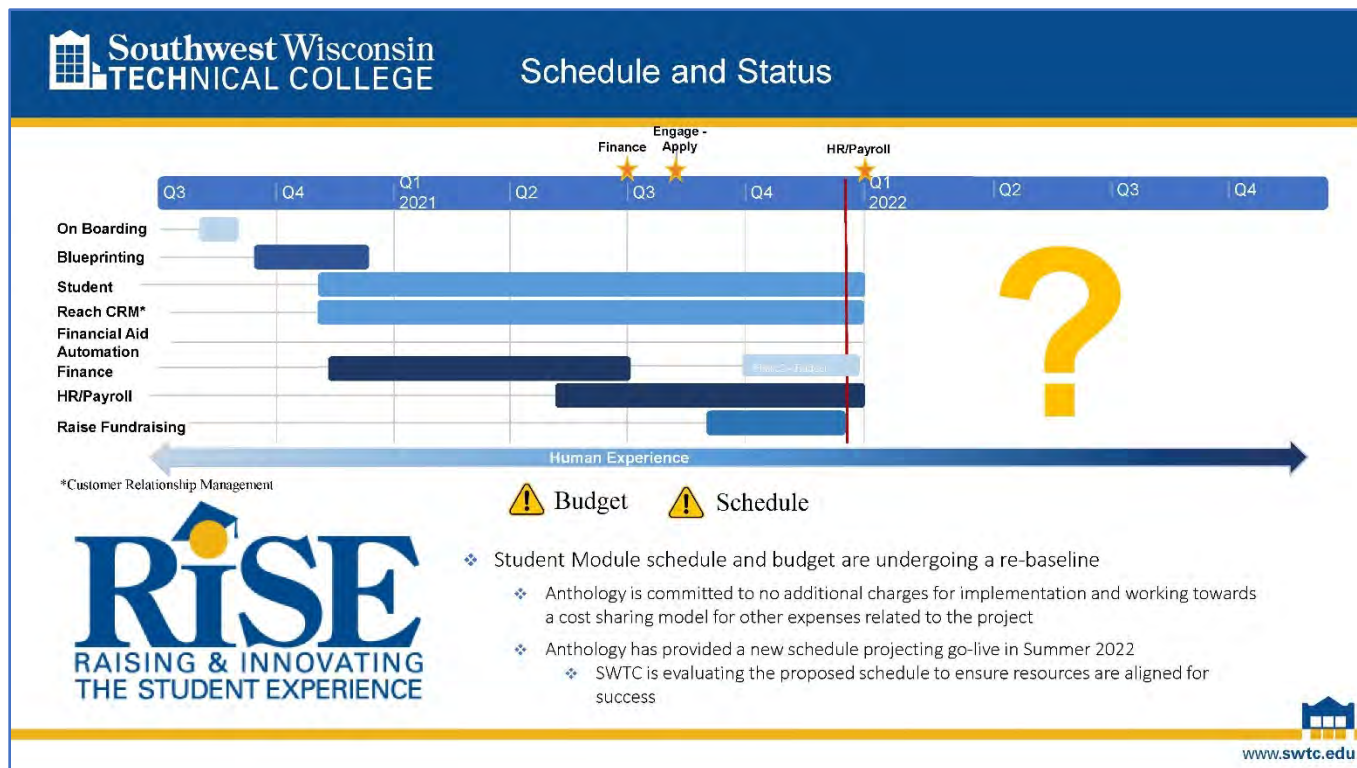
Revised: 1/24/19, 3/28/19, 8/26/21


Board Monitoring of College Effectiveness

A. Project RISE Update


Matthew Baute, Director of Enterprise Applications; Sarah Delegge, Project Manager from Campus Works; and Heath Ahnen, Director of Information Technology Services, will present an update on Project RISE. Included below are the PowerPoint slides they will present.






