



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 25, 2022

Held at

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

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, August 25, 2022

6:00 p.m. – Charge Forward Scholars Presentation
6:30 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The August 25, 2022, 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 at the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Annual Meeting of July 11, 2022

Minutes of the July 11, 2022, 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 eight contracts totaling \$13,872.29 in July 2022 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes two employment recommendations, five promotions/transfers and two resignations 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. Ad Hoc Committee: Executive Board Leadership

Based on the conversation at the July 11, 2022, Board meeting, modifications have been made to the Ad Hoc Committee Executive Board Leadership charter, which is included in the electronic Board meeting information. Dr. Wood will present the information to the Board.

Recommendation: Approve the modifications to the Ad Hoc Committee Executive Board Leadership charter.

B. Sale of Property: Brownwood Road and Bronson Boulevard

The City of Fennimore discovered that the College owns a section of Brownwood Road and Bronson Boulevard. The College wishes to sell these portions of public roadways to the City of Fennimore. Included with the electronic Board material is a resolution authorizing the College to sell the above property. Also included are the preliminary plat and legal description. Caleb White will provide details on the sale at the Board meeting.

Recommendation: Approve the sale of portions of public roadways, Brownwood Road and Bronson Boulevard, to the City of Fennimore.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Report

Kim Schmelz, Director of Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY22 Fourth Quarter report is available with the electronic Board material.

B. Real Estate Foundation Quarterly Report

Caleb White will present a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. The FY 2023 First Quarter report is available with the electronic Board material.

C. Board Travel Insurance

Karen Campbell, Compliance Officer, and Lori Needham, Executive Assistant, will present an overview of Business Travel Accident Insurance and Identity Theft Restoration Insurance coverage for Board members. Included in the Board packet is a summary of each of the insurances.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

1. **FY21-22 FTE Year Over Year Comparison Report**
2. **FY22-23 FTE Year Over Year Comparison 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 Board Governance Policy 3.1: General Executive Constraint**
2. **Review Board Governance Policy 3.2: Human Relationships**
3. **District Boards Association**
4. **College Happenings**

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. District Boards Association Update
2. Award Contract for Architectural/Engineering Services RFP
3. Compliance Monitoring Report

B. Time and Place

Thursday, September 22, 2022, at 7:00 p.m. at Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI in Room 430.

ADJOURNMENT

Open Meeting

The following statement will be read: “The August 25, 2022, 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 in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

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7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Annual Meeting of July 11, 2022
- 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. Ad Hoc Committee: Executive Board Leadership
- B. Sale of Property: Brownwood Road and Bronson Boulevard

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Real Estate Foundation Quarterly Report
- C. Board Travel Insurance
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY21-22 FTE Year Over Year Comparison Report
 - 2. FY22-23 FTE Year Over Year Comparison Report
- B. Chairperson's Report
- C. College President's Report
 - 1. Review Board Governance Policy 3.1: General Executive Constraint
 - 2. Review Board Governance Policy 3.2: Human Relationships
 - 3. District Boards Association
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

B. Minutes of the Regular Board Meeting of July 11, 2022



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 11, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:03 p.m. on July 11, 2022, 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, Crystal Wallin

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood, President, and College Staff: Heath Ahnen, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber, and Caleb White.

Chairperson Tuescher 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

Monday, July 11, 2022

5:45 p.m. – Tour
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The July 11, 2022, 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 at the Fennimore City Office 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
- C. Oath of Office – recently appointed Board members

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of June 23, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Three-Year Facilities Plan
- B. Ten-Year Facilities Master Plan
- C. Signatory Authority Policy for 2022-23
- D. Designate College Legal Counsel for 2022-23
- E. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
 - 1. ACCT Leadership Congress
 - 2. Boards Association Committee Appointments
 - 3. Foundation Board and Real Estate Foundation Board Representatives
- C. College President's Report
 - 1. Review Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- a. Agenda
- b. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

2. Discussing a legal issue per Wis. Stats. 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.}
- B. Approval of Closed Session Minutes of May 19, 2022

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.}

Re-elected Board members Charles Bolstad, Tracy Fillback, and Jeanne Jordie read and signed the Oath of Office. They will serve three-year terms ending June 30, 2025.

After a review of the Consent Agenda, including the July 11, 2022, agenda; June 23, 2022, Board meeting minutes; financial reports; an employment recommendation for Nanette Hubbard – Administrative Assistant; a promotion/transfer for Tina Leis – Administrative Assistant; and a resignation from Abbey Vosberg – Child Care Aide, Mr. Blume moved to approve the Consent Agenda, as presented, with Ms. Wallin seconding the motion. The motion carried.

Josh Bedward, Facilities Manager/Master Electrician, presented the Three-Year Facilities Plan 2022-2025. This annual plan is required by the Wisconsin Technical College System to be approved by the District Board and submitted to the State Board. Highlights of the report included for 2022-23 an upgrade to the campus lock system, the first sustainability/renewable energy project and a capital improvement of a student activities and event center; a large sustainability/alternative energy project, interior signage, universal design improvements, and parking lot lighting upgrades and sealing for 2023-24; and in 2024-25 remodeling projects of Building 1600 flooring replacement, sustainability/renewable energy project, Building 100 remodel, Building 500 roof replacement, and an addition to Building 600. Mr. Enright moved to approve the Three-Year Facilities Plan 2022-2025 with Ms. Jordie seconding the motion. Motion unanimously carried.

Caleb White, Vice President for Administrative Services, presented the Ten-Year Facilities Master Plan. This plan is a vision of the next ten years for campus. Areas highlighted included alternative energy projects, razing Building 800, upgrades to lock and clock systems; campus-wide maintenance, new construction, and remodeling projects; and upgrading Outreach sites. Mr. White explained financing for these projects and presented three options for consideration. The Board asked him to continue researching the options. Ms. Wallin moved to approve the Ten-Year Facilities Master Plan with Mr. Blume seconding the motion. The motion carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. President Wood noted that the policy was updated under the President's designees to add that the Vice Presidents can sign non-employment contracts, agreements, and memos of understanding. Mr. Bolstad moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2022-23 with the authority to sign official or legally binding documents. Ms. Fillback seconded the motion; motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Enright made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. Ms. Jordie seconded the motion, which unanimously carried. Next year, the College will put out RFPs for legal counsel.

Elections for the 2022-23 Officers of the Board were held. Mr. Prange nominated Donald Tuescher for Chairperson. Mr. Blume moved to close nominations and cast a unanimous ballot with Ms. Jordie seconding the motion. Upon the motion being unanimously approved, Mr. Tuescher was elected Chairperson.

Mr. Bolstad nominated Chris Prange for Vice Chairperson. Mr. Blume moved to close nominations and cast a unanimous ballot with Mr. Enright seconding the motion. Mr. Prange was elected Vice Chairperson.

Mr. Enright nominated Crystal Wallin for Secretary. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wallin. Mr. Blume seconded the motion; motion carried. Ms. Wallin was elected Secretary.

Mr. Enright nominated Jane Wonderling for Treasurer. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wonderling. Mr. Blume seconded the motion; the motion carried. Ms. Wonderling was elected Treasurer.

After discussion regarding the Executive Board Leadership Ad Hoc Committee, the Board would like to have four meetings annually with one in Dodgeville and one on UW-Platteville's campus. The other two should be to plan the Board retreats.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting the two administrative assistant positions are filled, and current open positions are the Carpentry Instructor, a part-time Child Care Aide, and a Nursing Instructor.