**Southwest Wisconsin
TECHNICAL COLLEGE**

Status Details




RISE
RAISING & INNOVATING
THE STUDENT EXPERIENCE


What's Going Well

- Team remains committed to outcomes and solutions
- Anthology is committed to a strong partnership and working with SWTC to course correct as needed
- Anthology has committed additional experienced resources to the project

What's Not Going Well – Concerns

- Anthology's solution remains siloed, even within modules cross functional solutions can be difficult to obtain
- Work on the Student system requires additional time, schedule is being reevaluated





THIS IS WHERE YOU SUCCEED

Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!



STAY UP TO DATE WITH PROGRESS:

- www.swtc.edu/erp
- Yammer posts

Questions or Comments:

erp@swtc.edu

B. COVID Response Update

Members of the COVID Operations Team will provide an update on COVID protocols. Information that will be presented is below.



Goals

- Monitoring on-campus and area case rates in order to:
 - Support hands-on learning and activities (including graduation and other events)
 - Promote health and safety
 - Implement strategies that decrease the impact of COVID from the College on our local employers, healthcare facilities, and staff members. We rely, heavily, on our local employers and healthcare organizations to support hands-on experiential learning, particularly in the Spring term, when the bulk of this learning occurs.



THIS IS WHERE YOU GROW

Disease Burden (cases per 100,000)

11/3/2021	11/17/2021	11/23/2021	12/1/2021	11/23 to 12/1 % Change	% Change 11/3 to 12/1	
530.2	767.7	869.2	852.8	-1.89%	60.84%	WI
475.4	641.5	838.2	868.8	3.65%	82.75%	Grant
495.8	445.4	554.6	680.7	22.74%	37.29%	Iowa Co
639.7	633.8	811.5	811.5	0.00%	26.86%	Lafayette
852.5	553.3	592.8	660.6	11.44%	-22.51%	Richland
694.7	875.9	966.5	912.1	-5.63%	31.29%	Crawford

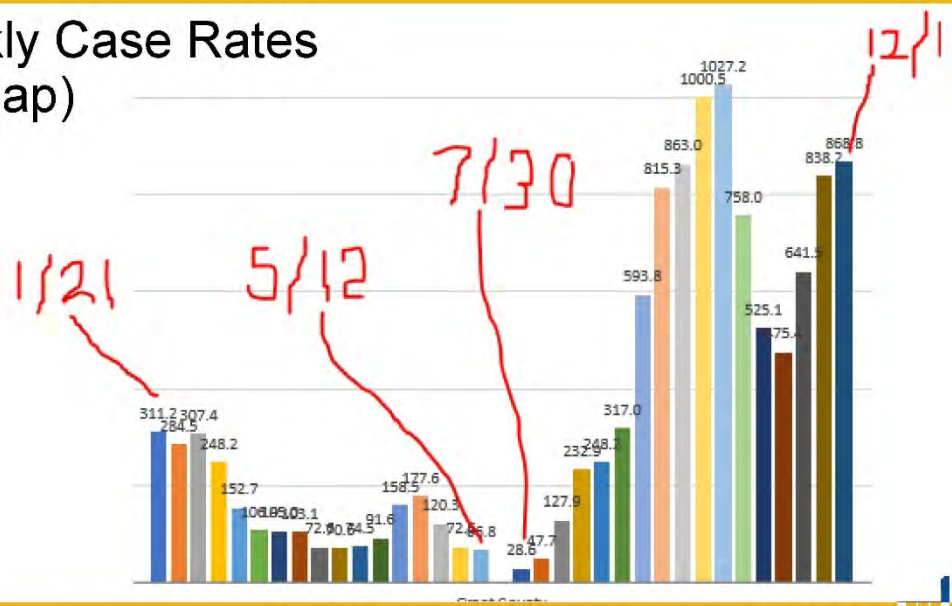
<https://www.dhs.wisconsin.gov/covid-19/data.htm>



THIS IS WHERE YOU SUCCEED

Grant Co Weekly Case Rates (with summer gap)

<https://www.dhs.wisconsin.gov/covid-19/data.htm>



THIS IS WHERE YOU EXCEL

Health Clinical/Practicum Learning Experiences - Current State

- 08/14/21 Fall term clinical students alerted to need to vaccinate in order to best assure ability to participate in clinical learning
- Fall term – Program faculty continuously reinforced need for vaccination to assure clinical access and patient safety
- 11/04/21 CMS issued healthcare worker vaccination rule- Half of hospitals not accepting student exemption requests. Due date for first dose – 12/04/21
- 11/30/21 – CMS rule temporarily stayed, facilities responses varying from no changes in policy, to reconsidering exemptions. Situation continues to evolve.

THIS IS WHERE YOU GROW

C. Board Self-Assessment

Krista Weber will present several options for a board self-assessment and team development.

D. Staffing Update

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

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Medical Lab Tech Instructor-50%	JoAnn Wiederholt	7/1/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$58,000
2	New Position	Day Custodian LTE ending 12/31/2021	Alecia Hach	7/19/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$15.80
3	Replacement	Evening Custodian	Chuck Merten	7/12/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$16.00
4	Replacement	Academic Success Coach-Part-time LTE	Vickie Udelhoven	8/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
5	Replacement	Student Services Administrative Assistant	Wanda Ware	9/1/2021	A13, Hourly Range \$16.98- \$20.37 Hired at \$18.00
6	New Positon	Surgical Technology Instructor/Program Director	Reposted	1/1/2022	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768

Staffing Update 2021-2022


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement	Director of Grants	Amy Seeboth-Wilson	11/8/2021	D62-Salary Band: \$64,304 - \$93,241 Hired at \$84,000
8	Replacement	Academic Success Coach-Full-Time LTE	Janine Schmitz	12/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
9	Replacement	Electrical Power Distribution Lab Assistant	Todd Kasper	11/1/2021	B21 - Hourly Range: \$17.36 - \$22.57 Hired at \$20.50
10	Replacement	Grant Accountant	Crystal Brown	12/6/2021	C44-Salary Band: \$55,488 - \$77,683 Hired at \$57,000
11	Replacement	Agronomy Instructor	Offer Pending	1/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811
12	New	Business Management Instructor/Experiential Learning Coordinator	Posted	1/31/2022	C44-Salary Band: \$55,488 - \$77,683

Information and Correspondence

A. Enrollment Report

The 2021-22 FTE Comparison Enrollment Report and FY 2023 Application Report are below.

1. **2021-22 FTE Comparison YOY Report**
2. [FY 2023 Application Report](#)