The 2021-22 and 2022-23 Comparison Year-Over-Year FTE Reports were reviewed. The 2021-22 report showed a breakeven as compared to a year ago. The 2022-23 report reflected a two percent increase compared to the same time last year.

Under the Chairperson's Report, the upcoming ACCT Leadership Congress, Boards Association Committee Appointments, and Foundation Board and Real Estate Foundation Board representatives were discussed. Chuck Bolstad indicated interest in attending the ACCT Leadership Congress. Crystal Wallin will serve on the DBA Awards Committee, David Blume and Chris Prange will serve on the Bylaws Committee, Donald Tuescher and Jeanne Jordie will serve on the External Partnerships Committee, and Tracy Fillback and Kent Enright on the Internal Best Practices Committee. David Blume will represent the Board on the Real Estate Foundation Board and Chuck Bolstad will be the District Board representative on the Foundation Board.

The Board reviewed Governance Policy 2.5: Employee Complaint & Appeal Policy for Disciplinary Demotion, Suspension without Pay, Disciplinary Termination, and Workplace Issues and Governance Policy 2.6: Acting & Interim President with no updates needed at this time.

Ms. Jordie noted she had hand drawn and painted note cards for each regular employee to congratulate the staff on making it to the top ten for the Aspen Prize for Community College Excellence. Karen Campbell and Lori Needham will have the cards printed with a message and sent out to all regular employees.

Mr. Prange moved to adjourn to Closed Session to discuss personnel issues per Wisconsin Statutes 19.85(1)(c) and a legal issue per Wisconsin Statutes 19.85(1)(g). Ms. Fillback seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried, and the meeting adjourned to closed session at 8:01 p.m. The meeting reconvened to open session at 9:05 p.m.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Blume seconding the motion. The motion carried and the meeting adjourned at 9:07 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 7/01/2022 - 7/31/2022**

Vendor	Expenditure Invoice #	Description	Amount
IRS	SWTC-140004200	Staff PP 2022-15 08022022 12842	126,142.16
IRS	SWTC-140004194	Staff PP 2022-14 06302022 12035	120,332.58
WRS-PR	07/22/22 WRS #2	07/22/22 WRS #2	68,731.16
WRS-PR	07/22/22 WRS #1	07/22/22 WRS #1	65,213.65
IRS	10.01.21 941 Pymt #1	10.01.21 941 Pymt #1	62,159.24
IRS	10.01.21 941 Pymt #3	10.01.21 941 Pymt #3	42,753.75
Trane	3128770283	600 RTU	29,987.70
Northcentral	CINV-200323	PALO ALTO 22/23	28,140.00
Great West	07/22/22 Great West	07/22/22 Great West	23,987.04
WTCDBA	2022-23 FEE ASSESS	FEE ASSESSMENT 7.1-6.30.23	23,332.00
Fennimore Utilities	7.28.22 BILLING	UTILITIES - Blanket PO	21,971.27
WI DOR- PR	SWTC-140004203	Staff PP 2022-15 08022022 12842	21,739.89
Northcentral	CINV-200261	ADOBE 7.1.22-6.30.23	21,107.79
Healthequity	07/22/22 HSA	07/22/22 HSA	20,553.35
WI DOR- PR	SWTC-140004197	Staff PP 2022-14 06302022 12035	20,482.79
Healthequity	HSA Cont 07/08/22	HSA Cont 07/08/22	17,548.35
Northcentral	CINV-200278	WTCS PURCH CONSORTIUM 7/1-6/30	15,160.00
IRS	10.01.21 941 Pymt #2	10.01.21 941 Pymt #2	15,001.37
WI Library Services	496901	SUBSCRIPTION 22/23	13,882.30
ReilleAu	07152022	SUCCESSION PLANNING GRP TRNG	12,500.00
Zoom	INV159946735	22/23 SUBSCRIPTION	10,099.00
EBSCO	1000182542-1	7/1/22-6/30/23 PKG	9,917.00
Northcentral	CINV-200331	WTCS PURCHASING CONSORTIUM	9,720.00
Schumacher	90558088	ELEVATOR UPGRADE	9,279.00
Great West	WI Deferred 07/08/22	WI Deferred 07/08/22	8,766.46
Fennimore Times	349260	FAST TRACK ADS	7,006.56
Respondus	499314707	LOCKDOWN BROWER LICENSE	6,745.00
Kaltura	141080	EDUCATION MEDIA MGMT/PUB	6,615.00
Lumen	300426641	PR/LONG DISTANCE BILL - Blanket PO	5,672.76
Otis	100400804909	7/1/22-6/30/23 MAINT SVC	4,851.48
Baus Electric	881	NEW UNDERGROUND ELECTRICITY	4,300.00
Symetra	07/22/22 Symetra #2	07/22/22 Symetra #2	3,985.43
Hillyard	604810681	ARSENAL STIPPER	3,900.16
WTA Properties	July 22 Rent	JULY RENT	3,502.00
WTA Properties	AUG 22 RENT	AUGUST 22 RENT	3,502.00
Lamar	113815759	ADVERTISING	3,380.00
J&N	16552	WATER ISSUE	3,350.00
HSR	21051-9	300/400 CNF CTR/DINING RENO	3,330.84
Krogen's	453261	DAYCARE DISHWASHERS	3,000.00
Telegraph Herald	7.31.22 STMT	FAST TRACK	2,983.00
SWTC Foundation	SWTC-140004196	Staff PP 2022-14 06302022 12035	2,776.76

SWTC Foundation	SWTC-140004202	Staff PP 2022-15 08022022 12842	2,776.76
Advanced Bus	98792	7/1/22-6/30/23 EQUIP MAINT	2,750.00
QM	102124	CONSORTIA ANNUAL SUBSCRIPTION	2,600.00
3290545	2018006	Student Refund	2,568.48
2532583	2017978	Student Refund	2,553.87
4imprint	23178628	Pizza Cutters, Pens, Can Cooler, Presentation Folders	2,538.34

Total Invoices **\$903,196.29**

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
U.S. BANK AUTOPAY 448559455550942	7/20/2022	GNJL003938	46,421.93
U.S. BANK AUTOPAY 448559455550942	7/6/2022	GNJL003792	39,061.11
Delta Dental WI ASO Pymt	7/6/2022	GNJL003796	8,382.86
WAGEWORKS FSA RECEIVABLE INV3960258	7/8/2022	GNJL003797	7,931.87
Delta Dental WI ASO	7/20/2022	GNJL003939	4,963.95
WAGEWORKS FSA RECEIVABLE INV3943411	7/6/2022	GNJL003794	3,984.31
Delta Dental WI ASO Pymt	7/27/2022	GNJL003990	3,831.00
Delta Dental WI ASO Pym	7/13/2022	GNJL003818	3,187.26
WAGEWORKS FSA RECEIVABLE INV3986821	7/18/2022	GNJL003882	2,913.88

Total Bank Withdrawals **\$120,678.17**

Payroll		
Payroll Period	Payroll Date	Amount
07/22/2022 Payroll	7/22/2022	392,144.97
07/08/2022 Payroll	7/8/2022	368,179.66