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 12/09/19 Students	SY 20-21 12/07/20 Students	SY 21-22 12/06/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 12/09/19 FTE	SY 20-21 12/07/20 FTE	SY 21-22 12/06/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	51	63	61	10	(2)	39.70	41.30	35.97	(3.73)	(5.33)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	7	12	(2)	5	12.33	3.73	11.70	(0.63)	7.97
10-006-5	Agribusiness Science & Technology - Agronomy	16	18	11	(5)	(7)	16.73	14.30	10.37	(6.37)	(3.93)
10-006-6	Agribusiness Science & Technology - Animal Science	29	19	29	-	10	27.47	13.23	21.60	(5.87)	8.37
10-102-3	Business Management	123	124	102	(21)	(22)	78.10	74.43	61.43	(16.67)	(13.00)
10-530-5	Cancer Information Management	95	96	80	(15)	(16)	49.93	49.90	49.80	(0.13)	(0.10)
10-504-X	Criminal Justice	41	48	40	(1)	(8)	35.33	31.00	29.83	(5.50)	(1.17)
10-316-1	Culinary Arts	3	6	5	2	(1)	1.20	4.57	4.73	3.53	0.17
10-317-1	Culinary Management	7	2		(7)	(2)	6.30	1.53		(6.30)	(1.53)
10-102-1	Data Analytics			1	1	1			0.50	0.50	0.50
10-510-6	Direct Entry Midwife	69	92	121	52	29	30.87	38.20	56.50	25.63	18.30
10-307-1	Early Childhood Education	42	60	46	4	(14)	30.23	41.67	29.43	(0.80)	(12.23)
10-620-1	Electro-Mechanical Technology	33	31	26	(7)	(5)	30.87	28.70	22.63	(8.23)	(6.07)
10-325-1	Golf Course Management	19	10	12	(7)	2	14.20	9.37	11.13	(3.07)	1.77
10-201-2	Graphic And Web Design	24	16	26	2	10	16.03	12.53	20.10	4.07	7.57
10-530-1	Health Information Technology	54	43	46	(8)	3	28.50	22.17	24.20	(4.30)	2.03
10-520-3	Human Services Associate	39	31	31	(8)	-	29.13	24.10	27.17	(1.97)	3.07
10-825-1	Individualized Technical Studies	2	2		(2)	(2)	1.00	0.70		(1.00)	(0.70)
10-620-3	Instrumentation and Controls Technology	9	4		(9)	(4)	6.43	0.83		(6.43)	(0.83)
10-150-2	IT-Network Specialist	31	24	25	(6)	1	19.47	15.30	17.33	(2.13)	2.03
10-196-1	Leadership Development	23	9	10	(13)	1	9.87	2.77	5.27	(4.60)	2.50
10-513-1	Medical Laboratory Technician	20	19	19	(1)	-	16.10	14.03	13.87	(2.23)	(0.17)
10-196-6	Nonprofit Leadership			5	5	5			2.77	2.77	2.77
10-543-1	Nursing-Associate Degree	200	223	202	2	(21)	106.17	116.57	102.20	(3.97)	(14.37)

Program Code	Program Title	SY 19-20 12/09/19 Students	SY 20-21 12/07/20 Students	SY 21-22 12/06/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 12/09/19 FTE	SY 20-21 12/07/20 FTE	SY 21-22 12/06/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-524-1	Physical Therapist Assistant	37	28	18	(19)	(10)	22.63	17.07	13.33	(9.30)	(3.73)
10-182-1	Supply Chain Management	44	22	32	(12)	10	21.93	10.07	15.33	(6.60)	5.27
10-499-5	Technical Studies-Journeyworker			1	1	1			0.30	0.30	0.30
	Total Associate Degree	1,025	997	961	(64)	(36)	650.53	588.07	587.50	(63.03)	(0.57)
31-101-1	Accounting Assistant	4	11	9	5	(2)	1.67	4.97	4.00	2.33	(0.97)
30-531-6	EMT-IV (Advanced EMT)	1		12	11	12	0.13		1.97	1.83	1.97
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		0.53	0.10	0.10	(0.43)
32-070-1	Agricultural Power & Equipment Technician	35	36	36	1	-	32.73	33.67	33.73	1.00	0.07
31-405-1	Auto Collision Repair & Refinish Technician	10	11	9	(1)	(2)	4.03	7.93	9.53	5.50	1.60
32-404-2	Automotive Technician	26	34	19	(7)	(15)	22.63	21.13	13.60	(9.03)	(7.53)
31-408-1	Bricklaying & Masonry	1		1	-	1	0.07		0.03	(0.03)	0.03
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	10	9	9	(1)	-	8.33	7.73	7.90	(0.43)	0.17
31-307-1	Child Care Services	9	3	3	(6)	-	4.83	2.10	1.40	(3.43)	(0.70)
30-420-2	CNC Machine Operator/Programmer	8	2	6	(2)	4	7.63	1.33	4.60	(3.03)	3.27
31-502-1	Cosmetology	28	17	26	(2)	9	19.33	11.33	17.73	(1.60)	6.40
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	15	7	(10)	(8)	12.23	10.03	5.13	(7.10)	(4.90)
31-317-1	Culinary Specialist	3	1		(3)	(1)	0.73	0.30		(0.73)	(0.30)
30-508-2	Dental Assistant	16	11	19	3	8	7.93	6.23	9.43	1.50	3.20
30-812-1	Driver and Safety Education Certification	16	16	7	(9)	(9)	3.20	3.10	1.10	(2.10)	(2.00)
31-413-2	Electrical Power Distribution	45	44	44	(1)	-	42.97	35.80	36.83	(6.13)	1.03
50-413-2	Electricity (Construction) Apprentice	19	20	23	4	3	1.60	2.57	1.93	0.33	(0.63)
30-531-3	Emergency Medical Technician	49	60	29	(20)	(31)	8.47	9.83	5.63	(2.83)	(4.20)
32-080-4	Farm Operations & Management - Ag Mechanics	2	8	11	9	3	1.67	6.47	9.30	7.63	2.83
31-080-6	Farm Operations & Management - Crop Operations	1	1		(1)	(1)	0.10	0.07		(0.10)	(0.07)
32-080-3	Farm Operations & Management - Dairy	18	8	8	(10)	-	16.53	5.97	6.57	(9.97)	0.60
31-080-3	Farm Operations & Management - Dairy Technician	2	2	2	-	-	0.20	0.27	1.47	1.27	1.20
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	2	(11)	(2)	4.87	2.40	0.20	(4.67)	(2.20)
32-080-6	Farm Operations & Management - Livestock	1	1	3	2	2	0.93	1.03	2.73	1.80	1.70
31-080-7	Farm Operations & Management - Livestock Tech	3		1	(2)	1	1.67		0.77	(0.90)	0.77
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	1.13	1.67	0.60	(0.53)	(1.07)
31-620-1	Industrial Mechanic	2	3	2	-	(1)	1.33	2.83	1.00	(0.33)	(1.83)
31-154-6	IT-Computer Support Technician	17	10	7	(10)	(3)	12.10	7.40	2.17	(9.93)	(5.23)

Program Code	Program Title	SY 19-20 12/09/19 Students	SY 20-21 12/07/20 Students	SY 21-22 12/06/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 12/09/19 FTE	SY 20-21 12/07/20 FTE	SY 21-22 12/06/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-513-1	Laboratory Science Technician	4	4	10	6	6	2.13	1.60	3.37	1.23	1.77
50-620-1	Mechatronics Technician Apprentice	6	6		(6)	(6)	0.80	1.20		(0.80)	(1.20)
31-509-1	Medical Assistant	31	39	30	(1)	(9)	24.73	32.50	22.13	(2.60)	(10.37)
31-530-2	Medical Coding Specialist	56	58	84	28	26	25.63	28.67	48.07	22.43	19.40
30-504-4	Nail Technician	3	3	1	(2)	(2)	0.93	1.00	0.17	(0.77)	(0.83)
30-543-1	Nursing Assistant	126	175	126	-	(49)	16.33	18.47	12.23	(4.10)	(6.23)
50-427-5	Plumbing Apprentice	20	15	21	1	6	1.87	1.08	2.22	0.35	1.14
31-504-5	Security Operations	2			(2)	-	1.20			(1.20)	-
31-182-1	Supply Chain Assistant	3	4	1	(2)	(3)	0.37	2.67	0.13	(0.23)	(2.53)
31-442-1	Welding	38	49	40	2	(9)	25.60	34.07	27.80	2.20	(6.27)
	Total Technical Diploma	654	692	616	(38)	(76)	318.73	308.01	295.65	(23.08)	(12.36)
20-800-1	Liberal Arts - Associate of Arts	21	26	42	21	16	6.33	8.10	13.17	6.83	5.07
20-800-2	Liberal Arts - Associate of Science	9	10	8	(1)	(2)	4.10	2.90	3.20	(0.90)	0.30
	Undeclared Majors	410	405	492	82	87	63.83	61.03	69.40	5.57	8.37
	Total Liberal Arts & Undeclared Majors	440	441	542	102	101	74.27	72.03	85.77	11.50	13.73
	Total	2,119	2,130	2,119	-	(11)	1,043.53	968.11	968.92	(74.62)	0.81
	Percent of Change									-7.15%	0.08%
	Vocational Adult (Aid Codes 42-47)	2,117	2,071	2,125	8	54	44.48	44.04	43.35	(1.14)	(0.69)
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	-	-	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	225	132	209	(16)	77	22.43	17.97	30.20	7.77	12.23
	Basic Skills (Aid Codes 77 & 78)	90	60	55	(35)	(5)	2.73	-	1.23	(1.50)	1.23
	Grand Total	4,551	4,441	4,508	(43)	67	1,113.18	1,030.27	1,043.70	(69.48)	13.43
	Total Percent of Change									-6.24%	1.30%
					Budgeted/Goal FTEs		1,300	1,275	1,250		
					% of Budgeted/Goal FTEs Achieved to date		85.6%	80.8%	83.5%		
					Final Actual FTEs Achieved		1,297	1,256			
					% of Final Actual FTEs Achieved to date		85.8%	82.0%			
					21/22 Projected Ending FTEs using historical trend		1,216	1,272			
					Will budget be met		NO	YES			