Total Payroll **\$760,324.63**

Total Purchases >= \$2,500 **\$1,784,199.09**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 7/31/2022			
Receipts			
Fund			
1 General	559,621.00		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	13,972.00		
6 Internal Service	332,411.00		
7 Financial Aid/Activities	806.00		
Total Receipts		906,810.00	
Expenses			
Fund			
1 General	2,007,959.00		
2 Special Revenue	-		
3 Capital Projects	84,458.00		
4 Debt Service	-		
5 Enterprise	64,586.00		
6 Internal Service	39,314.00		
7 Financial Aid/Activities	223,035.00		
Total Expenses		2,419,352.00	
Net cash change - month			(1,512,542.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	13,722,798.52		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,236,909.67		
Ending Cash/Investment Balance		14,962,648.19	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 1 Month ended July 2022							
	2022-23	2022-23	2022-23	2021-22	2020-21	2019-20	2018-19
	<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	24,757,300.00	559,621.23	2.26	2.19	2.75	2.57	2.38
General Fund Expenditures	25,265,400.00	2,007,959.29	7.95	5.28	7.78	7.08	8.34
Capital Projects Fund Revenue	4,275,000.00	-	-	-	-	-	0.19
Capital Projects Fund Expenditures	5,134,000.00	84,457.83	1.65	0.33	-	1.69	0.64
Debt Service Fund Revenue	6,538,500.00	-	-	-	-	-	-
Debt Service Fund Expenditures	7,401,644.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,547,000.00	13,972.14	0.90	2.02	3.55	1.27	2.35
Enterprise Fund Expenditure	1,815,700.00	64,586.29	3.56	2.05	7.89	0.67	3.31
Internal Service Fund Revenue	4,455,000.00	332,410.90	7.46	7.42	7.13	6.85	7.15
Internal Service Fund Expenditures	4,455,000.00	39,314.27	0.88	7.45	7.48	7.49	7.96
Trust & Agency Fund Revenue	8,302,800.00	805.90	0.01	5.10	0.92	0.95	0.79
Trust & Agency Fund Expenditures	7,702,800.00	223,035.18	2.90	1.95	1.54	1.69	1.35
Grand Total Revenue	49,875,600.00	906,810.17	1.82	2.97	2.30	2.13	2.08
Grand Total Expenditures	51,774,544.00	2,419,352.86	4.67	3.66	4.83	4.62	5.38

D. Contract Revenue

There were eight contracts totaling \$13,872.29 in July 2022 being presented for Board approval. The Contract Revenue Report is below.

2022-2023 CONTRACTS
7/1/2022 to 7/31/2022

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Platteville Police Department	03-2023-0033-I-21	Pursuit Refresher	Ken Bartz	25	\$ 471.18	YES		X	
Boscobel School District	03-2023-0044-I-11	Heartsaver CPR/AED with First Aid	Ken Bartz	25	\$ 944.44	YES		X	
UW Platteville	03-2023-0045-I-18	Heartsaver CPR with First Aid	Ken Bartz	13	\$ 1,560.00	No		X	
Tricor Insurance	03-2023-0046-I-41	Microsoft Word and Excel	Dennis Cooley	81	\$ 4,800.00	No			X
City of Prairie du Chien	03-2023-0048-I-21	Microsoft Excel	Dennis Cooley	10	\$ 3,400.00	No	X		
Fennimore Police Department	03-2023-0077-I-42	WI Firearms Qualification	Ken Bartz	1	\$ 11.67	Yes	X		
Grant Regional Health Center	03-2023-0078-I-41	Just Culture	Dennis Cooley	31	\$ 2,295.00	No			X
Glenn Andes	03-2023-0086-1-42	Concealed Carry Training	Ken Bartz	13	\$ 390.00	No			X
TOTAL of all Contracts				199	\$ 13,872.29				
Exchange of Services				51	\$ 1,427.29				
For Pay Service				148	\$ 12,445.00				

E. Personnel Items

The Personnel Report includes two employment recommendations, five promotions/transfers and two resignations being presented for approval. The Personnel Report follows:

**PERSONNEL REPORT
August 15, 2022**

EMPLOYMENT: NEW HIRE

Name:	Heather Norsby
Title:	Associate Degree Nursing Instructor
How many applicants & interviewed	3 applicants/ 3 interviews
Start Date:	8/1/2022
Salary/Wages	\$69,000
Classification	Full-Time
Education and/or Experience	Master's in nursing education with 10 years of nursing experience and 12 years of nursing instruction at UW-Madison and 2 years of adjunct instruction at Southwest Tech.

EMPLOYMENT: NEW HIRE

Name:	Brianna Spehle
Title:	Associate Degree Nursing Instructor
How many applicants & interviewed	3 applicants/ 3 interviews
Start Date:	8/3/2022
Salary/Wages	\$68,000
Classification	Full-Time
Education and/or Experience	Master's in nursing education with 12 years of nursing experience and 2 years of adjunct instruction at Southwest Tech.

PROMOTIONS/TRANSFERS**NEW POSITION**

Katie Garrity – CAO/Dean	Executive Advisor to the President
Kim Maier – Executive Director of Innovative & Alternative Learning	Executive Dean
Karen Campbell-Executive Services Director	Compliance Officer
Ken Bartz-EMS Coordinator/Instructor	Interim Public Safety Director/EMS Coordinator/Instructor
Andy Reynolds – Carpenter	Carpentry Instructor

RETIREMENTS / RESIGNATIONS

Natalie Long (resigned 8/3/2022)	Academic Resources Specialist
Tiffany Cote' (resigned 8/5/2022)	Associate Degree Nursing Instructor

Recommendation – Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Ad Hoc Committee: Executive Board Leadership

Based on the conversation at the July 11, 2022, Board meeting, modifications have been made to the Ad Hoc Committee Executive Board Leadership charter. The draft Ad Hoc Committee: Executive Board Leadership charter is shown below.

Recommendation: *Approve the modifications to the Ad Hoc Committee Executive Board Leadership charter.*

Ad-Hoc Committee: Executive Board Leadership

Charge: The purpose of the Executive Board Leadership (EBL) Ad Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

Timeline: The EBL committee will meet four times throughout the year. The Board will conduct an analysis of the effectiveness of the committee through a debriefing process during the spring 2023 retreat. Board members will share their perspectives on the effectiveness related to the purposes outlined above and determine if the committee should continue, make revisions, or disband.

Membership: The EBL shall be comprised of the Board Chair, Vice-Chair, and the immediate past Chair. The Board Chair will also appoint one other Board member who is serving in their first term. The President of the College and the Acting Presidents will serve as resources by developing the agenda, providing content, and serving as advisors. The EBL meeting will only occur if three of the four Board members are able to attend. The President will determine the best way to take notes/minutes. Meetings are tentatively scheduled for:

- September 20, 2022 at noon or September 22 at 5:00 pm
- December 14, 2022 at noon or December 15, 2022 at noon
- March 1, 2023 at noon or March 2, 2023 at noon
- TBD based on need

Responsibilities: The EBL will only address the following as standing agenda items:

1. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.
2. Review potential Board agenda items to focus on improving College Health Indicator #1 – Student Learning/Special Populations. Design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
3. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

The EBL will not:

1. Engage in influencing or making decisions for the Board.
2. Discuss operations of the College delegated to the President.
3. Conduct college-related business outside of the committee except during formal Board meetings.

Reporting to the Full-Board: The EBL will report to the full board during each Board meeting to facilitate broader dialog and development. Verbal reporting responsibilities will rotate among the members of the EBL.

B. Sale of Property: Brownwood Road and Bronson Boulevard

The City of Fennimore discovered that the College owns a section of Brownwood Road and Bronson Boulevard. The College wishes to sell these portions of public roadways to the City of Fennimore. Following is the resolution authorizing the College to sell the above property, as well as the preliminary plat and legal description.

Recommendation: Approve the sale of portions of public roadways, Brownwood Road and Bronson Boulevard, to the City of Fennimore.

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

WHEREAS, Southwest Wisconsin Technical College has authority to sell property not needed for college purposes, and

WHEREAS, it is in the interest of the Southwest Wisconsin Technical College to convey college owned real estate currently utilized as public roadways and identified as portions of Brownwood Road and Bronson Boulevard in the City of Fennimore to the City in order for the City to perform required maintenance and upgrades to the parcels, and

WHEREAS, Southwest Wisconsin Technical College has considered contracting the creation of a legal description and plat map for the properties to be conveyed to Austin Engineering, LLC, and

WHEREAS, Southwest Wisconsin Technical College recognizes the need for Wisconsin Technical College System resident approval before final property transfer can be conveyed, and

THEREFORE, BE IT THEREFORE RESOLVED BY THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD AS FOLLOWS:

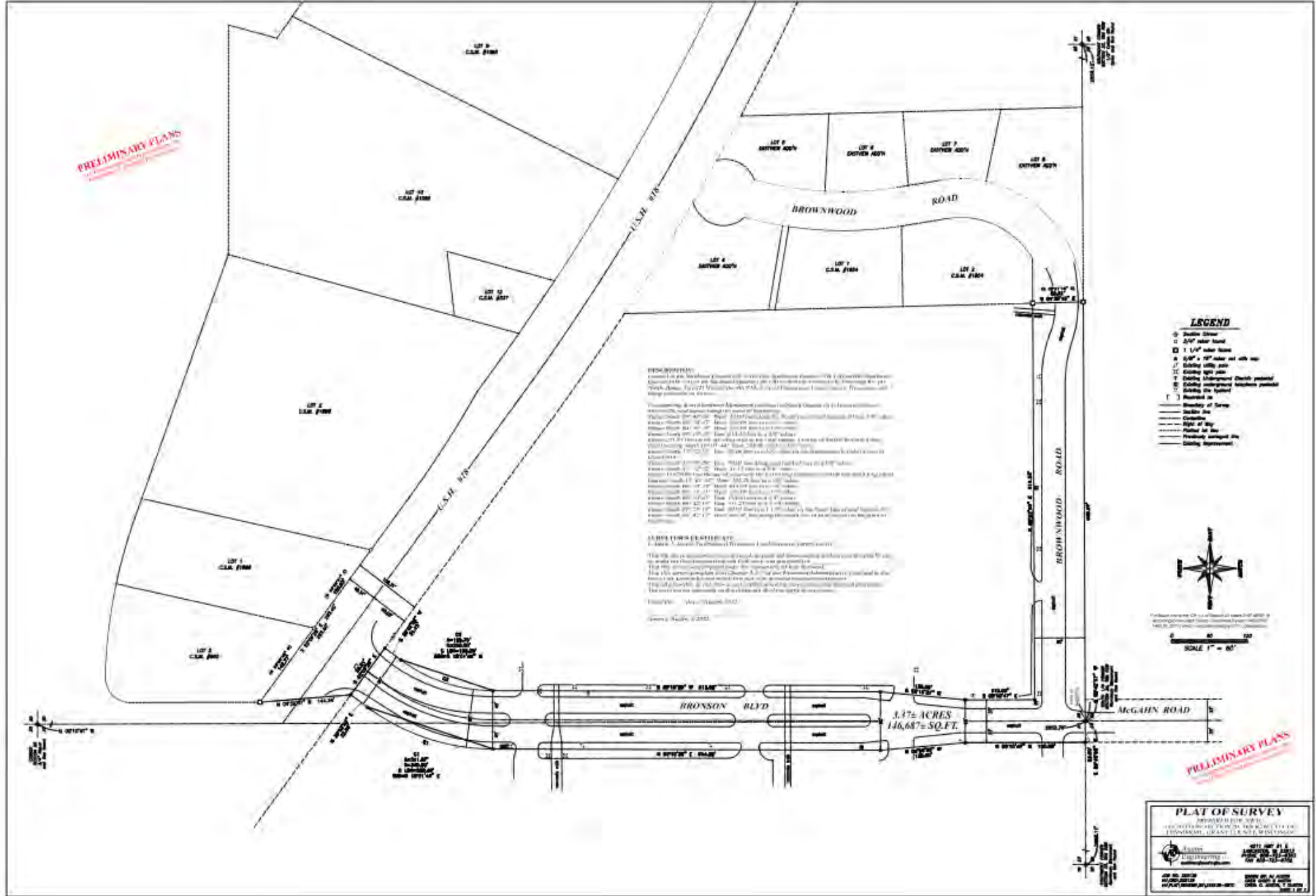
1. That the Southwest Wisconsin Technical College Board approves selling and conveying the parcels of land identified in the attached legal descriptions and plat map located at the Fennimore campus to the City of Fennimore for \$1.
2. That the Board Chairperson and Secretary are authorized to execute any documents required to effect said conveyance.

Adopted and recorded this 25th day of August 2022.

Donald L. Tuescher
Chairperson

ATTEST:

Crystal Wallin
Secretary



Board Monitoring of College Effectiveness

A. Foundation Quarterly Report

Included below is the FY22 Fourth Quarter Foundation report. Kim Schmelz, Director of Foundation, will present a report to the Board highlighting the activities and results of fundraising efforts and other initiatives.



Southwest Tech Foundation FY22 Fourth Quarter Report to District Board August 25, 2022

Fundraising Totals 7/1/21-6/30/22

\$1,525,488.03 total gifts received

\$1,326,423.88 cash received

\$199,064.15 Gift In-Kind total

We received 6,442 gifts from 963 total donors

*Compared to FY 2020-21 of \$1,252,735.53 when we received 6396 from 1096 donors
Alumni visits (43) – goal was 30 & Business visits (41) goal was 50
Grants submitted – 7 – Received 5 = \$61,650.00 – 1 declined – 1 waiting
for response*

Employee Giving campaign – 95.48%

Each year our Phonathon reaches new heights by calling alumni, retirees, board members and friends of the college. **Gina Udelhofen and her student team raised \$75,728.74.** \$74,503.47 has been received and \$1225.27 is outstanding yet.



The support of our employees continues to be AMAZING! It's so much easier to ask others for gifts when we can say that Southwest Tech has a culture of giving with **95% of our full-time employees giving a gift** this year and **129 giving through ongoing payroll deductions!**

4th Quarter Gift Highlights of \$2,500 +

- \$75,000 from Memorial Hospital of Lafayette County for Need for Nurses campaign
- \$75,000 pledge from Richland Hospital for Need for Nurses campaign
- \$75,000 pledge from Crossing Rivers Health for Need for Nurses
- \$75,000 pledge from Grant Regional Health for Need for Nurses
- \$75,000 pledge from Gundersen Boscobel Hospital and Clinics for Need for Nurses
- \$75,000 pledge from Southwest Health for Need for Nurses campaign
- \$72,000 from Patrick Thiele for Thiele Charge Forward Scholarships and James and Grace Thiele Scholarships
- \$60,000 in-kind gift from Municipal Electric Utilities of Wisconsin (MEUW) for the Electrical Power Distribution Development Fund, for use in the EPD program
- \$50,000 from Chicago Community Trust (Compeer Financial) for Ag Development
- \$43,730 in-kind gift from Sloan Implement for the Industry, Trades and Ag Development Fund, for use in the Ag Power program
- \$23,683.46 from Bill Huff for the Bill Huff Family Endowment Scholarship
- \$12,400 from Sue Lewison for Suzann (Sue) Lewison Scholarship, Vern Lewison Scholarship and Southwest Tech Scholarship for the Fennimore Community
- \$10,000 in-kind gift from ERS for software for Cancer Information Management Software
- \$5,000 from Richland Hospital for Richland Hospital Scholarship
- \$5,000 from Tuescher Electric & Refrigeration for Brian J. Tuescher Scholarships
- \$2,900 from Jason Wood for the Wood Family Student Diversity Scholarship and student support funds
- \$2,800 from Iowa County for Nursing Scholarship
- \$2,500 from the Community Foundation of Southern Wisconsin for the Charger Dream Fund
- \$2,500 from Elise Lindeman for the Southwest Tech Scholarship for the Dodgeville Community, Fuel a Charger, Chargers Cupboard and Medical Assistant Scholarship
- \$2,500 from Fritz Family Foundation for Sponsor-A-Scholar Program
- \$2,500 from Lactalis for Lactalis Sponsor-A-Scholar
- \$2,500 from Schreiber Foods, Inc. (Richland Center East) for Schreiber Food Sponsor-A-Scholar

**The 2022-23 projected scholarship awards are
891 scholarships totaling \$495,242**

SCHOLARSHIP AWARDS			
School Year	No. of Scholarships	Range of Awards	Total Scholarships
2018–19	413	\$100 – \$2,500	\$199,370
2019–20	508	\$100 – \$2,500	\$298,954
2020–21	612	\$100 – \$3,000	\$369,310
2021–22	605	\$100 – \$3,000	\$375,114
2022-23	891	\$100 – \$3,000	\$495,242

[Hospitals pledge support for Southwest Tech’s Nursing program](#)

Southwest Health, Crossing Rivers Health, Memorial Hospital of Lafayette County, Gundersen Boscobel Area Hospitals and Clinics, Grant Regional Health, and Richland Hospital and Clinics have all signed an agreement pledging support of \$75,000 each over the next three years to expand the Southwest Tech Associate Degree Nursing (A.D.N) course offerings and allow for continuous enrollment, retention, and completion.

Healthcare facilities will receive

- Enhanced clinical affiliation with sponsorship student
- Room Sponsorship: Southwest Tech will provide room signage outside and inside the room, a map with the hospital’s location, values, photo. Ribbon Cutting will also be included.
- K-12 joint visit with hospital and Southwest Tech recruitment team in addition to representation during the annual Southwest Tech A Day in the Life of a Healthcare Professional.
- Sponsor a nursing student or any student of your choice!



Foundation Board

- New officers include Lisa Gotzinger as Vice President and Deb Wehrle as Treasurer.
Please help us welcome **four new board members: Helen Mar Adams, Tony Isabell, Scott Pauls, and Sarah Saylor**
- **We want to thank Beth Mikrut-Gilles, Debbie Johnson, and Jerry Brunner for their years of service on the Foundation Board. We are so grateful for their service!**

Upcoming events

September 1 – Farm Business and Production Management Scholarship and Lender Lunch

October 20 – Donor Recognition Luncheon

November 16 – Scholarship Reception

Recent News

[Lancaster Community Fund supports Southwest Tech students](#)

[Kopps see value in planned giving](#)

[Huff leaves legacy with major gift](#)

[Students to benefit from \\$100K anonymous gift](#)

[Alumni Spotlight: Reo & Sammi Bossert](#)

B. Real Estate Foundation Quarterly Report

Caleb White will present a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. The FY 2023 First Quarter report is shown below.

Southwest Tech Real Estate Foundation First Quarter Report – Fiscal Year 2023

- Summer leases – 24 students (12 prior year), 100 migrant workers (80 prior year)
- Fall leases – 131 students (109 prior year) with 11 on waitlist
- New board members – David Blume, Ryan Rands & Dan Glass
- Many thanks for Chris Prange for his years of service on the board!
- Board officers reelected – Ben Wood as President, Mindy Johnson as Vice President, and Kevin Raisbeck as Secretary/Treasurer
- Last of ‘older’ quadplexes scheduled to be demolished in October. Substitute collateral established with newer unit.
- Future investments options being considered – additional housing, storage units for residents & SWTC Dodgeville outreach site

C. Board Travel Insurance

Karen Campbell, Compliance Officer, and Lori Needham, Executive Assistant, will present an overview of Business Travel Accident Insurance and Identity Theft Restoration Insurance coverage for Board members. A summary of each of the insurances follows.

Business Travel Accident Insurance

- Travel accident insurance that covers medical, life, and dismemberment for travel in your role as a board member
- Covers up to seven (7) days prior to and after board business travel if you extend your travel
- \$250,000 benefit for directors; \$50,000 for spouse or domestic partner; \$25,000 for dependent children

Identity Theft Restoration Insurance

- New value-added benefit
- Provides guidance and resources to help identify what board members should do if their identity is stolen
- No legal assistance or other types of assistance

D. Staffing Update

Krista Weber will provide an update on College staffing. A summary follows.

Staffing Update: 2022-23


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Institutional Research Analyst	Leonor Chivas	7/11/2022	D63-Salary Band: \$66,953 - \$97,083 Hired at \$83,000
2	Replacement	Medical Lab Tech Instructor-50%	Shannon Cathman	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 – \$85,811 Hired at \$62,000
3	Replacement	Electromechanical Technician Instructor	Stephen Goss	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 – \$85,811 Hired at \$69,027.13
4	Replacement	Administrative Assistant	Nanette Hubbard	6/27/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
5	New	Administrative Assistant	Tina Lies	7/1/2022	B22 - Hourly Range: \$18.48 - \$24.03 Hired at \$19.23/hour
6	Replacement	Carpentry Instructor	Andy Reynolds	7/15/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 – \$85,811 Hired at \$55,000
7	Replacement	Child Care Aide (Part-time)	Interviews scheduled	8/1/2022	A12 - \$19.23/hour
8	New	Associate Degree Nursing Instructor	Heather Norsby	8/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 – \$85,811 Hired at \$69,000
9	Replacement	Associate Degree Nursing Instructor	Brianna Spehle	8/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 – \$85,811 Hired at \$68,000
9	Replacement	Multicultural Success Coach	Interviews scheduled	8/29/2022	C42: \$48,795 - \$68,313
9	Replacement	Carpenter	Interviews scheduled	8/29/2022	B24: \$21.64 - \$28.13


Information and Correspondence


A. Enrollment Report

The FY21-22 and FY22-23 FTE Year over Year Comparison reports are below.


1. FY21-22 FTE Comparison YOY Report


		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 08/17/20 Students	SY 20-21 08/16/21 Students	SY 21-22 08/15/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08/17/20 FTE	SY 20-21 08/16/21 FTE	SY 21-22 08/15/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	48	70	59	11	(11)	35.90	45.90	38.90	3.00	(7.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	9	15	1	6	14.20	4.57	14.57	0.37	10.00
10-006-5	Agribusiness Science & Technology - Agronomy	16	19	12	(4)	(7)	17.57	18.37	9.77	(7.80)	(8.60)
10-006-6	Agribusiness Science & Technology - Animal Science	28	20	28	-	8	28.13	16.57	22.97	(5.17)	6.40
10-102-3	Business Management	134	132	115	(19)	(17)	84.70	82.50	71.73	(12.97)	(10.77)
10-530-5	Cancer Information Management	94	111	86	(8)	(25)	50.10	55.90	52.33	2.23	(3.57)
10-504-X	Criminal Justice	46	50	45	(1)	(5)	37.23	34.40	31.97	(5.27)	(2.43)
10-316-1	Culinary Arts	5	6	5	-	(1)	2.27	5.10	5.60	3.33	0.50
10-317-1	Culinary Management	6	2		(6)	(2)	5.30	1.53		(5.30)	(1.53)
10-102-1	Data Analytics			4	4	4			1.60	1.60	1.60
10-510-6	Direct Entry Midwife	77	124	136	59	12	31.83	48.87	64.73	32.90	15.87
10-307-1	Early Childhood Education	45	63	49	4	(14)	31.63	43.43	31.13	(0.50)	(12.30)
10-620-1	Electro-Mechanical Technology	34	32	26	(8)	(6)	32.37	28.27	21.93	(10.43)	(6.33)
10-325-1	Golf Course Management	18	10	13	(5)	3	14.63	9.77	12.23	(2.40)	2.47
10-201-2	Graphic And Web Design	26	20	23	(3)	3	18.63	15.20	17.97	(0.67)	2.77
10-530-1	Health Information Technology	53	47	40	(13)	(7)	25.37	18.73	18.73	(6.63)	-
10-520-3	Human Services Associate	42	32	39	(3)	7	31.63	26.07	29.17	(2.47)	3.10
10-825-1	Individualized Technical Studies	4	3		(4)	(3)	3.27	1.40		(3.27)	(1.40)
10-620-3	Instrumentation and Controls Technology	7	4	1	(6)	(3)	4.27	0.90	1.20	(3.07)	0.30
10-150-2	IT-Network Specialist	26	27	24	(2)	(3)	15.70	14.53	13.30	(2.40)	(1.23)
10-196-1	Leadership Development	24	11	13	(11)	2	11.23	3.47	6.70	(4.53)	3.23
10-513-1	Medical Laboratory Technician	21	21	20	(1)	(1)	16.37	14.57	14.93	(1.43)	0.37
10-196-6	Nonprofit Leadership		1	9	9	8		0.40	4.90	4.90	4.50
10-543-1	Nursing-Associate Degree	208	226	206	(2)	(20)	106.17	127.80	105.33	(0.83)	(22.47)
10-524-1	Physical Therapist Assistant	40	31	22	(18)	(9)	24.07	18.87	14.00	(10.07)	(4.87)
10-182-1	Supply Chain Management	44	27	34	(10)	7	25.43	12.73	15.87	(9.57)	3.13
10-499-5	Technical Studies-Journeyworker			1	1	1			0.30	0.30	0.30
Total Associate Degree		1,060	1,098	1,025	(35)	(73)	668.00	649.83	621.87	(46.13)	(27.97)


		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 08/17/20 Students	SY 20-21 08/16/21 Students	SY 21-22 08/15/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08/17/20 FTE	SY 20-21 08/16/21 FTE	SY 21-22 08/15/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-101-1	Accounting Assistant	9	13	11	2	(2)	4.63	5.57	4.93	0.30	(0.63)
30-531-6	EMT-IV (Advanced EMT)	10		12	2	12	1.33		2.03	0.70	2.03
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		1.13	0.10	0.10	(1.03)
32-070-1	Agricultural Power & Equipment Technician	34	35	36	2	1	32.10	33.10	34.47	2.37	1.37
31-405-1	Auto Collision Repair & Refinish Technician	11	11	9	(2)	(2)	5.87	8.07	9.07	3.20	1.00
32-404-2	Automotive Technician	27	34	20	(7)	(14)	24.30	22.97	15.83	(8.47)	(7.13)
31-408-1	Bricklaying & Masonry	3		8	5	8	1.33		5.67	4.33	5.67
30-443-1	Building Maintenance & Construction	4	1	3	(1)	2	1.33	0.07	1.20	(0.13)	1.13
31-475-1	Building Trades-Carpentry	11	9	9	(2)	-	9.27	8.20	7.90	(1.37)	(0.30)
31-307-1	Child Care Services	9	5	5	(4)	-	4.73	3.40	3.00	(1.73)	(0.40)
30-420-2	CNC Machine Operator/Programmer	8	3	7	(1)	4	7.97	2.23	5.07	(2.90)	2.83
31-502-1	Cosmetology	29	19	26	(3)	7	19.83	13.60	19.23	(0.60)	5.63
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	5.13	(7.10)	(4.20)
31-317-1	Culinary Specialist	3			(3)	-	1.47			(1.47)	-
30-508-2	Dental Assistant	16	11	18	2	7	8.87	5.57	9.47	0.60	3.90
30-812-1	Driver and Safety Education Certification	26	27	13	(13)	(14)	5.80	5.50	2.10	(3.70)	(3.40)
31-413-2	Electrical Power Distribution	45	44	44	(1)	-	43.87	40.60	37.00	(6.87)	(3.60)
50-413-2	Electricity (Construction) Apprentice	19	20	24	5	4	2.47	3.03	3.13	0.67	0.10
30-531-3	Emergency Medical Technician	58	105	60	2	(45)	9.70	15.77	8.53	(1.17)	(7.23)
32-080-4	Farm Operations & Management - Ag Mechanics	2	10	11	9	1	1.67	8.67	10.10	8.43	1.43
31-080-6	Farm Operations & Management - Crop Operations	2	1		(2)	(1)	0.37	0.07		(0.37)	(0.07)
32-080-3	Farm Operations & Management - Dairy	17	8	7	(10)	(1)	16.10	5.97	6.10	(10.00)	0.13
31-080-3	Farm Operations & Management - Dairy Technician	4	3	3	(1)	-	1.73	0.63	2.37	0.63	1.73
31-080-2	Farm Operations & Management - Farm Ag Maintenance	11	4	2	(9)	(2)	3.40	2.13	0.20	(3.20)	(1.93)
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	1.70		0.77	(0.93)	0.77
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	1.40	1.67	0.80	(0.60)	(0.87)
31-620-1	Industrial Mechanic	5	5	1	(4)	(4)	4.53	5.17	0.47	(4.07)	(4.70)
31-154-6	IT-Computer Support Technician	23	15	12	(11)	(3)	16.90	11.53	8.10	(8.80)	(3.43)
31-513-1	Laboratory Science Technician	4	5	11	7	6	2.13	2.80	5.27	3.13	2.47
50-620-1	Mechatronics Technician Apprentice	6	5		(6)	(5)	1.60	1.27		(1.60)	(1.27)
31-509-1	Medical Assistant	33	44	31	(2)	(13)	24.57	34.40	22.43	(2.13)	(11.97)
31-530-2	Medical Coding Specialist	65	102	106	41	4	30.97	42.37	60.00	29.03	17.63
30-504-4	Nail Technician	2	3	3	1	-	0.37	1.20	1.33	0.97	0.13
30-543-1	Nursing Assistant	198	227	184	(14)	(43)	26.77	27.53	21.00	(5.77)	(6.53)
50-427-5	Plumbing Apprentice	20	18	21	1	3	3.52	2.52	4.17	0.65	1.65
31-504-5	Security Operations	2	1		(2)	(1)	1.20	0.70		(1.20)	(0.70)
31-182-1	Supply Chain Assistant	3	5	6	3	1	0.37	2.17	2.43	2.07	0.27
31-442-1	Welding	47	52	47	-	(5)	32.57	40.27	30.93	(1.63)	(9.33)
	Total Technical Diploma	795	871	768	(27)	(103)	369.88	370.22	353.07	(16.82)	(17.15)

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 08/17/20 Students	SY 20-21 08/16/21 Students	SY 21-22 08/15/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08/17/20 FTE	SY 20-21 08/16/21 FTE	SY 21-22 08/15/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
20-800-1	Liberal Arts - Associate of Arts	24	31	51	27	20	8.50	9.73	18.67	10.17	8.93
20-800-2	Liberal Arts - Associate of Science	9	12	9	-	(3)	4.73	3.27	3.60	(1.13)	0.33
	Undeclared Majors	549	518	641	92	123	96.07	93.03	113.20	17.13	20.17
	Total Liberal Arts & Undeclared Majors	582	561	701	119	140	109.30	106.03	135.47	26.17	29.43
	Total	2,437	2,530	2,494	57	(36)	1,147.18	1,126.08	1,110.40	(36.78)	(15.68)
	Percent of Change									-3.21%	-1.39%
	Vocational Adult (Aid Codes 42-47)	3,040	3,084	3,176	136	92	62.29	64.12	64.23	1.94	0.11
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	-	-	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	313	234	343	30	109	41.43	47.70	67.43	26.00	19.73
	Basic Skills (Aid Codes 77 & 78)	803	417	211	(592)	(206)	45.87	17.60	11.10	(34.77)	(6.50)
	Grand Total	6,593	6,313	6,224	(369)	(89)	1,296.77	1,255.66	1,253.16	(43.61)	(2.50)
	Total Percent of Change									-3.36%	-0.20%
						Budgeted/Goal FTEs	1,300	1,275	1,250		
						% of Budgeted/Goal FTEs Achieved to date	99.8%	98.5%	100.3%		
						Final Actual FTEs Achieved	1,297	1,256			
						% of Final Actual FTEs Achieved to date	100.0%	100.0%			
						21/22 Projected Ending FTEs using historical trend	1,253	1,254			
						Will budget be met	YES	YES			

2. FY22-23 FTE Comparison YOY Report

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 08/17/20 Students	SY 21-22 08/16/21 Students	SY 22-23 08/15/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 08/17/20 FTE	SY 21-22 08/16/21 FTE	SY 22-23 08/15/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	56	53	46	(10)	(7)	23.70	22.70	18.73	(4.97)	(3.97)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	9	13	4	4	3.90	5.00	7.57	3.67	2.57
10-006-5	Agribusiness Science & Technology - Agronomy	17	10	10	(7)	-	9.90	5.27	5.50	(4.40)	0.23
10-006-6	Agribusiness Science & Technology - Animal Science	17	29	31	14	2	8.50	13.13	16.50	8.00	3.37
10-102-3	Business Management	107	91	85	(22)	(6)	44.77	38.03	38.10	(6.67)	0.07
10-530-5	Cancer Information Management	92	72	59	(33)	(13)	30.23	27.70	23.50	(6.73)	(4.20)
10-504-X	Criminal Justice	46	44	33	(13)	(11)	20.43	21.97	16.47	(3.97)	(5.50)
10-316-1	Culinary Arts	6	5		(6)	(5)	2.63	3.43		(2.63)	(3.43)
10-317-1	Culinary Management	3			(3)	-	1.47			(1.47)	-
10-102-1	Data Analytics		1	4	4	3		0.50	1.83	1.83	1.33
10-510-6	Direct Entry Midwife	59	95	106	47	11	18.77	36.03	40.20	21.43	4.17
10-307-1	Early Childhood Education	48	43	47	(1)	4	19.83	17.90	20.40	0.57	2.50
10-620-1	Electro-Mechanical Technology	33	26	22	(11)	(4)	17.17	13.00	11.70	(5.47)	(1.30)
10-325-1	Golf Course Management	10	11	15	5	4	4.93	6.17	8.03	3.10	1.87
10-201-2	Graphic And Web Design	16	25	26	10	1	7.20	10.43	12.67	5.47	2.23
10-530-1	Health Information Technology	35	49	39	4	(10)	11.77	15.10	13.63	1.87	(1.47)
10-520-3	Human Services Associate	32	29	32	-	3	15.17	14.90	15.60	0.43	0.70
10-825-1	Individualized Technical Studies	3			(3)	-	1.13			(1.13)	-
10-620-3	Instrumentation and Controls Technology	4	1	2	(2)	1	0.63	0.10	1.13	0.50	1.03
10-150-2	IT-Network Specialist	20	27	20	-	(7)	9.40	11.73	9.13	(0.27)	(2.60)
10-196-1	Leadership Development	8	9	12	4	3	1.60	3.67	4.70	3.10	1.03
10-513-1	Medical Laboratory Technician	19	18	12	(7)	(6)	7.13	7.07	4.93	(2.20)	(2.13)
10-196-6	Nonprofit Leadership		2	9	9	7		0.80	3.90	3.90	3.10
10-543-1	Nursing-Associate Degree	219	205	191	(28)	(14)	71.07	63.40	61.60	(9.47)	(1.80)
10-524-1	Physical Therapist Assistant	26	19	16	(10)	(3)	9.17	7.07	6.33	(2.83)	(0.73)
10-182-1	Supply Chain Management	24	29	22	(2)	(7)	8.33	10.63	9.83	1.50	(0.80)
10-512-1	Surgical Technology			7	7	7			3.73	3.73	3.73
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.20	0.20	0.20	-
Total Associate Degree		909	903	861	(48)	(42)	348.83	355.93	355.93	7.10	(0.00)

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 08/17/20 Students	SY 21-22 08/16/21 Students	SY 22-23 08/15/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 08/17/20 FTE	SY 21-22 08/16/21 FTE	SY 22-23 08/15/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-101-1	Accounting Assistant	6	6	9	3	3	1.73	2.23	3.10	1.37	0.87
30-531-6	EMT-IV (Advanced EMT)		11		-	(11)		1.67		-	(1.67)
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1	1		(1)	(1)	0.53	0.10		(0.53)	(0.10)
32-070-1	Agricultural Power & Equipment Technician	37	36	30	(7)	(6)	19.23	18.50	15.47	(3.77)	(3.03)
31-405-1	Auto Collision Repair & Refinish Technician	13	9	10	(3)	1	6.20	5.10	5.33	(0.87)	0.23
32-404-2	Automotive Technician	35	20	19	(16)	(1)	15.83	9.37	9.27	(6.57)	(0.10)
30-443-1	Building Maintenance & Construction	1		1	-	1	0.07		0.07	-	0.07
31-475-1	Building Trades-Carpentry	10	11	6	(4)	(5)	5.27	5.67	2.93	(2.33)	(2.73)
31-307-1	Child Care Services	5	2	6	1	4	2.10	0.80	2.70	0.60	1.90
30-420-2	CNC Machine Operator/Programmer	1	7	4	3	(3)	0.40	2.77	1.80	1.40	(0.97)
31-502-1	Cosmetology	20	26	39	19	13	9.80	12.27	18.57	8.77	6.30
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14		10	(4)	10	9.33		8.00	(1.33)	8.00
31-317-1	Culinary Specialist	1	7		(1)	(7)	0.53	3.00		(0.53)	(3.00)
30-508-2	Dental Assistant	12	22	18	6	(4)	6.40	11.90	9.60	3.20	(2.30)
30-812-1	Driver and Safety Education Certification	13	7	8	(5)	1	2.40	1.00	1.40	(1.00)	0.40
31-413-2	Electrical Power Distribution	44	46	45	1	(1)	21.40	21.90	22.23	0.83	0.33
50-413-2	Electricity (Construction) Apprentice	20	24	21	1	(3)	1.43	1.60	1.40	(0.03)	(0.20)
30-531-3	Emergency Medical Technician	1	26	36	35	10	0.30	4.27	4.73	4.43	0.47
32-080-4	Farm Operations & Management - Ag Mechanics	8	10	6	(2)	(4)	3.80	5.10	3.00	(0.80)	(2.10)
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.07			(0.07)	-
32-080-3	Farm Operations & Management - Dairy	7	8	9	2	1	2.73	4.10	4.43	1.70	0.33
31-080-3	Farm Operations & Management - Dairy Technician	2	2	1	(1)	(1)	0.20	1.07	0.53	0.33	(0.53)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	2	3	1	1	0.50	0.20	0.93	0.43	0.73
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	0.57	1.53	2.60	2.03	1.07
31-080-7	Farm Operations & Management - Livestock Tech		1	1	1	-		0.37	0.53	0.53	0.17
50-413-1	Industrial Electrician Apprentice	10	6	10	-	4	0.87	0.40	1.07	0.20	0.67
31-620-1	Industrial Mechanic	2	1	1	(1)	-	1.13	0.57	0.57	(0.57)	-
31-154-6	IT-Computer Support Technician	13	7	4	(9)	(3)	5.90	2.23	1.87	(4.03)	(0.37)
31-513-1	Laboratory Science Technician	4			(4)	-	1.20			(1.20)	-
50-620-1	Mechatronics Technician Apprentice		8		-	(8)		2.13		-	(2.13)
31-509-1	Medical Assistant	37	29	24	(13)	(5)	19.13	13.27	12.70	(6.43)	(0.57)
31-530-2	Medical Coding Specialist	56	85	55	(1)	(30)	18.57	31.80	17.10	(1.47)	(14.70)
30-504-4	Nail Technician	2	2	3	1	1	0.53	0.33	0.40	(0.13)	0.07
30-543-1	Nursing Assistant	109	99	83	(26)	(16)	11.57	8.63	11.23	(0.33)	2.60
50-427-5	Plumbing Apprentice	15	10	18	3	8	0.97	0.97	1.52	0.55	0.55
31-182-1	Supply Chain Assistant		1	2	2	1		0.37	0.87	0.87	0.50
31-442-1	Welding	42	33	42	-	9	20.50	16.67	21.97	1.47	5.30
	Total Technical Diploma	545	568	529	(16)	(39)	191.20	191.87	187.92	(3.28)	(3.95)

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 08/17/20 Students	SY 21-22 08/16/21 Students	SY 22-23 08/15/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 08/17/20 FTE	SY 21-22 08/16/21 FTE	SY 22-23 08/15/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
20-800-1	Liberal Arts - Associate of Arts	28	42	31	3	(11)	6.43	10.93	5.93	(0.50)	(5.00)
20-800-2	Liberal Arts - Associate of Science	10	7	7	(3)	-	2.17	1.97	1.57	(0.60)	(0.40)
	Undeclared Majors	373	368	413	40	45	56.43	55.20	68.07	11.63	12.87
	Total Liberal Arts & Undeclared Majors	411	417	451	40	34	65.03	68.10	75.57	10.53	7.47
	Total	1,865	1,888	1,841	(24)	(47)	605.07	615.90	619.42	14.35	3.52
	Percent of Change									2.37%	0.57%
	Vocational Adult (Aid Codes 42-47)	1,346	1,378	1,375	29	(3)	28.43	28.53	26.29	(2.14)	(2.24)
	Community Services (Aid Code 60)	15	-	13	(2)	13	0.05	-	0.04	(0.01)	0.04
	Basic Skills (Aid Codes 73,74,75,76)	52	72	86	34	14	4.00	6.40	7.43	3.43	1.03
	Basic Skills (Aid Codes 77 & 78)	83	59	77	(6)	18	-	0.03	0.07	0.07	0.03
	Grand Total	3,361	3,397	3,392	31	(5)	637.54	650.86	653.25	15.70	2.38
	Total Percent of Change									2.46%	0.37%
						Budgeted/Goal FTEs	1,275	1,250	1,250		
						% of Budgeted/Goal FTEs Achieved to date	50.0%	52.1%	52.3%		
						Final Actual FTEs Achieved	1,256	1,253			
						% of Final Actual FTEs Achieved to date	50.8%	51.9%			
						21/22 Projected Ending FTEs using historical trend	1,287	1,258			
						Will budget be met	YES	YES			

B. Chairperson's Report

C. College President's Report

1. Review Board Governance Policy 3.1: General Executive Constraint Governance Policy 3.1 is shown below.

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.1

3.1 - GENERAL EXECUTIVE CONSTRAINT

The President is specifically classified as a “public official” under Subchapter III of Wisconsin Statutes Chapter 19 and, as such, is subject to the Wisconsin Code of Ethics for Public Officials and Employees. The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner.
2. Make decisions except by a process where openness is maintained.
3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.
4. Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
6. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College.
7. Manage the College without adequate administrative policies.
8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies.
9. Enter into any lease, purchase, sale of any land or lease, purchase, sale or construction of facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

2. Review Board Governance Policy 3.2: Human Relationships

Governance Policy 3.2 is shown below.

SECTION 3 – EXECUTIVE LIMITATIONS
POLICY 3.2

3.2 - HUMAN RELATIONSHIPS

Treatment of and interaction with students, staff, and persons from the community shall not be inhumane, unfair, or undignified and will not be in violation of the Wisconsin Code of Ethics for Public Officials and Employees.

Accordingly, the President may not:

1. Operate without policies and/or procedures which set forth staff and student rules.
2. Fail to provide for effective handling of grievances.
3. Fail to insure due process.
4. Fail to protect against wrongful actions against or by staff or students.
5. Fail to comply with all state and federal laws, rules and regulations pertaining to employees and students including those pertaining to discrimination, equal opportunity, sexual harassment, and rights of privacy.
6. Prevent students and staff from using established grievance procedures.
7. Fail to acquaint students and staff with their rights and responsibilities.
8. Fail to maintain confidentiality where appropriate.
9. Fail to take prompt and appropriate action when the President becomes aware of any violation of state or federal laws, rules or regulations or of Board policies.

Adopted: 1/24/02
Reviewed: 3/27/03, 3/22/07, 1/17/08, 10/15/10
Revised: 10/28/10

3. District Boards Association

4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. District Boards Association Update
2. Award Contract for Architectural/Engineering Services RFP
3. Compliance Monitoring Report

B. Time and Place

Thursday, September 22, 2022, at 7:00 p.m. at Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI in Room 430.

Adjournment