FY 2023 Application Report

Program Application Comparison 2021/22 vs. 2022/23									
PROGRAM	CAP	12/08/20			12/08/21			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting		1	4	5	2	3	5	0	
Accounting Assistant			0	0	1	1	2	2	
Agribusiness Science & Technology - Agbus Mgmt	20		5	5		5	5	0	
Agribusiness Science & Technology - Agronomy	20		7	7		5	5	-2	
Agribusiness Science & Technology - Agronomy Tech	20		0	0		0	0	0	
Agribusiness Science & Technology - Animal Science	20		17	17		22	22	5	
Agricultural Power & Equipment Technician	22		14	14		12	12	-2	
Auto Collision Repair & Refinish Technician	22		10	10		7	7	-3	
Automotive Technician	22		12	12		17	17	5	
Building Trades-Carpentry	20		11	11		5	5	-6	
Business Management		9	8	17	21	9	30	13	
Cancer Information Management		7	34	41	8	17	25	-16	
Child Care Services	13	2	3	5	2	5	7	2	
CNC Machine Operator/Programmer	15		0	0		0	0	0	
Cosmetology	24		15	15		25	25	10	
Criminal Justice Studies	48		15	15	9	2	11	-4	
Criminal Justice-Law Enforcement 2			10	10	2	7	9	-1	
Dental Assistant	18		11	11		14	14	3	
Early Childhood Education	28	9	11	20	15	5	20	0	
Electrical Power Distribution	44		69	69		83	83	14	
Electro-Mechanical Technology	24		13	13		15	15	2	
Farm Operations & Management - Ag Mechanics	20		6	6		6	6	0	
Farm Operations & Management - Dairy	20		2	2		4	4	2	
Farm Operations & Management - Dairy Technician	20		1	1		0	0	-1	
Farm Operations & Management - Farm Ag Maintenance	20		0	0		1	1	1	
Farm Operations & Management - Livestock	20		6	6		2	2	-4	
Farm Operations & Management - Livestock Tech	20		1	1		2	2	1	
Golf Course Management			6	6		7	7	1	
Graphic and Web Design	25		7	7		16	16	9	
Health Information Technology	22	6	16	22		5	5	-17	
Human Services Associate	31		14	14		20	20	6	
Industrial Mechanic	12		1	1		0	0	-1	
Instrumentation and Controls Technology	0		0	0		2	2	2	
IT-Computer Support Technician			6	6		4	4	-2	
IT-Network Specialist			10	10		10	10	0	
Laboratory Science Technician	15		0	0		0	0	0	
Leadership Development			0	0		0	0	0	
Liberal Arts - Associate of Arts		12	5	17	12	1	13	-4	
Liberal Arts - Associate of Science		2	2	4	11	0	11	7	
Medical Assistant	32		18	18		15	15	-3	
Medical Coding Specialist	23	19	40	59	4	16	20	-39	
Medical Laboratory Technician	16	3	1	4	1	0	1	-3	

PROGRAM	CAP	12/08/20			12/08/21			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Nail Technician			2	2		7	7	5
Nursing-Associate Degree	54	94	44	138	70	25	95	-43
Nursing-Associate Degree-Part-time	28		21	21		10	10	-11
Pharmacy Tech (Shared)			1	1		0	0	-1
Physical Therapist Assistant	18		3	3	6	5	11	8
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management		2	0	2		1	1	-1
Surgical Technology					8	2	10	10
Technical Studies-Journeyworker		1	0	1		0	0	-1
Undecided		34	0	34	49	0	49	15
Welding	40		21	21		30	30	9
TOTAL		201	503	704	221	450	671	-33
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting			16	16	1	8	9	-7
Accounting Assistant		1	4	5	3	3	6	1
Business Management			25	25	10	19	29	4
Cancer Information Management		0	0	0	3	0	3	3
Child Care Services		0	0	0	1	0	1	1
Data Analytics						1	1	1
Direct Entry Midwife		55	89	144	57	52	109	-35
Driver and Safety Education Certification			1	1	1	2	3	2
Early Childhood Education			0	0	8	0	8	8
Health Information Technology			0	0	3	0	3	3
Leadership Development			5	5		1	1	-4
Liberal Arts - Associate of Arts			2	2	3	2	5	3
Liberal Arts - Associate of Science			1	1	1	1	2	1
Medical Coding Specialist		0	0	0	3	0	3	3
Medical Laboratory Technician		0	0	0	1	0	1	1
Nail Technician			1	1		1	1	0
Nonprofit Leadership						4	4	4
Supply Chain Management			2	2	2	5	7	5
Technical Studies-Journeyworker		0	0	0	1	0	1	1
Welding (January Start)	20		9	9		12	12	3
TOTAL		56	155	211	98	111	209	-2

B. Chairperson's Report

C. College President's Report

1. Review Governance Policy 1.4: Board Policy Creation and Review

1.4 - BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy and shall be incorporated into a single, unified, and comprehensive compilation of all Board policy statements. These policy statements will comply with provisions of Wisconsin Statutes.

1. When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
2. The Board may approve new policies or revise existing policies by introduction at one meeting and adoption at a subsequent meeting by action of a majority vote of the entire Board.
3. It is intended that Board policies be living documents. All Ends policies shall be reviewed annually to ensure that they continue to be pertinent.
4. All other policies shall be reviewed whenever their use indicates the need.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07
Revised:

2. Review Governance Policy 1.5: Board Members' Role

1.5 - BOARD MEMBER'S ROLE

The Board of Trustees functions as a collective body. The success of the Board depends on each individual Board member exercising responsibility through positive actions in the following areas:

1. Being effective at Board meetings through appropriate preparation, regular attendance, active participation in Board discussions and willingness to volunteer for ad hoc committee or other Board tasks.
2. Understanding and supporting the Board governance concept and Board policies.
3. Being knowledgeable concerning the College Means for accomplishing its Ends such as organization, facilities, instructional programs, budget, and key processes.
4. Being responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
5. Accepting the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.
6. Engaging in Board- and self-development activities designed to promote Board effectiveness through attendance at state, regional, and national Board association meetings and by utilizing resources available in the College.
7. Attending College events.
8. Representing the College to the community.
9. Representing the community to the College.
10. Being active in legislative advocacy.

Adopted: 1/24/02
Reviewed: 9/26/02, 5/24/07, 12/20/18
Revised:

3. Graduation Update
4. Three-Year Budget Forecasting
5. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Financial Audit
2. Foundation Quarterly Update
3. Safety & Security Monitoring Report

B. Time and Place

Thursday, January 20, 2021, at 7:00 p.m. on Southwest Tech's Campus,
Conference Room 430

Adjourn to Closed Session

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

1. Discussing potential legal situations per Wisconsin Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
3. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes from November 18, 2021

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment