



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

January 26, 2023

Southwest Wisconsin Technical College
1800 Bronson Boulevard
Conference Room 430
Fennimore, WI 53809

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, January 26, 2023

6:00 p.m. - Student Stories & Experiences

6:30 p.m. - Dinner

7:00 p.m. - Regular District Board Meeting

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The January 26, 2023, 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. Student Senate Update

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 December 22, 2022

Minutes of the December 22, 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 22 contracts totaling \$106,525.85 in December 2022 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. DWD Job Center Lease

The 2023 lease between Southwest Tech (the Lessor) and the Department of Workforce Development's Job Center is available with the Board material. The lease term and rent are January 1, 2023 – December 31, 2023, at \$1,000 per month.

F. Personnel Items

The Personnel Report includes one employment recommendation, two promotion/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

No Agenda Items for January 26, 2023, Board Meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Review of 6/30/22 Financial Results

Caleb White will present preliminary 6/30/2022 financial results and will be available for questions. The summary is included in the electronic Board material.

B. Staffing Update

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

C. Benefits Consortium Update

Connie Haberkorn, Director of Human Resources, and Caleb White will provide an update on the WTCS Employee Benefits Consortium (WTCEBC). A summary is available electronically with all other Board material.

D. Student Access Monitoring Report

Holly Clendenen, Chief Student Services Officer, will present the Board monitor report on Student Access. The report is included in the electronic material.

E. Southwest Tech Foundation Quarterly Report

Dennis Cooley, Executive Director of Advancement, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY 2023 2nd Quarter report is available with the electronic Board material.

F. Southwest Tech Real Estate Foundation Quarterly Report

Dennis Cooley will present a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. The FY 2023 2nd Quarter report is available with the electronic Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FY 2023 Comparison FTE Report**
- 2. FY 2024 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

- 1. District Boards Association (DBA) Drafts of the 2023-2024 Budget & Fee Calculations**

Included in the Board packet are spreadsheets that outline the DBA's projected 2023-2024 budget and membership fees.

C. College President's Report

- 1. Review Governance Policies: 4.4 College Values, 4.5 College Strategic Directions**

Both policies are available electronically with the Board material.

- 2. College Happenings**

- i. Legislative Update**
 - ii. Outreach**
 - iii. Budget Priorities**

D. Other Information Items

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)(b)** {Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.}

2. **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.}
3. **Discussing legal issues per Wis. Stats. 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.}
4. **Discussing legal issues 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 from November 17, 2022

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. **Budget Assumptions & Parameters**
2. **Procurement Bid: One Ton Truck (for Electro Mech Trailer)**
3. **Procurement Bid: Electro Mech Trailer**
4. **Safety & Security Monitoring Report**

B. Time and Place

1. **Thursday, February 23, 2023, 7:00 p.m.**
2. **Southwest Tech, Room 430**

ADJOURNMENT

Open Meeting

The following statement will be read: "The January 26, 2023, 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 and posted on the College's website at www.swtc.edu/about/board/meetings. Notice is also posted on campus, the Platteville and Richland Center Outreach Sites, and 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. Student Senate Update

Consent Agenda

A. Approval of Agenda



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- A. Roll Call
- B. Reports/Forums/Public Input
- C. Student Senate Update

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of December 22, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. DWD Job Center Lease
- F. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

No agenda items for January 26, 2023, Board Meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of 6/30/2022 Financial Results
- B. Staffing Update
- C. Benefits Consortium Update
- D. Student Access Monitoring Report
- E. Southwest Tech Foundation Quarterly Report
- F. Southwest Tech Real Estate Foundation Quarterly Report

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 Comparison FTE Report
 - 2. FY 2024 Application Report
- B. Chairperson's Report
 - 1. District Boards Association (DBA) Drafts of the Budget & 2023-2024 Fee Calculations.
- C. College President's Report
 - 1. Review Governance Policies: 4.4 College Values, 4.5 College Strategic Directions
 - 2. College Happenings
 - i. Legislative Update
 - ii. Outreach
 - iii. Budget Priorities
- D. Other Information Items

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)(b) {Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.}

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 4. Discussing legal issues 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 from November 17, 2022

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
1. Budget Assumptions & Parameters
 2. Procurement Bid: One Ton Truck (for Electro Mech Trailer)
 3. Procurement Bid: Electro Mech Trailer
 4. Safety & Security Monitoring Report
- B. Time and Place
1. Thursday, February 23, 2023, 7:00 p.m.
 2. Southwest Tech, Room 430

ADJOURNMENT

B. Minutes of the Regular Board Meeting of December 22, 2022

MINUTES OF THE BOARD REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE DECEMBER 22, 2022



The Board of Southwest Wisconsin Technical College met remotely in open session of a regular meeting commencing at 6:06 p.m. on December 22, 2022, over Zoom technology. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange (only for portions of the meeting due to internet instability), Jane Wonderling

Absent: Donald Tuescher, Crystal Wallin

Others present for all, or a portion, of the meeting included:

SWTC President Jason Wood and SWTC Executive Team Members: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Garrity, Dan Imhoff, Cynde Larsen, Lori Needham, Krista Weber, Caleb White

Due to internet instability, Vice-Chair Prange designated Mr. Bolstad to serve as the meeting Chairperson. Mr. Bolstad called the meeting to order. Proof of notice was given as to the time, place, and purpose of the meeting. The following is the official agenda.

BOARD MEETING NOTICE/AGENDA

Thursday, December 22, 2022, 6:00 p.m.
Regular District Board Meeting over Zoom

Open Meeting Zoom Link Information:

<https://swtc.zoom.us/j/94654222704?pwd=QVYwcGhrRUFOSGR5TlpONGhqaDBkdz09>

Meeting ID: 946 5422 2704; Passcode: 777386

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 Regular Board Meeting of November 17, 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. Procurement Bid (2223-05): John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Fund & Account Transfers (2021-22 Budget Modifications) and June 30, 2022, Financial Audit Updates
- B. Dodgeville Outreach Update
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2023 Comparison FTE Report
 - 2. FY 2024 Application Report
- B. Chairperson's Report
 - 1. District Boards Association – Recommendation for 2023-24 Officers
 - 2. District Boards Association – Legislative Conference (January 11-13, 2023)
 - 3. National Legislative Summit (February 5-8, 2023)
- C. College President's Report
 - 1. Review Governance Policies: 4.2 College Mission, 4.3 College Purposes
 - 2. Chief Academic Officer Position Update
 - 3. End of Year Executive Team Retreat Update
 - 4. Potential Staffing RFP
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. DWD Job Center Lease
 - 2. Fund & Account Transfers (2021-22 Budget Modifications)
 - 3. June 30, 2022, Financial Audit Report
 - 4. SWTC Foundation Quarterly Report
 - 5. SWTC Real Estate Foundation Quarterly Report
 - 6. Safety & Security Monitoring Report
 - 7. Student Access Monitoring Report
 - 8. Benefit Consortium Update
- B. Time and Place
 - 1. Thursday, January 26, 2023, 7:00 p.m.
 - 2. Southwest Tech, Room TBD

Adjournment

After a review of the Consent Agenda, including the December 22, 2022 agenda; November 17, 2022, Board meeting minutes; financial reports; 21 contracts totaling \$80,629.03 in November 2022; employment recommendations for Holly Muench, Associate Degree Nursing Instructor; Simon Chappell, IT System Analyst-Finance/HR/Payroll; and Ramona Hach, Student Services Specialist; the resignations of Rex Smith, Dining Services Manager; Todd Kasper, Electrical Power Distribution Lab Assistant; and Maria Kindrai, Associate Degree Nursing Instructor; and the Long Term Employment (LTE) completions for Wanda Ware, Administrative Assistant-LTE; and Stephanie Evanchik, Administrative Assistant-LTE, Mr. Enright moved, seconded by Ms. Jordie, to approve the Consent Agenda, as presented. Motion adopted.

Caleb White, Vice President for Administrative Services, presented the approved capital purchase request for a new John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner (2223-05). The equipment is requested for student learning within the Ag Power, Equipment Technician and Farm Mechanics programs. Mr. White presented the bid summary noting that the public bid opening was held virtually on December 1, 2022, with five vendors responding to the bid request from a total of six plan holders. Mr. Bolstad moved, seconded by Mr. Blume, to award the purchase bid for a new John Deere 460M Baler & S300 Side-Pull Rotary Mower-Conditioner in the amount of \$79,900.00 to Sloan Implement of Montfort, WI.

Mr. White presented updates on the status of the June 30, 2022, Financial Audit, as well as the Fund & Account Transfers (2021-22 Budget Modifications). He informed the Board of delays in the processes due to the transition into the Anthology Finance System. An audit extension was filed and approved by the Wisconsin Technical College System (WTCS) and the new timeline for completion is in January of 2023.

An update of the Dodgeville Outreach opportunity was given by President Wood. He noted that its December meeting, the SWTC Real Estate Foundation voted to enter a memorandum of understanding (MOU) with Iowa County to explore a partnership. Next steps include a feasibility study, financial pro-forma, and exploration of future relationships with key tenants. This information will help with future decisions.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing indicating that the following full-time positions are currently posted: Associate Degree Nursing Instructor and Programmer/Analyst. In addition, an Administrative Assistant for the Business and Industry/Foundation has been hired since the staffing report was submitted for this month's Board packet.

The Board reviewed the Enrollment and Application Reports noting that the FTE count has decreased .67 percent compared to this time last year. Fall applications are down 23 applicants from this time last year. However, January-start applications have increased by 57 since last year.

Under the Chairperson's report, Mr. Enright moved to nominate Board trustee Chuck Bolstad to serve as the District Boards Association's 2023-24 President. Ms. Fillback seconded the motion. Motion adopted. The Board's formal nomination will be submitted to the District Boards Association.

The Chairperson's report also included an overview of the upcoming January 2023 District Boards Association Legislative Conference and that it will involve a meeting with Senator Howard Marklein and other representatives from the 17th Senate District. The National Legislative Conference will be held February of 2023. Board member representation is encouraged at both conferences.

Under the College President's Report President Wood asked the Board for recommendations for updates to Governance Policies 4.2 - College Mission and 4.3 – College Purposes; there were not any recommendations for updates at this time.

Additional items noted under the President's Report:

- Thank you to Katie Garrity for her good work as the College's former Chief Academic Officer. Congratulations to Cynde Larsen as she takes the role of the next Chief Academic Officer effective January 1, 2023.
- The Executive Team held its annual end-of-year retreat on December 20, 2022.
- There is a consideration to investigate a staffing RFP that will assist with specified job searches. More information is being gathered and will be brought to a future Board meeting for formal approval if needed.
- On December 14, 2022, the Ad Hoc: Executive Board Leadership Committee met. An item discussed was potential enhancements to current benefits. More information will be brought to the Board as studies evolve.

There were not any items discussed under the agenda item "Other Information Items."

With no further business to come before the Board, Ms. Fillback moved to adjourn the meeting, seconded by Ms. Wonderling. The motion carried and the meeting adjourned at 6:50 p.m.

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 12/01/2022 - 12/31/2022

Vendor	Expenditure Invoice #	Description	Amount
DTC	PRINC 12.1.22	PRINCIPAL	800,000.00
Sikich	Sikich 01.01.23	Sikich 01.01.23	309,666.31
IRS	SWTC-140004259	Staff PP 2022-25 12092022 18635	137,791.80
DTC	INTEREST 12.1.22	INTEREST	120,444.44
SWTC REF	Fall 2223 11.20.22	FALL 2223	110,286.40
Associated Bank	845-103 12/1/22	BOND INTERST	97,275.00
Associated Bank	845-104 12/1/22	INTERST BOND	82,550.00
WRS-PR	Nov General WRS	Nov General WRS	66,309.48
WRS-PR	Nov Faulty WRS	Nov Faulty WRS	62,887.90
Brad Deery	1C6SRFHM8MN792245	2021 RAM TRUCK	60,500.00
EPA	200531	TECHNOLOGY EQUIPMENT	48,683.93
Associated Bank	99G100003 11.29.22	BOND INTEREST	47,775.00
1901 Inc	22-4745	REPLACE BOILER HEAT EXCHG	45,335.00
HBS	564996-H	IT EQUIPMENT	36,722.70
Campus Works	10638	AMENDMENT #5	29,167.00
Fennimore Utilities	11.29.22 STMT	NOVEMBER UTILITIES	28,436.43
Fennimore Utilities	12.27.22 STMT	DECEMBER UTILITIES	27,801.83
Healthequity	12.09.22 HSA	12.09.22 HSA	23,799.51
WI DOR- PR	SWTC-140004262	Staff PP 2022-25 12092022 18635	22,958.58
Baird & Co	PF-290189	GEN OBLIGATIONS PROM NOTES	16,000.00
National Business	ZK192024-OFF	ARMLESS CHAIRS	15,543.33
Quarles	6552266	SERVICE DISBURSEMENT	12,100.00
Constellation	3633908	UTILITIES	9,994.96
Great West	12.09.22 WI Deferred	12.09.22 WI Deferred	9,679.05
Medical Solutions	01A22357X	FA SURG	9,327.00
WE	4401469006	UTILITIES	7,733.68
Ray O'Herron	2236271	9MM LUGER	7,480.00
Medical Solutions	01A22679	4 pod mobile lights	7,250.00
SANS	21558	ENDUSER SEC/PHISHING LIC.	6,480.00
Delta	Delta 12.01-12.07	Delta 12.01-12.07	5,381.55
Telegraph Herald	11/30/22 MKTGSTMT	ADVERTISING	5,198.00
Landmark	12.13.22	TRAVEL/LODGING/MEALS/CONSULT FEE	5,082.59
CDW	FK86822	BARCO CX-20 CLICKSHARE	4,922.16
HurlbertMa	50	LIGHTING FOR 2 INTERCEPTORS	4,642.97

Handshake	14205	SUBSCRIPTION	4,500.00
PCARD - Salon	543612959 & 54400956	SALON SUPPLIES	4,177.23
Husch Blackwell	3250459	LEGAL FEES	4,160.00
Dubuque Glass	64872	DOOR HM FRAME W/ SIDELITE	4,000.00
Grainger	9475640315	RESTROOM DOOR OPERATORS	3,891.44
US Omni	12.09.22 Vanguard	12.09.22 Vanguard	3,704.50
Record-A-Hit	222375	MINI GOLF AND CURLING	3,700.00
Vanguard	REV PMT ERROR	REV PMT ERROR	3,608.34
Delta	Delta 12.08-12.14	Delta 12.08-12.14	3,565.80
WTA Properties	JAN 23 RENT	RICHLAND CENTER OR RENT	3,502.00
Medical Solutions	01A22357	SURGICAL SUPPLIES	3,482.93
Queen B Rad	156998-1	AUDIENCE EXT - ONLINE VIDEO	3,300.00
Automatic	2019859	AUTOMATIC DOOR INSTALL	3,015.00
DigitalBarn	SWTC351122	PROGRAMMATIC DISPLAY	3,000.00
Scorebuilders	14842	PTA REVIEW COURSE	3,000.00
PCARD - Schilling	894747-00	PAPER TOWELS	2,844.42
Gordon Flesch	IN13978022	COPIER/TONER	2,838.75
Bluum	888086	LCD DISPLAY	2,815.00
Lamar	114015644	BILLBOARD ADS	2,754.00
Lamar	114098854	BILLBOARD ADS	2,754.00
PCARD - National	449546	NREMT EMT VOUCHER	2,744.00
3372517	2070628	Student Refund	2,737.32
SWTC REF	SUM 2223 11.20.22	SUMMER 2223	2,732.36
Queen B Rad	156996-1	DISPLAY ADVERTISING	2,700.00
Rite Bite Fundraisin	122120015 R3	BUTTERBRAID FUNDRAISER	2,660.00
Campus Works	10557	OCTOBER TRAVEL	2,649.14
Jim's Building	2210-646188	CARPENTER PRG	2,632.32
3371010	2070627	Student Refund	2,557.09
3290022	2069692	Student Refund	2,553.22
SWTC Foundation	SWTC-140004261	Staff PP 2022-25 12092022 18635	2,534.76
Creative Solutions	C-015116	CARPET	2,508.32
2586914	2070605	Student Refund	2,500.00
3286449	2070617	Student Refund	2,500.00
3286919	2070618	Student Refund	2,500.00
Medical Solutions	01A22807	FREIGHT	2,500.00
PCARD - SHOPWARE	007538	MASTERCAM TRAINING MANUAL	2,500.00
Schindler Elevator	7153538373	C-CLIP TO FIX RESTRICTOR	2,500.00

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
U.S. BANK AUTOPAY ending 11.22.2022	12/7/2022	GNJL005314	49,768.24
U.S. BANK AUTOPAY ending 12.06.2022	12/21/2022	GNJL005515	33,563.70
HASLER ADVANCE ADVANCE XXXXXX7827	12/2/2022	GNJL005299	5,000.00
WAGeworks FSA RECEIVABLE INV4500442	12/9/2022	GNJL005325	4,011.32
WAGeworks FSA RECEIVABLE INV4494826	12/7/2022	GNJL005315	2,756.91
Total Bank Withdrawals			\$95,100.17
Payroll			
Payroll Period	Payroll Date		Amount
12/23/2022 Payroll	12/23/2022		507,563.42
12/09/2022 Payroll	12/09/2022		419,376.47
Total Payroll			\$926,939.89
Total Purchases >= \$2,500			\$3,419,868.60

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 12/31/2022			
Receipts			
Fund			
1 General	209,957.00		
2 Special Revenue	-		
3 Capital Projects	20,791.00		
4 Debt Service	3,920,000.00		
5 Enterprise	74,909.00		
6 Internal Service	328,833.00		
7 Financial Aid/Activities	23,990.00		
Total Receipts		4,578,480.00	
Expenses			
Fund			
1 General	2,963,478.00		
2 Special Revenue	-		
3 Capital Projects	292,114.00		
4 Debt Service	255,700.00		
5 Enterprise	112,234.00		
6 Internal Service	331,897.00		
7 Financial Aid/Activities	133,132.00		
Total Expenses		4,088,555.00	
Net cash change - month			489,925.00
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	12,219,208.92		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,252,799.81		
Ending Cash/Investment Balance		13,474,948.73	

3. Budget Control

For 5 Months ended December 2022

	2022-23 Budget	2022-23 YTD Actual	2022-23 Percent	2021-22 Percent	2020-21 Percent	2019-20 Percent	2018-19 Percent
General Fund Revenue	24,757,300.00	6,568,908.87	26.53	26.60	29.62	27.72	26.28
General Fund Expenditures	25,265,400.00	12,994,813.27	51.43	43.46	48.97	46.07	47.09
Capital Projects Fund Revenue	4,275,000.00	126,399.33	2.96	0.55	0.36	0.06	98.08
Capital Projects Fund Expenditures	5,134,000.00	740,159.96	14.42	11.74	26.08	14.58	31.52
Debt Service Fund Revenue	6,538,500.00	4,000,000.00	61.18	-	-	-	2.66
Debt Service Fund Expenditures	7,401,644.00	255,700.00	3.45	16.34	17.76	8.02	10.72
Enterprise Fund Revenue	1,547,000.00	666,141.14	43.06	48.39	57.61	49.87	44.75
Enterprise Fund Expenditure	1,815,700.00	787,336.17	43.36	95.84	44.01	59.09	45.09
Internal Service Fund Revenue	4,455,000.00	2,000,747.32	44.91	44.68	44.09	42.20	44.27
Internal Service Fund Expenditures	4,455,000.00	2,060,563.59	46.25	44.74	47.02	44.96	46.76
Trust & Agency Fund Revenue	8,302,800.00	2,590,115.35	31.20	41.05	26.91	31.21	38.11
Trust & Agency Fund Expenditures	7,702,800.00	3,250,787.71	42.20	35.61	34.16	38.27	40.44
Grand Total Revenue	49,875,600.00	15,952,312.01	31.98	26.26	25.19	24.95	34.12
Grand Total Expenditures	51,774,544.00	20,089,360.70	38.80	37.50	39.45	37.42	40.43

D. Contract Revenue

There were 22 contracts totaling \$106,525.85 in December 2022 being presented for Board approval. The Contract Revenue Report is below.

2022-2023 CONTRACTS 12/1/2022 to 12/31/2022

<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>
CESA 3	03-2023-0040-I-11	ColLEDGE Up - EMT/Firefighter - Fall 22/23 Firefighting Principles	Kim Maier	1	\$ 663.80	No			X
CESA 3	03-2023-0040-I-11	ColLEDGE Up - EMT/Firefighter - Fall 22/23 Hazmat Awareness & Ops	Kim Maier	2	\$ 602.80	No			X
Prairie du Chien School District	03-2023-0096-I-11	Nursing Assistant	Kim Maier	13	\$ 9,000.00	No		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - November	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - December	Caleb White		\$ 500.00	No		X	
Imperia Foods	03-2023-0107-I-41	Leadership Academy-Person (WIG Grant)	Dennis Cooley	5	\$ 2,850.00	No		X	
Imperia Foods	03-2023-0107-I-41	Strengths Finder (WIG Grant)	Dennis Cooley	5	\$ 550.00	No		X	
Prairie du Chien School District	03-2023-0111-I-11	Introduction to Criminal Justice	Kim Maier	16	\$ 12,850.00	No		X	
Link Family Dental	03-2023-0115-I-41	BLS for Healthcare Provider-CPR Recert	Ken Bartz	4	\$ 300.00	No		X	
Blattner Energy	03-2023-0125-T-41	Welding Inspections	Dennis Cooley		\$ 341.00	No		X	
Platteville Public Library	03-2023-0127-I-21	Leadership Academy-Managing Work Teams	Dennis Cooley	7	\$ 800.00	No		X	
Dillman Equipment	03-2023-0128-I-41	Leadership Academy 28 Hr (WIG Grant)	Dennis Cooley	8	\$ 7,400.00	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>INDIRECT COST FACTOR</u>			
						<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Cummins	03-2023-0146-I-41	Leadership Academy 36 Hr (WIG Grant)	Dennis Cooley	16	\$ 4,620.00	No			X
Boscobel School District	03-2023-0402-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 1,465.10	No		X	
Fennimore School District	03-2023-0408-I-11	WI Statute 118.15	Mary Johannesen	4	\$ 11,267.90	No		X	
Iowa Grant School District	03-2023-0410-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 3,474.45	No		X	
Lancaster School District	03-2023-0412-I-11	WI Statute 118.15	Mary Johannesen	4	\$ 10,226.50	No		X	
Platteville School District	03-2023-0416-I-11	WI Statute 118.15	Mary Johannesen	13	\$ 29,133.00	No		X	
Weston School District	03-2023-0428-I-11	WI Statute 118.15	Mary Johannesen	2	\$ 5,003.30	No		X	
Darlington School District	03-2023-0446-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 200.60	No			X
Cassville School District	03-2023-0448-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 1,249.20	No		X	
Highland Shool District	03-2023-0452-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 3,528.20	No		X	
TOTAL of all Contracts				105	\$ 106,525.85				
Exchange of Services				-	\$ -				
For Pay Service				105	\$ 106,525.85				

E. DWD Job Center Lease

The 2023 lease between Southwest Tech (the Lessor) and the Department of Workforce Development's Job Center follows. The lease term and rent are January 1, 2023 – December 31, 2023, at \$1,000 per month.

445-115

GROSS LEASE

THIS LEASE, made and entered into on _____, by and between, Southwestern Wisconsin Technical College (the "Lessor"), whose address is 1800 Bronson Blvd, Fennimore, Wisconsin and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (the "Lessee");

WITNESSETH, the parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

1. **PREMISES.** Lessor hereby leases to Lessee and Lessee leases from Lessor the following (the "Premises"):

Approximately 1,100 square feet of office space in Lessor's building, together with all appurtenances and access to common areas, located at 1800 Bronson Blvd in the City of Fennimore, Wisconsin (the "Building"), which Premises are further described in Exhibits A (site plan) & B (floor plan) attached.

2. **USE OF PREMISES.** Except as otherwise authorized in writing by Lessor, Lessee shall use the Premises as space for the Department of Workforce Development (DWD) or such other agency that may be designated by Lessee (collectively, the "Tenant").

3. **TERM.** The lease term hereunder shall begin on January 1, 2023 and end on December 31, 2023 (1 year).

In addition, the Lease includes three 1-year renewal options.

a) If the actual Commencement Date differs from the stated lease term beginning date, the Lessor and Lessee shall execute a 'letter of addendum' which shall designate the exact Rent Commencement Date/Lease Term Begin Date and the Termination Date of this Lease, such that it shall be a full 1-year term.

b) Intentionally left blank.

4. **INITIAL TERM RENTAL.** The Lessee shall pay the Lessor rent for the Premises during the first year of the initial 1-year Lease term at the following rate: The sum of Twelve Thousand And 00/100 Dollars (\$12,000.00)

per annum, in equal monthly installments of One-Thousand And 00/100 Dollars (\$1,000.00). The annual rental rate for the initial term shall be in accordance with the following schedule.

Initial Lease Term Rental Rate Schedule

Begin Date	End Date	Annual Rent	Monthly Rent
January 1, 2023	December 31, 2023	\$12,000.00	\$1,000.00

The annual rent throughout the entire lease term, including optional extensions, shall be payable in advance in monthly installments as shown above on the first day of each month, except for the month of July during which the monthly installment is not due until the 15th day. Said rental payments shall be made to Lessor at the address for notices hereinafter set forth.

5. **RENEWAL RENTALS.** Provided that the Lessee is not then in default, this Lease may, at the option of the Lessee, be renewed for 3 successive 1-year periods from and after December 31, 2023 subject to the availability of funds for the payment of rentals, upon the same terms and conditions herein specified, provided written notice be given to Lessor at least 30 days before the Lease would otherwise expire. The annual rental rate for the first and then each subsequent year of the renewal terms, if exercised, shall be in accordance with the following schedule. Annual increases of 2% shall apply to each year of the renewal term if exercised.

If Exercised, First Renewal Term Rental Rate Schedule

Begin Date	End Date	Annual Rent	Monthly Rent
January 1, 2024	December 31, 2024	\$12,240.00	\$1,020.00

If Exercised, Second Renewal Term Rental Rate Schedule

Begin Date	End Date	Annual Rent	Monthly Rent
January 1, 2025	December 31, 2025	\$12,484.80	\$1,040.40

If Exercised, Third Renewal Term Rental Rate Schedule

Begin Date	End Date	Annual Rent	Monthly Rent
January 1, 2026	December 31, 2026	\$12,734.52	\$1,061.21

6. **ASSIGNMENTS, SUBLETTING.** Lessee shall not assign this Lease in any event, and shall not sublet the demised Premises, and will not permit the use of said Premises by anyone other than the Lessee, and the

agents, contractors, grantors and grantees, and servants of the Lessee, without prior written approval of the Lessor, which shall not be unreasonably withheld.

7. COVENANTS OF LESSOR. Lessor hereby covenants and agrees with Lessee as follows:

- a) Lessor warrants that Lessee shall have quiet use and enjoyment of the Premises; that Lessor has complete interest, right in and title to the Premises ~~so as to~~ enable Lessor to enter into this Lease; and that the Premises is not encumbered in any way so as to hinder or obstruct Lessee's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions. Lessor shall obtain a certificate of occupancy or any other authorizations required by local ordinance to regulations prior to Lessee's occupancy.
- b) The Lessor shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this Lease.
- c) Lessor shall furnish during the term of this Lease the goods, services and other items listed on Schedule I attached hereto and incorporated by reference.
- d) Lessor shall be responsible for the costs of all improvements necessary to meet and maintain the standards and specifications set forth in Schedules I and/or II and Exhibits A and/or B. Lessor shall maintain, at Lessor's expense, the Premises so as, to comply with all federal, state and local codes applicable to the Premises.

Lessor agrees to complete, at Lessee's sole cost and expense, any reasonable improvements to the Premises which the Lessee requests to improve the health, safety and security of the Premises, which are in excess, of code requirements and not required by Schedule I and/or II.
- e) In connection, with the performance of work under this Lease, the Lessor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, the Lessor further agrees to take affirmative action to ensure equal employment opportunities.

The Lessor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Lessee, setting forth the provisions of the non-discrimination clause.

- f) Pursuant to 2019 Wisconsin Executive Order 1, Lessor agrees it will hire only on the basis of merit and will not discriminate against any persons performing under a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.
- g) Lessor is required to provide a written Affirmative Action Plan acceptable under Wisconsin Statutes and Administrative Code if the rent is fifty thousand dollars (\$50,000) or more per year and the Lessor employs fifty (50) or more employees. The Lessor must have a plan on file or submit a plan for approval, within fifteen (15) working days after the execution of this Lease, to the Department of Administration, Division of Enterprise Operations, whose address and phone number are listed at the bottom of the enclosed Form DOA-3269. Instructions and technical assistance in preparing the plan are available from the Department of Administration, Division of Enterprise Operations and will be forwarded to the Lessor upon presentation of State of Wisconsin Form DOA-3269 attached hereto. Failure to comply with the conditions of this Item may result in the Lease being declared "Null and Void," the Lessor being declared "ineligible," or the withholding of rental payment until such time, as the above cited plan is accepted.
- h) The Lessor as part of this Lease certifies that to the best of its knowledge both the Premises and the Building of which the Premises are a part do not contain any asbestos bearing material which is unsafe or which is not encapsulated. If during the Lessee's occupancy of the Premises such asbestos bearing material is found, and the Lessor has been notified by the Lessee that such asbestos bearing material exists, the Lessor shall within fourteen (14) days after receipt of such notice, be required to take such action as may be necessary to encapsulate or remove the asbestos bearing material. Upon determination that unsafe or un-encapsulated asbestos bearing material exists, the Lessee may at its option vacate the Premises until such time as the material has been encapsulated or removed to the satisfaction of the Lessee. If the Lessee vacates the Premises during the encapsulation or removal process, the Lessor shall reimburse the Lessee for all move related costs. No rent shall accrue to the Lessor during the period of time the Lessee is not in occupancy of the Premises. In the event the Lessor fails to encapsulate or

remove the asbestos bearing material within the time specified, this Lease may be cancelled by the Lessee and the Lessor shall thereafter not have any claim against the Lessee on account, of the cancellation of this lease.

- i) The Lessor attests that space covered by this Lease is not owned by a state public official or state employee as defined in section 19.45, Wisconsin Statutes and Chapter ER-MRS 24 of the Wisconsin Administration Code, nor is the Lessor a business in which a state public official or state employee has any ownership, monetary or fiduciary interest.
- j) For the purposes of this Lease, "Hazardous Materials, Substances, or Air Pollutants" shall include, but not be limited to any, and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree. The Lessor attests that the Premises are free of any hazardous materials, substances, or air pollutants as defined above, and the Lessor will now and forever after the termination of this Lease, hold Lessee harmless and indemnify the Lessee from and against any, and all claims, liability, damages or costs arising from or due to the presence of hazardous materials, substances, or air pollutants as defined above, except liability resulting from Lessee's use and occupancy of the Premises.

If during the Lessee's occupancy of the Premises such hazardous materials, substances, or air pollutants are found, the Lessor shall as soon as possible after receipt of notice take such action as may be necessary to render the Premises safe.

Upon determination by the Lessee that unsafe hazardous materials, substances, or air pollutants as defined above affecting the Lessee's quiet enjoyment of the Premises exists, the Lessee may vacate the Premises until such time, as the hazardous materials, substances, or air pollutants have been repaired or remediated to the satisfaction of the Lessee. If the Lessee vacates the Premises during the repair or remediation process, the Lessor shall reimburse the Lessee for all related or relocation costs and rent shall abate during the ~~period of time~~ the Lessee is not in occupancy of the Premises. In the event the Lessor fails to repair or remediate the hazardous materials, substances, or air pollutants as soon as practicable as determined by the Lessee, the Lease may by written notice to the Lessor be cancelled by

the Lessee and the Lessor shall thereafter not have any claim against the Lessee due to the cancellation of this Lease.

Lessor will immediately advise Lessee in writing of any actions or claims relating to any hazardous materials, substances, or air pollutants on the Premises. If the Lessor has conducted or conducts any testing for hazardous materials, substances, or air pollutants on the Premises before or during the term of the Lease, then the Lessor shall provide a copy of any test results to the Lessee. The Lessee, at its own expense, may also conduct such testing as it deems appropriate on the Premises.

- k) In the event of any water damage to the Premises and/or common areas, Lessor agrees to begin the process of addressing the damage within twelve (12) hours of discovery or notification, and shall cause any water damaged (saturated, water spotted and/or dirty) materials to be dry within forty-eight (48) hours of the time of discovery of such damage. If such materials are not completely dry by the end of the 48-hour period, the Lessee may require that the saturated materials (i.e. carpet, drywall, ceiling tiles, etc.) shall be removed from the premises and immediately replaced with new materials of identical quality or better quality.
- l) Lessor agrees to provide prior notification and provision of Safety Data Sheets (SDS) if applicable to the Tenant on-site staff when any construction, renovation, maintenance, repairs, remodeling or cleaning work will be done within the building of which the Premises are a part of by the Lessor, contractors or other representative of the Lessor. The project notification and SDS documents should be provided to the on-site staff no less than five (5) workdays before the anticipated start of the actual work.
- m) The default by Lessor of any covenant or agreement contained in any paragraph or provision of this Lease, shall constitute a material default of the Lease, and shall entitle the Lessee to terminate this lease, PROVIDED, that prior to such termination, the Lessee shall notify the Lessor in writing of the nature of the default and shall grant the Lessor a period of thirty (30) days from the date of service of such notice to remedy or cease such act of default, and upon such remedy or cessation by the Lessor within said thirty (30) days, the Lessee shall waive the right to terminate for such default. In the event the act of default is such that it cannot be remedied within said thirty (30) day period, the Lessee shall waive the right to

terminate for such default if corrective actions are commenced within such period and diligently pursued to completion by the Lessor.

- n) Lessor shall be responsible for paying to taxing authority the real estate taxes and any assessments on the Premises.

8. **COVENANTS OF LESSEE.** Lessee hereby covenants and agrees with Lessor as follows:

- a) Lessee does hereby covenant, promise, and agree to pay the rent in the manner hereinbefore specified, and to duly comply with all other provisions of this Lease at the time and in the manner herein provided.
- b) At the expiration of this Lease or any renewal thereof, the Lessee will return the Premises to the Lessor in as good condition as they were at the time the Lessee went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed, in consideration of the rent to be paid and other conditions of this Lease, that the Lessee shall not be responsible for damage to the Premises by fire.
- c) The Lessee's Tenant will not make or permit anyone to make any alterations, improvements or additions in or to the Premises, without the prior written consent of the Department of Administration, as Lessee, and the Lessor.
- d) The default by Lessee: (a) If Lessee shall be late in the payment of any rent or any other sum of money payable by Lessee to Lessor and if Lessee shall fail to cure said late payment within (30) days after receipt of notice of said late payment from Lessor, or (b) if Lessee shall be late in the performance or observance of any other agreement or condition in the Lease to be performed or observed and if Lessee shall fail to cure said late performance or observance within thirty (30) days after receipt of notice from Lessor of said late performance or observance (unless Lessee commences to cure said late performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then, in any of said cases and without waiving any claims for breach of agreement, Lessor may send written notice to Lessee of the termination of the term of this Lease, and, on the fifth (5th) day next following the date of the sending of the notice, the term of this Lease shall terminate, Lessee hereby waiving all rights of redemption.

e) Lessee agrees that any Improvements to the Premises made by Lessor for the benefit of Lessee shall be the property of Lessor. Such improvements exclude any of Lessee's system furniture, conventional furniture and all other Lessee personal property.

9. **INSURANCE.** Lessor agrees to procure and maintain, during the term of this lease, property and casualty insurance for the building containing the Premises. Lessor also agrees to procure and maintain, during the term of this lease, commercial general liability insurance in the amount of not less than **\$1.0 million each occurrence and \$2.0 million general aggregate**. Under all conditions noted above, general aggregate limits are to apply on a per location basis. In addition, Lessor shall provide upon signing of the lease and thereafter annually, a Certificate of Insurance to Lessee evidencing such coverage by date of occupancy. When coverage requirements are \$2.0 million or greater, Lessee shall also be named as additional insured. The State of Wisconsin Self-Funded Liability and Property Programs protect the Lessee. Wisconsin Statutes provide funds to pay property and liability claims.

10. **HOLD HARMLESS.** Lessor agrees to protect, ~~indemnify~~ and save the State of Wisconsin harmless from and against any, and all claims, and against any and all loss, cost, damage or expense, including without limitation reasonable attorneys' fees, arising out of any negligent acts of Lessor its invitees or agents, or any failure of Lessor in any respect to comply with and perform all the requirements and provisions of this Lease.

The Lessee shall provide liability protection for its officers, employees and agents while acting within the scope of their employment. The Lessee further agrees to indemnify and hold harmless the Lessor for any, and all liability, including claims, demands, losses, costs, or damages to persons or property arising out of, or in connection with, or connection with the Lease, where such liability is founded upon or grows out of acts or omissions of any of the Lessee's officers, employees or agents while acting within the scope of their employment, where protection is afforded by ss. 893.82 and 895.46(1), Wis. Stats.

11. **MAINTENANCE.** The Lessor shall maintain the Premises in good repair and tenantable condition, and as required by s. 704.07, Wis. Stats., throughout the term of the Lease, except in case of damage arising from a willful act or the negligence of the Lessee's agents or employees. For the purpose, of so maintaining the

Premises, the Lessor reserves the right at reasonable times to enter and inspect the Premises and to make any necessary repairs thereto.

- 12. DAMAGE OR DESTRUCTION.** In the event the Premises are partially damaged or destroyed by fire or other casualty or happening such that Lessee may continue to use a part of the Premises, Lessor shall promptly repair such damage and restore the Premises to its condition immediately prior to said damage or destruction. In such event, the rental and any other obligations of Lessee payable hereunder shall abate proportionally by the ratio that the damaged area bears to the total area of the Premises. Should Lessor fail to complete said restoration within 60 days of the partial damage or destruction, Lessee may terminate this Lease.

In the event the Premises are damaged or destroyed such that Lessee is unable to occupy the Premises (untenantable) without undue hardship and/or disruption of its business, Lessee may elect to terminate this Lease by providing Lessor written notice of such termination within 14 days after such damage or destruction, and, in that event, all rent and other obligations of the Lessee hereunder shall terminate as of the date of such damage or destruction. In the event the Premises are untenantable and Lessee does not elect to terminate this Lease, Lessor shall proceed immediately to rebuild and restore the Premises to its condition immediately prior to said damage or destruction. In the case of Lessee's election not to terminate, all rent and other obligations of the Lessee hereunder shall abate from the date of untenantability until the date Lessee retakes possession of the Premises. In the event Lessor fails to complete the restoration within 120 days of the untenantability, Lessee may terminate this Agreement.

- 13. NOTICES.** Notice in writing referred to herein shall not be construed to mean personal notice, but such notice shall be given in writing, by mail, by depositing the same in the post office or letter-box, in a postpaid envelope, addressed to the Lessor at Lessor's last known address, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Such notices provided hereunder shall be addressed as follows:

If to Lessor: Mr. Caleb White
Southwestern Wisconsin Technical College
1800 Bronson Blvd
Fennimore, WI 53809

Rent sent to: Same as above

If to Lessee: State Leasing Officer
Wisconsin Department of Administration
101 E. Wilson Street, 7th Floor
P.O. Box 7866
Madison, WI 53707-7866
E-mail: DOADFMLeasing@wisconsin.gov

14. **FUNDING.** The payment of rents under this Lease is subject to the availability of funds that may lawfully be used for such payment. As a result, the Lease does not constitute the contracting of public debt under Article VIII, Section 4 of the Wisconsin Constitution. The continuation of this Lease beyond the limits of the funds already available is contingent upon the future availability of funds to support the payment of rent for the programs housed in the facility covered by this Lease. In the event, such funding is not made available to the program or programs involved, the Lessee may at its option and upon sixty (60) days prior written notice to the Lessor, terminate this Lease. Use beyond the limits of the funds already available is contingent upon the future availability of funds.

15. **Intentionally left blank.**

16. **BROKERS.** Lessor and Lessee represent and warrant to each other that they have had no dealings with any broker or agent in connection with this Lease and Lessor agrees to pay and hold Lessee harmless from any claims made by anyone for any compensation, commissions and charges claimed with respect to this Lease or the negotiations thereof.

17. **HOLDING OVER.** If Lessee holds over after the term hereof, with or without the express written consent of Lessor, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent, excluding amortization, shall be payable at the rate during the last month of the term hereof. Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.

18. **SUBORDINATION.** This Lease shall be subordinate to any and all mortgages hereafter placed against the Premises by Lessor, provided that any such mortgage (or a separate written agreement, in recordable form, from the mortgagee in favor of and delivered to the Lessee) contains provisions to the effect that, so long as this Lease shall remain in force, in any action to foreclose the mortgage, Lessee will not be made a party defendant, that Lessee's possession of the Premises will not be disturbed and that Lessee's Leasehold estate will not be affected, impaired, or terminated by any such action or proceeding or by any judgement, order, sale or conveyance made or rendered therein or pursuant thereto, so long as (at the time of commencement of such action or foreclosure proceeding or during the pendency thereof) Lessee is not in default under the terms, covenants, and conditions of this Lease beyond any grace period provided in this Lease for curing same.

19. **FORCE MAJEURE.** In the event either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, war, acts of God, inclement weather, or other reason beyond that party's reasonable control, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

20. **EMINENT DOMAIN.** In the event the entire Premises shall be appropriated or taken under the power of eminent domain by any public or quasi-public authority, this Lease shall terminate and expire as of the date of such taking, and Lessee shall then be released from any liability thereafter accruing under this Lease.

In the event a portion of the Premises shall be so appropriated or taken and the remainder of the property shall not be suitable for the use then being made of the property by the Lessee, or if the remainder of the property is not one undivided parcel of property, Lessee shall have the right to terminate this Lease as of the date of the taking on giving to Lessor written notice of termination within thirty (30) days after Lessor has notified Lessee in writing that the property has been so appropriated or taken.

In the event of the termination of this Lease by reason, of the total or partial taking of the Premises by eminent domain, then in any such condemnation proceedings, Lessor and Lessee shall be free to make claim against the condemning or taking authority for the amount of any damage done to them, respectively, as a result of the condemning or taking.

21. Intentionally left blank.

22. LESSEE COSTS. Lessee shall be responsible for the monthly phone and data costs for the Premises.

23. CAPTIONS. The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.

24. AUTHORIZATION, BINDING EFFECT. This Lease, together with all amending instructions subsequent thereto (collectively, the "Lease"), is not valid or effective for any purpose until approved by the Governor or his delegate, the Secretary of the Department of Administration, and no work is authorized until the Lease is fully executed.

25. WAIVER. The rights and remedies of either party under this Lease, as well as those provided or accorded by law, shall be cumulative, and none shall be exclusive of any other rights or remedies hereunder or allowed by law. A waiver by either party of any breach or breaches, default or defaults, of the other party hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default.

26. CHOICE OF LAW. This Lease shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin.

27. EXECUTED LEASE. This Lease when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.

28. Intentionally left blank.

29. ENTIRE AGREEMENT. This Lease constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names as of the date of the last signature below.

LESSOR:

Southwestern Wisconsin Technical College

By: _____
Signature

Print Name and Title

Dated: _____

LESSEE:

State of Wisconsin, Department of Administration

By: _____

CHRIS PATTON
DEPUTY SECRETARY
DEPARTMENT OF ADMINISTRATION

Dated: _____

File No. 445-115

F. Personnel Items

The Personnel Report includes one employment recommendation, two promotion/transfers, and two resignations being presented for approval. The Personnel Report follows.



PERSONNEL REPORT January 16, 2023

EMPLOYMENT: NEW HIRE

Name:	Gabby Snider
Title:	Administrative Assistant -BIS
How many applicants & interviewed	22 applicants/4 interviews
Start Date:	01/03/2023
Salary/Wages	\$19.23
Classification	Full Time
Education and/or Experience	Bachelor of Science in Business Administration – Management AACSB Accredited University of Wisconsin- River Falls (UWRF) 4 years of customer service experience in the financial industry.

PROMOTIONS/TRANSFER

NEW POSITION

Cynde Larsen	Chief Academic Officer (CAO)
Dennis Cooley	Executive Director of Advancement

RETIREMENTS / RESIGNATIONS

Holly Knapp (last day 01/03/2023)	Mental Health Counselor
Ken Bartz (last day 01/15/2023)	Public Safety Supervisor/ Coordinator/ EMS Instructor

Recommendation: *Approve the Consent Agenda as presented.*

Other Items Requiring Board Action

There are not any agenda items for the January 26, 2023, Board Meeting.

Board Monitoring of College Effectiveness

A. Review of 6/30/22 Financial Results

Caleb White will present preliminary 6/30/2022 financial results and will be available for questions. The summary is included below.

SWTC Financial Results - 2021-22

General Fund - 100	Budget	Actual	Variance
<u>Revenues</u>			
Local Government	5,545,000	5,163,622	(381,378)
State Aids	10,983,400	10,718,353	(265,047)
Program Fees	4,628,000	4,343,651	(284,349)
Material Fees	284,000	244,019	(39,981)
Other Student Fees	398,000	482,819	84,819
Insitutional	1,506,500	2,225,450	718,950
Federal	2,477,300	1,066,286	(1,411,014)
Transfer	121,000	22,639	(98,361)
Total Revenues	25,943,200	24,266,838	(1,676,362)
<u>Expenses</u>			
Instructional	15,162,400	13,533,498	1,628,902
Instructional Resources	297,500	265,456	32,044
Student Services	2,628,900	2,875,650	(246,750)
General Institutional	6,009,200	5,218,245	790,955
Physical Plant	2,460,800	2,010,734	450,066
Total Expenses	26,558,800	23,903,582	2,655,218
Inc/(Dec) in fund bal.	(615,600)	363,256	978,857

Spec Rev Fund - 200	Budget	Actual	Variance
<u>Revenues</u>			
Insitutional	-	-	-
Federal	-	-	-
Total Revenues	-	-	-
<u>Expenses</u>			
Instructional	-	-	-
Total Expenses	-	-	-
Inc/(Dec) in fund bal.	-	-	-

Capital Projects - 300	Budget	Actual	Variance
<u>Revenues</u>			
Insitutional	50,000	134,564	84,564
Federal	285,000	486,696	201,696
Proceeds from debt	4,000,000	4,000,000	-
Total Revenues	4,335,000	4,621,259	286,259
<u>Expenses</u>			
Instructional	736,500	652,530	83,970
Instructional Resources	64,000	-	64,000
General Institutional	997,000	1,641,753	(644,753)
Physical Plant	2,555,000	2,173,129	381,871
Transfer	68,000	47,384	20,616
Total Expenses	4,420,500	4,514,796	(94,296)
Inc/(Dec) in fund bal.	(85,500)	106,463	191,963

**** Unaudited ****

Debt Serv Fund - 400	Budget	Actual	Change
<u>Revenues</u>			
Local Government	6,050,000	6,210,000	160,000
State Aids	20,500	23,839	3,339
Insitutional	20,000	9,221	(10,779)
Federal	-	-	-
Transfer	-	-	-
Total Revenues	6,090,500	6,243,060	152,560
<u>Expenses</u>			
Physical Plant	7,080,000	6,194,275	885,725
Total Expenses	7,080,000	6,194,275	885,725
Inc/(Dec) in fund bal.	(989,500)	48,785	1,038,285

Enterprise - 500	Budget	Actual	Change
<u>Revenues</u>			
Insitutional	1,621,500	1,299,437	(322,063)
Federal	-	616,023	616,023
Total Revenues	1,621,500	1,915,461	293,961
<u>Expenses</u>			
Auxiliary Services	1,541,300	2,341,102	(799,802)
Transfer	100,000	-	100,000
Total Expenses	1,641,300	2,341,102	(699,802)
Inc/(Dec) in fund bal.	(19,800)	(425,641)	(405,841)

Int Service Fund - 600	Budget	Actual	Change
<u>Revenues</u>			
Insitutional	4,425,000	3,963,038	(461,962)
Total Revenues	4,425,000	3,963,038	(461,962)
<u>Expenses</u>			
Auxiliary Services	4,435,000	3,446,357	988,643
Total Expenses	4,435,000	3,446,357	988,643
Inc/(Dec) in fund bal.	(10,000)	516,681	526,681

Trust/Agency Fd - 700	Budget	Actual	Change
<u>Revenues</u>			
State Aids	547,000	480,483	(66,517)
Other Student Fees	250,000	278,019	28,019
Insitutional	245,000	213,333	(31,667)
Federal	8,758,000	6,474,039	(2,283,961)
Transfer	47,000	39,121	(7,879)
Total Revenues	9,847,000	7,484,994	(2,362,006)
<u>Expenses</u>			
Student Services	9,800,000	7,355,265	2,444,735
Auxiliary	-	9,392	(9,392)
Total Expenses	9,800,000	7,364,657	2,435,343
Inc/(Dec) in fund bal.	47,000	120,337	73,337

B. Staffing Update

Caleb White will provide an update on College staffing. The January 2023, Staffing Update is included below.

	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: \$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)	Anna Schmitz	8/29/2022	A12: \$19.23/hour Hired at \$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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
10	Replacement	Multicultural Success Coach	Akshay Sukhwal	10/19/2022	C42: \$48,795 - \$68,313 Hired at \$58,000
11	Replacement	Carpenter	Timothy Hoffman	8/30/2022	B24: \$21.64 - \$28.13 Hired at \$25.50/hour
12	Replacement	Reference & Instruction Librarian	Margaret Gardner	11/1/2022	C42: \$54,876-\$71,227 Hired at \$64,000
13	Replacement	Associate Degree Nursing Instructor	Holly Muench	12/7/2022	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385 Hired at \$71,000
14	Replacement	IT Systems Analyst (Finance, HR & Payroll)	Simon Chappell	12/13/2022	C42: \$24.46 - \$32.24 Hired at \$32.00
15	Replacement	Student Services Specialist	Ramona Hach	1/3/2023	A13: \$19.23-\$22.73 Hired \$19.23
16	New	Programmer/Analyst	Posted	1/3/2023	C44 : \$57,152 - \$80,013
17	New	Administrative Assistant - Business & Industry Services	Gabby Snider	1/3/2023	B22: \$19.23 - \$24.94 Hired \$19.23
18	Replacement	Associate Degree Nursing Instructor	Posted	1/3/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385
19	Replacement	Mental Health Counselor	Posted	2/1/2023	C44 : \$57,152 - \$80,013
20	Replacement	Emergency Medical Services (EMS) Instructor	Interviews scheduled	2/1/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385
21	New	Foundation Development Officer	Interviews scheduled	2/1/2023	C43 \$53,663 - \$75,129
22	Replacement	Electrical Power Distribution (EPD) Lab Assistant	Posted	2/15/2023	B21 : \$19.23 - \$24.60
23	New	Sustainable Energy Management Instructor/Energy Coordinator	Posted	2/15/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385

C. Benefits Consortium Update

Connie Haberkorn, Director of Human Resources, and Caleb White will provide an update on the WTCS Employee Benefits Consortium (WTCEBC). A summary follows:



Mission Statement

The mission of the WTCEBC is to provide long term value, provide high quality benefits through strategic collaboration and implement cost control initiatives for member colleges and their employees.

Vision

WTCEBC will be the leader in cost effective and innovative employee benefits

- *Southwest Tech was a founding member of WTCEBC - 2015*
- *Consultant – Gallagher*
- *Current membership – Southwest Tech, Western, Nicolet, Moraine Park, Milwaukee, Fox Valley, Lakeshore, Waukesha*
- *Associate memberships – Northwood, Blackhawk, Madison, Northeast, Northcentral, Mid-State (of which 4 of them are considering full membership)*



- Pharmacy Benefit Manager RFP/New Vendor OptumRx – awarded contract in January of 2023
 - Pharmacy estimated ***annual savings \$165,000***
- Consulting and Actuarial RFP - awarded to Gallagher, October 1, 2021
 - Fee reduced from prior consultant (*\$9.68 to \$8.50 Per employee per month with a broader scope of services*)
- Stop loss premium savings for all members of consortium ***equals \$27 million in cumulative savings since July 2015***
- Consortium 3-year Strategic Plan was approved at our December Board meeting – key areas of focus are
 - *Benefit offerings based on our mission/vision that addresses a wide spectrum of diverse employee needs*
 - *Continued Growth of the consortium to include 11 regular members*
 - *Collaboration to include establishing and maintaining a productive learning/network meetings*
- Vision Insurance
 - New 3-year contract with no rate increases



- Medical Third-Party Administrator/UMR - awarded new contract in January of 2023

Health Insurance Premiums - *no proposed increase* in premiums for 23/24

Prior Years	% increases
22/23	0.0%
21/22	0.0%
20/21	5.0%
19/20	0.0%
18/19	0.0%
17/18	4.4%
16/17	2.3%
15/16	0.0%



Added a 4-Tiered-Structure
Effective January 1, 2022

	Family	Single	Employee + Spouse	Employee + Child(ren)
<i>Monthly Premium</i>	\$2,474.38	\$824.79	\$1,814.56	\$1,484.63
<i>Monthly Employee Premium Share (10%)</i>	\$247.44	\$82.48	\$181.46	\$148.46
<i>Bi-weekly Amount Employee pays per Check</i>	\$123.72	\$41.24	\$90.73	\$74.23



Current Benefits (participating) Full-Time and Part-Time Regular Employees

Number Participating

Health Insurance/UMR (<i>Self-Funded</i>)	146
Dental Insurance/Delta (<i>Self-Funded</i>)	165
Vision Insurance (<i>Superior Vision</i>)	81
Life Insurance/Symetra <i>Long-Term & Short-Term Disability</i>	180
Employee Assistance Program/Life Matters	<i>All eligible</i>
Retirement Options (<i>WRS/403b/457</i>)	200
Legal Insurance	2

Number Participating

Pet Insurance	3
Health Savings Account with Employer Contributions (<i>Health Equity</i>)	146 – ER 84 – EM
Flexible Spending Account (<i>Health Equity</i>)	3
Tuition Reimbursement	12 + Cohort
Tel-a-doc & Real Appeal	<i>Varies</i>
Managed Time Off/Holidays/Summer Hours	<i>All eligible</i>
Professional Development Opportunities	<i>All eligible</i>

*If an employee were to elect (health, dental, vision, supplemental life, legal, pet) the cost per month would be **\$384.26***

Including spouses and children there are 512 members on our health insurance

Per member/Per month total medical & prescription drug cost was \$454.31 in 21/22 (with the prior year at \$653.22 – 31% decrease)



THIS IS WHERE PURPOSE UNFOLDS

Benefits to Consider

Benefits to Consider

Auto & Home Insurance
Cancer Care Insurance
Employee Perks Program
Employee Purchase Program
Long-Term Care Insurance

Percent of companies offering

24%
33%
59%
26%
28%



- **Benefit Survey**
 - Survey with Gallagher, Consultant for the Consortium in February
- **Programs**
 - Continue to offer programs such as Quality Path, Wellness Program, Real Appeal, Tel-a-doc
 - Consider a Perks Program (Discounts for - cell phone plan, groceries, auto, dining, event, vacations)
- **Potential Vendor/Programs**
 - Consider partnering with Accolade (advocacy group/consortium)
 - or UMR's Emerging Care program
- **Work closely with our 3rd party administrators to adhere to regulations for**
 - Consolidated Appropriations Act, including the NO Surprises Act & the Transparency in Coverage rule
- **Continue to increase/promote Wellness**
 - Mental health strategies utilizing our Employee Assistance Program, Tel-a-doc, and to offer mental health at no or reduced cost to employees
 - Offer education/training internally to employees on well-being



With Accolade, your people and their families have a team of nurses and healthcare experts on their side who:

- Understand their benefits and healthcare needs.
- Provide comprehensive, actionable support informed data.
- Build meaningful long-term relationships with them.

91% 

of Accolade members said it was easy to manage an insurance claim. Just 69% of non-members reported the same.²

76% 

of Accolade members who received healthcare were engaged by Accolade in the month prior. That's proactive care.

Accolade gives your people access to nurses and healthcare experts who simplify and coordinate their healthcare journey with personalized recommendations. The result is that employees with Accolade express greater satisfaction with:

- Their employer
- Their healthcare experience
- Their health plan



85% of Accolade members say their benefits are better than those of their previous employer versus 62% of non-members.²



Questions



THIS IS WHERE **PURPOSE UNFOLDS**



Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!

FOR MORE INFORMATION, PLEASE CONTACT

Krista Weber, Caleb White &
Connie Haberkorn

D. Student Access Monitoring Report

Holly Clendenen, Chief Student Services Officer, will present the Board monitor report on Student Access. The report follows.

Board Monitoring Report

Student Access and Success

January 2023

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities. Southwest Tech recognizes the importance of access to post-secondary education and skill training. To maintain economic stability and growth for the region, Southwest Tech must be responsive to students in an ever-changing environment. Southwest Tech must continue to work diligently to reduce barriers, encourage enrollment, and support student success in college programming. The focus of this report outlines Southwest Tech's efforts to increase access, reduce barriers to success, increase retention and completion, and provide a skilled workforce for district employers. This report will highlight areas of effort to increase access and improve student success.

Alignment with Strategic Directions

Southwest Tech's three strategic directions each support student access and success through the alignment of goals and priorities.

1. Engage Students in High-Quality Experiential Learning
2. Strengthen a Culture of Caring and Success
3. Enhance the College's Economic Impact

Priority Projects must align with a strategic direction and focus on impacting one or more College Health Indicators. Student Access and Success is included in all three Priority Projects:

1. This Is Where You Succeed – All Goals, especially 4 and 7
2. This is Where Innovation Is Valued – Goal 3
3. This is Where People Care – Goal 2

Competitive Positioning Statement

Following a national trend, regional employers have indicated they are suffering from a lack of qualified workers. Southwest Tech plays a key role in providing qualified people to fill important jobs in our service district. Improving our retention and graduation rates helps local employers hire the talent they need to operate their businesses and is a boost to our local economy. We can also impact the workforce by helping students graduate sooner by increasing their credit load.

College Health Indicator #1 – Equity in Student Learning compels us to help all students succeed with a special interest in increasing the rate of success for our Special Populations. The Wisconsin Technical College System (WTCS) includes the following categories as Special Populations: students of color, incarcerated individuals, dislocated workers, students with a disability, military veterans, and Pell grant recipients. We can position

Board Monitoring Report

Student Access and Success

January 2023

our college to be a preferred provider of education as we welcome all students into our classrooms and improve the likelihood of success for all students, especially the most at-risk populations.

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE: 2021-22

Completed Projects

1. **Student Recruitment and FTE Generation** – This initiative worked to increase enrollment at the college through targeted recruitment strategies. Executive team members led three projects aimed at different populations of prospective students – traditional students, working adults, high school students and incarcerated adults.
 - Sponsoring Council: Executive Team
 - College Health Indicators: FTEs
 - a. Women in Athletics Project – Goal Not Met
 - i. Project Leads: Dan Imhoff and Holly Clendenen
 - ii. Team Members: Robin Hamel, Scott Kennedy, and Matt Schneider
 - iii. Goal of 31 FTEs generated in Fall 2022 through the creation of a women's golf team, women's target shooting team, and co-ed eSports team
 1. Actual Fall 2022 Participation = 10 female students participating in women's golf team (2), women's target shooting team (7), and co-ed eSports (1). New coaches (all female) were hired for all three teams. Women's golf coach did not start until summer so that made recruiting challenging. Have approval for women's golf coach to start in March 2023 for 2023-24.
 - b. Business Outreach Project - Goal Not Met
 - i. Project Leads: Katie Glass and Krista Weber
 - ii. Team Members: Heather Fifrick, Dennis Cooley, Kim Schmelz, Brianna Williamson, Kaye Woodke, Kyle Bennett, Craig Woodhouse, Holly Straka, Kim Maier, and Mary Johannesen
 - iii. Goal of 20 new students recruited and enrolled in 2021-22 from Durr Universal closing
 1. Actual: 4 location visits, 11 prospective students, 2 students enrolled in Fall 2022
 - iv. Goal of 10 students in data analytics, 10 students in non-profit leadership, and 5 new adult students from business contacts enrolled in Spring 2022 semester
 1. Actual: 5 students enrolled in data analytics and 9 students enrolled in non-profit leadership in Spring 2022

Board Monitoring Report

Student Access and Success

January 2023

- c. Career and Technical Education in High Schools and Department of Corrections (DOC) Project – Goal Met
- Project Leads: Kim Maier and Derek Dachelet
 - Team Members: Mary Johannesen, Beth Cummins, Katie Garrity, Cynde Larsen, Jason Robbins, Karen Bricco, Julie Pluemer, Kris Wubben, Katie Glass, Rex Smith, Rose Averkamp
 - Goal: Increase FTE generation in 38.14 contracts, ColLEDGE Up, Start College Now, and High School Academies by 20% to generate 77 FTEs in 2021-22
 - Actual: 89.93 FTEs generated by 2,698 completed credits. ColLEDGE Up: 187 unduplicated students earning 1,305 credits. Start College Now: 162 unduplicated students earning 1,021 credits. 38.14 contracts: 110 unduplicated students earning 372 credits.

Continuing 22-23 Projects

2. **Universal Design** - This initiative sought to increase the universal design of our campus to ensure all products and environments at Southwest Tech are usable by all people to the greatest extent possible, witho-ut the need for adaptation or specialized design. The project serves to not only increase recruitment of a more diverse population on campus but also improve retention of both students and employees. While all aspects of campus will be considered (instruction, services, information technology, events, and physical spaces), priorities will be given to instructional practices in the initial phases. The college received a WTCS Leadership Grant to continue UD work in 2022-23.
- Sponsoring Council: College Council
 - College Health Indicators: Retention Rate, Graduation Rate, Enrollment Headcount, Equity in Student Learning, Student Satisfaction
 - Project Lead: Chris Bowers and Betsy Tollefson
 - Team Members: Derek Dachelet, Josh Krohn, Demi Vetesnik, Margaret Gardner, Mike Steffel and Chantel Hampton
 - Expanded team: Josh Bedward, Tyler Horton, Tamara Griesel, Sara Biese, Anne Otto, Ken Bartz, Lisa P Riley, and Mandy Henkel
 - Chris Bowers, Josh Krohn and Betsy Tollefson completed a year-long Certificate in Learning Differences and Neurodiversity through Landmark College in summer 2022. Their final project was to create a new Hub page with UD resources for faculty and staff to use as references and to share good ideas of UD practices.
 - Universal Design Module Participants: 24 faculty, staff and administrators across campus completed module training and submitted 19 projects for Spring 2022. Highlighted projects include:
 - Implementation of post-test cognitive wrappers in math courses

Board Monitoring Report

Student Access and Success

January 2023

- Creation of capstone project video directions in business management course
- Learner questionnaires to determine student learning styles added to Sociology course
- Cognitive load module added to all EMS courses
- Video options for discussion boards added to developmental psychology course
- PTA started setting the scene for the day by listing goals for the day and needed materials
- Assignments were written on the board each day
- [Link to all projects](#)
- In 2022-23, every college team was required to have a Team Action Plan (TAP) related to Diversity, Equity, and Inclusion or Universal Design. In Fall 2022, there were 52 TAPs for Universal Design. Each TAP was assigned a UD coach to help guide their work and provide input to increase impact.
- In December 2022, the Universal Design project team co-chairs led a 2-day retreat for 16 college employees and 2 external partners (from CESA #3 and Landmark College) to work on their UD scorecard framework and documentation system and next steps in the project.

3. Diversity, Equity, and Inclusion – Recruitment and Retention Efforts

- a. Charge Forward Scholars –Holly Clendenen, Kris Wubben, and Akshay Sukhwal with partnership with recruitment staff and Chris Bowers to fill available program spots

Scholarship and wrap-around academic services support program for identified students with the initial goal to increase retention and graduation of special population students. Each year the program has been reviewed and adjusted to support college priorities. In summer 2022, 20 new STEP Charge Forward Scholarships were designated for students with a disability or students with English as a second language. 19 students enrolled in Fall 2022 as part of this program.
 - i. 2019-20 Cohort – Economically Disadvantaged and Minority Students
 1. 24 students started Fall 2019 (new students)
 2. 75% graduation rate and 79% retention rate– 18 graduated and 1 enrolled as of 8/23/22
 - ii. 2020-2021 Cohort – Minority Students
 1. 27 students enrolled Fall 2020 (new and continuing students)
 2. 52% graduation rate and 70% retention rate– 14 graduated and 5 enrolled as of 8/23/22
 - iii. January 2021 Cohort – Special Population Students
 1. 17students enrolled Spring 2021 (new or re-entering students)
 2. 65% retention – 3 graduated and 8 enrolled as of 8/23/22

Board Monitoring Report

Student Access and Success

January 2023

iv. 2022-23 Cohort – Students with a Disability or English as a Second Language

1. 19 students enrolled in Fall 2022 (new students)

- b. Partnership with Darlington High School – Kyle Bennett, Kalee Crist, Julie Pluemer, and Akshay Sukhwai

The objective of the collaboration with Darlington High School is to build relationships with Darlington High School students and Darlington community members, especially people taking the ESL class in Darlington taught by Kalee Crist, new ABE instructor. In the fall semester, a group of administrators and staff visited the ESL classes in Darlington and then hosted the students for a campus tour to learn more about programs. Continued group and individual tours and visits will be offered in the spring semester to increase the enrollment of students in college programs.

Kyle Bennett and Akshay Sukhwai are developing an ELL plan and will presenting to the student services leadership team in January.

4. Project RISE – Raising and Innovating the Student Experience

- Sponsoring Council: Operations Council
- College Health Indicators: FTEs, Student Satisfaction, Employee Satisfaction
- Project Leads: Heath Ahnen and Matthew Baute
- Anthology Student: Danielle Seippel and CoraBeth Schmitz module owners, Darwyn Wolfe system analyst
- Anthology Reach: Katie Glass module owner, Calvin Butteris system analyst
 - i. Apply: Katie Glass and Danielle Seippel
 - ii. Succeed: Holly Clendenen
- Student module implementation continues with a go-live in 2023. Succeed module will go-live two weeks after Student module go-live. Succeed module will replace current Student Academic Alert system and be a platform for advisors, academic success coaches, disability services staff, and other student services staff to be able to save notes and contacts with students to improve customer service and increase communication between staff working with the same students.

5. Charger Tech 360

- Sponsoring Council: Academic Council
- College Health Indicators: Equity in Student Learning, Retention Rate, Student Satisfaction, FTEs
- Project Leads: Heath Ahnen and Kim Maier
- Team Members: Derek Dachelet, Jake Mootz, Kelly Kelly, Katie Glass, Holly Clendenen, Sara Bahl and representatives from Vanguard
- Charger Technology Support Center supported 1,456 students with technical issues
- Fall 2022: 483 laptops deployed
- Current Active Laptops (as of 1/16/23) = 1,150

Board Monitoring Report

Student Access and Success

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- Total Students Served (as of 1/16/23) = 2,173
- Focus in 22-23 on all students bringing their laptop to their first day of classes and the importance of the program for student success. Currently, in-person students receive their laptop at new student orientation. Online student laptops are shipped two to three weeks prior to classes starting each semester. Students must complete the Charge Tech 360 portal process to receive their laptop.

New 22-23 Strategic Projects

6. High-Risk Case Management

In spring 2021 the college found out it was not receiving a WTCS Completion Grant which was typically used to fund academic success coaches (academic tutors). The college did receive a WTCS Leadership Grant for High-Risk Case Management. Holly Clendenen, Kris Wubben, and Amy Seebboth-Wilson worked together during the summer to plan for the new grant. One goal was to add proactive outreach to at-risk students to the support services offered by student success teams (academic success coaches, advisors, and disability services staff). In Fall 2022, 60 students were in the highest risk category, 196 students in the mid-risk level, and 274 students in the lowest-risk category. Risk was determined by special population categories and GPA. Retention data will be reviewed in January/February.

Adjustments to the grant are being implemented for the spring semester based on lessons learned during the fall. More in-class and group tutoring will be offered. Holly Clendenen, Kris Wubben, Chris Bowers, Amy Seebboth-Wilson and the student success team made additional adjustments and changes for high-risk case management in 2023-24 which were included in the WTCS Student Success and Completion grant requests. Tyler Platz, College Effectiveness, continues to do data analysis and research to help guide the changes allowing for data-informed decision making.

OTHER STUDENT SUPPORT PROJECTS DESIGNED TO IMPROVE STUDENT SUCCESS

7. Southwest Tech Education Pledge (STEP) Scholarship Program

- This first STEP scholarship was offered in 2019-2020 to graduates of Boscobel High School attending Southwest Tech in a technical degree or associate degree program.
- 132 total students have received a Thiele STEP Scholarship for Boscobel or Wauzeka High School graduates from 2019-20 through Fall 2022.
 - 36 students received Thiele STEP Scholarships for Boscobel or Wauzeka High School graduates in Fall 2022 for a total of \$27,500.
- In 2022-2023, the program was expanded to add another cohort of Charge Forward STEP Scholars. The two populations of students targeted were students with a disability or students with English as a second language; 19 students enrolled in Fall 2022 were part of this new cohort.

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RECOGNIZING AND VALUING PEOPLE

- Chris Bowers and Betsy Tollefson for leading the Universal Design (UD) project team, managing the WTCS Leadership Grant supporting this work across campus, and organizing the 2-day retreat focused on project deliverables and next steps for UD.
- Kalee Crist, Kyle Bennett, Akshay Sukhwai, Julie Pluemer, Cynde Larsen, Nanette Hubbard, and Jason Wood for the personal and relationship-focused recruitment efforts with ESL students at Darlington High School.
- Tyler Platz for new research on student success including success indicators and factors that can improve how we deploy student support.
- Brian Kitelinger, Stephanie Brown, Kris Wubben, and Dan Imhoff for their work investigating student conduct violations and helping students learn from their mistakes, and Nicole Nelson for her administrative support of the student conduct process.
- Tyler Horton and Jake Mootz for their work with laptop deployment and training during New Student Orientation and return of laptops at the end of each semester.
- Danielle Seippel, CoraBeth Schmitz, Heather Day, Marnie Easler, Sherri Seitz, Sara Bahl, Stephanie Bernhardt, Margaret Chubb, Lisa Riley, Jody Millin, Lori Needham, Haylee Freymiller, Denise Janssen, Ken Straka, Darwyn Wolfe, Calvin Butteris, Matthew Baute, and Bob Thompson for extensive work in Project RISE Student Module configuration, data validation, and process development to Raise and Innovate the Student Experience.
- Kris Wubben, Pauline Wetter, Chris Bowers, and Calvin Butteris for their work on Anthology Succeed to develop a new student success and alerts system.
- Matt Schneider, Dan Imhoff, and Mia Hillebrand for coaching the back-to-back national champion clay target team.

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PRESENTATION OF THE DATA

1. College Health Indicators – Student Success College Health Indicators Highlighted

College Health Indicators	Benchmark	2019-20 Actual	2020-21 Actual	2021-22 Target	2021-22 Actual	2022-23 Target
Engage Students in High Quality Experiential Learning						
CHI.1. Equity in Student Learning - Graduation	56%	49%	38%	50%	tbd	75%
CHI.2. Enrollment Headcount	na	6595	6553	6600	6809	6900
CHI.3. Retention Rate	62%	69%	71%	74%	68%	74%
CHI.4. Graduation Rate	42%	61%	55%	65%	tbd	65%
CHI.5. Job Placement	91%	94%	90%	97%	tbd	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	6.00	5.79	6.00
CHI.7. Employer Satisfaction	97%	98%	100%	100%	tbd	100%
Strengthen a Culture of Caring and Success						
CHI.8. Employee Satisfaction	3.84	na	4.44	4.50	4.07	4.50
CHI.9. Employee Retention	90%	98%	94.79%	95%	93%	95%
Enhance the College's Economic Impact						
CHI.10. FTEs	na	1296.7900	1258.3400	1250.0000	1253.8200	1300.0000
CHI.11. Economic Impact						
CHI.11.A. Job Placement In-District	71%	50%	44%	50%	tbd	50%
CHI.11.B. 5-Year Graduate Wage Growth	67%	56%	47%	57%	67%	57%
CHI.11.C. Job Placement In-Industry	78%	82%	83%	80%	tbd	90%

Actual: Current or Most Recent measure available

Benchmark: Comparable measure from identified competitor (ex: WTC's colleges, national, self, etc.)

Target: Goal to achieve after implementing activities/initiatives

Dated: 10/07/2022

2. Special Population Student Headcount and % of Program Enrollees

In 2021-22, 48% (548) of Southwest Tech program enrollees were in a special population group. This was an increase of 12 students (8%) compared to 2020-21. This was the greatest number of program students in a special population group since 2017-18.

Cohort	Minority #	Minority %	Disability #	Disability %	Veteran #	Veteran %	Incarcerated #	Incarcerated %
2018	90	7%	80	6%	58	5%	4	0%
2019	91	8%	89	7%	48	4%	11	1%
2020	81	7%	76	7%	38	3%	9	1%
2021	137	10%	61	5%	57	4%	1	0%
2022	132	12%	67	6%	46	4%	14	1%

Cohort	Dislocated Worker #	Dislocated Worker %	Pell Grant #	Pell Grant %	Special Populations #	Special Pop %	Total Enrollment
2018	2	0%	453	36%	580	47%	1245
2019	4	0%	413	34%	539	44%	1213
2020	2	0%	413	35%	519	45%	1166
2021	7	1%	383	29%	532	40%	1341
2022	3	0%	409	36%	548	48%	1137

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STRENGTHS

1. Aspen Prize for Community College Excellence Top 10 Finalist! This prize is the nation's signature recognition of community colleges that are achieving high, improving, and equitable outcomes for students. During the interview, the judges commented that we are doing things they do not see anywhere else. We have faculty and staff that know their students, a variety of just-in-time resources (mental health counselor, Charger Dream emergency grants, [Fuel](#) a Charger, Feed a Charger, Charger Cupboard) to support students, and a commitment to helping students overcome barriers as much as we can.
2. Data Analytics
 - a. Presenting data and analysis to all faculty and staff at all-college events like in-service and forums
 - b. Digging into Student Alert System (SAS) tickets and results – we are identifying the correct at-risk students but not getting a high level of responses and some SAS tickets are too late in the semester
 - c. Reviewing and analyzing the intersectionality of special populations and other demographics like single parent and part-time status
3. Continued decrease in student loan default rate. The default rate for the most recent cohort, 2019, was 1.1% compared to the WTCS System average of 2.9%. See Appendix #1 for more data on default rates.
4. The #1 College Health Indicator 'Equity in Student Learning – Graduation' keeps this goal a priority across the college. This commitment helps focus on how we can help all students be more successful in graduating and shrink the graduation gap between non-special population students and special population students.

WEAKNESSES/OPPORTUNITIES

1. Inclusion and improvement of post-Southwest Tech success that improves lives – high wages in high-demand fields and successful transfer.
2. Data – Still operating with data in multiple systems as we continue to work towards the full Anthology implementation. College Effectiveness is doing more in-depth research and analysis, but data is not housed centrally. It can be challenging to get timely and accurate lists (ex. Charger Tech 360 deployment, high-risk case management). More opportunities exist to research int part-time enrollment and post-graduation job earnings.
3. Scaling successful strategies like Universal Design, STEP Scholarship, and Charge Forward Scholars program to benefit more students is a challenge due to financial cost, staffing resources, and data tracking constraints.
4. As noted by Aspen, we are currently between "big bets" – what is our next focus to improve student success? We will need time and space to analyze data, prioritize the most impactful options, and create

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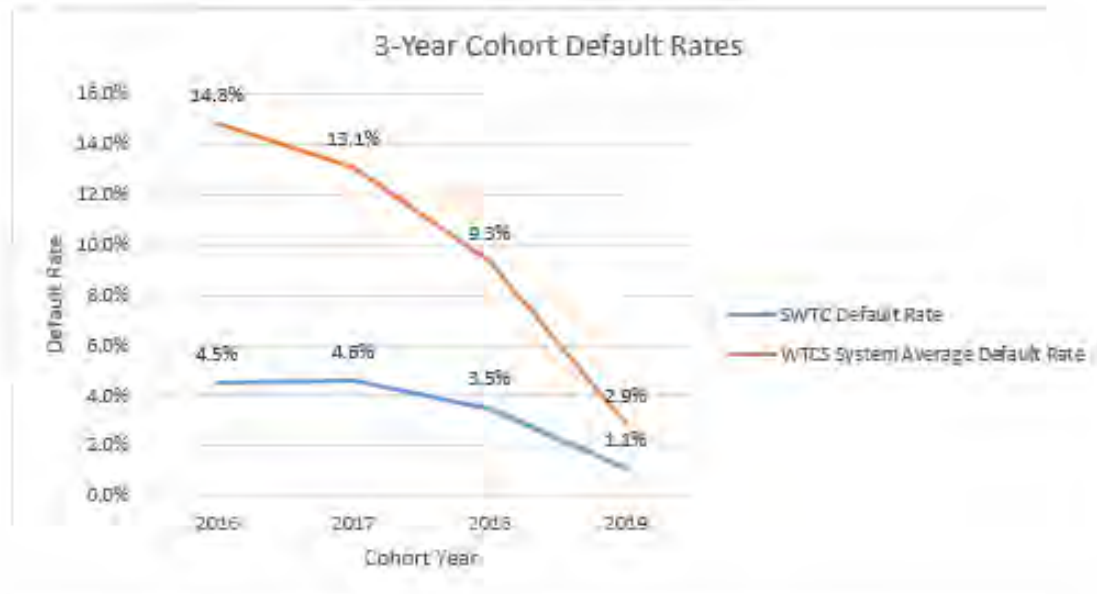
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urgency around implementing the best strategies to reach the new goals. We are looking at things like credit load (part-time vs full-time status), attendance, advising, and case management.

APPENDIX

1. Cohort Student Loan Default Rates (3 Year)

College	2016	2017	2018	2019
Southwest Wisconsin Technical College	4.5%	4.6%	3.5%	1.1%
WTCS System Average	14.8%	13.1%	9.3%	2.9%



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2. Special Population Desegregated Data

Southwest Tech College Health Indicator	Indicator Definition and Disaggregated Demographics	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
CHI.1. Equity in Student Learning - Graduation	Program enrolled student completing within 150% of normal time to program completion.	16.57%	16.04%	16.04%^	tbd	tbd
	Students of Color (Minority)	42.7%	33.3%	44.0%		
		89	90	91		
	Pell Grant Recipients	51.2%	47.7%	49.6%		
		441	453	413		
	Military Veterans		51.7%	50.0%		
			58	48		
	Incarcerated	100.0%	75.0%	90.9%		
		5	4	11		
	Dislocated Workers	60.0%	50.0%	75.0%		
		5	2	4		
	Persons with Disabilities	50.0%	36.3%	49.4%		
		72	80	89		
	Total Special Pops (unduplicated)	50.1%	47.4%	51.0%		
		527	580	539		
	Total Non-Special Pops (unduplicated)	66.7%	63.5%	67.1%		
		666	665	674		
CHI.1.A. GPA*	Cumulative Grade Point Average (GPA) - Average of cohort.	0.27	0.41	0.36	tbd	tbd
CHI.1.B. Semester-to-Semester Retention	Student retained from fall-to-spring, or graduated.	1.0%	0.4%	4.5%	0.0%	0.6%
	Students of Color (Minority)	81.4%	73.2%	70.0%	90.4%	75.0%
		59	56	70	52	72
	Pell Grant Recipients	85.5%	84.9%	84.3%	86.7%	84.7%
		366	384	351	347	288
	Military Veterans		79.1%	87.5%	87.5%	73.7%
		0	43	32	24	38
	Incarcerated	100.0%	66.7%	87.5%	100.0%	
		4	3	8	7	0
	Dislocated Workers	100.0%	0.0%	75.0%	100.0%	100.0%
		5	1	4	1	7
	Persons with Disabilities	85.7%	71.4%	74.3%	85.9%	78.4%
		63	63	74	64	51
	Total Special Pops (unduplicated)	84.5%	82.6%	81.2%	85.9%	81.8%
		431	470	437	412	380
	Total Non-Special Pops (unduplicated)	85.5%	82.9%	85.7%	85.9%	82.5%
		448	434	463	434	588

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Southwest Tech College Health Indicator	Indicator Definition and Disaggregated Demographics	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
CHI.1.D. Job Placement	Employed in a related occupation.	-8.9%	-4.4%	-8.8%	2.0%	tbd
	Students of Color (Minority)	80.0%	92.9%	66.7%	92.3%	
		8	13	10	12	
	Pell Grant Recipients	80.7%	78.0%	82.6%	75.2%	
		113	117	100	85	
	Military Veterans		61.9%	61.1%	46.7%	
		0	13	11	7	
	Incarcerated			100.0%	100.0%	
		0	0	1	3	
	Dislocated Workers	100.0%	75.0%		100.0%	
		1	3	0	1	
	Persons with Disabilities	68.6%	83.3%	68.8%	73.7%	
		16	20	11	14	
	Total Special Pops (unduplicated)	80.4%	77.7%	78.8%	75.0%	
		123	150	119	108	
	Total Non-Special Pops (unduplicated)	71.5%	73.3%	70.1%	77.0%	
		158	165	138	184	
CHI.1.E. Wages	Median Wage for graduates employed in a related occupation.	\$0.12	-\$1.19	\$0.00	-\$3.00	tbd
	Students of Color (Minority)	\$17.88	\$16.52	\$17.79	\$21.89	
		5	8	7	10	
	Pell Grant Recipients	\$15.78	\$16.63	\$17.00	\$18.75	
		96	98	83	68	
	Military Veterans		\$21.30	\$19.00	\$22.38	
			11	7	6	
	Incarcerated				1	
	Dislocated Workers		\$18.50			
		1	3		1	
	Persons with Disabilities	\$14.00	\$13.65	\$22.12	\$20.90	
		13	16	9	12	
	Total Special Pops (unduplicated)	\$15.91	\$16.62	\$17.00	\$21.00	
		104	124	94	86	
	Total Non-Special Pops (unduplicated)	\$16.09	\$15.43	\$17.00	\$18.00	
		128	136	112	147	

Actuals on blue lines equal the gap between Non-Special Population Students and Special Population students (NSP-SP)

* GPA data not updated by the date of this reporting.

^ Not final, 2019-20 cohort has not met 150% completion yet

E. Southwest Tech Foundation Quarterly Report

Dennis Cooley, Executive Director of Advancement, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY 2023 2nd Quarter report is included below.



Southwest Tech Foundation FY23 Second Quarter Report

Fundraising Totals 7/1/22-12/31/2022

\$481,712.34 total gifts received

\$381,712.61 cash received (Goal \$2,000,000)

\$99,999.73 Gift In-Kind total

We received 3,063 gifts from 516 donors

Giving Tuesday Campaign Success

Southwest Tech Foundation raises over \$7,000 for on-campus food pantry - [Southwest Tech Foundation raises over \\$7,000 for on-campus food pantry | Southwest Tech News \(swtc.edu\)](#)



Need for Nurses Event

Ribbon cuttings mark unique healthcare partnerships - [Ribbon cuttings mark unique healthcare partnerships | 2023 | \(swtc.edu\)](#)



Dr. Cynde Larsen welcomes the attendees to the Dec. 13 event.



Dr. Jason Wood addresses the audience.

2nd Quarter Gift Highlights of \$2,500 +

- \$33,000 from Patrick Thiele for the James and Grace Thiele Scholarship
- \$25,000 from Grant Regional Health Center for the Need for Nurses Project
- \$25,000 from Gundersen Boscobel Area Hospital and Clinics for the Need for Nurses Project
- \$18,900 In-Kind Gift from Sloan Implement for the use of a 6175R Tractor
- \$11,080.41 from Brad and Peggy Biddick for the Brad and Peggy Biddick Scholarship Endowment
- \$10,000 from the Gene Haas Foundation for the Gene Haas Foundation Fund
- \$7,500 from 3M for the 3M MAP Scholarship
- \$6,000 from Joan Senn for the Phi Theta Kappa Scholarship and the Innovation of the Year Fund
- \$5,500 from Jean Rossard for the Charger Annual Fund, Charger Dream Fund, Chargers Cupboard Fund, and the Fuel a Charger Fund
- \$5,500 In-Kind Gift from Ritchie Implement Inc. for the use of a CASE IH Farmall 75A Tractor and loader
- \$5,000 from Jean DeLaMater for the Carla DeLaMater AAMA Assistance Award Scholarship
- \$5,000 from Anonymous for the Southwest Tech Foundation Scholarship
- \$5,000 from Karen Knox for the Knox Opportunity Scholarship
- \$5,000 from Jerry Schell for the Jerry and Nell Carpenter Schell Scholarship
- \$2,500 from Jerry Brunner for the Charger Annual Fund
- \$2,500 from Hartung Brothers, Inc. for the Charger Annual Fund as a 2022-23 Foundation Sponsor

Alumni and Foundation Related News Releases – links

Southwest Tech receives \$2,000 grant from Platteville Community Fund - [Southwest Tech receives \\$2,000 grant from Platteville Community Fund | Southwest Tech News \(swtc.edu\)](#)

Lyne finds accounting career through Southwest Tech - [Lyne finds accounting career through Southwest Tech | Southwest Tech News \(swtc.edu\)](#)

New *Alumni Stories page: [Alumni Stories | Southwest Tech News \(swtc.edu\)](#)

Notes from the Executive Director

By Dennis Cooley

I've been in the role of Executive Director of the Southwest Tech Foundation and Real Estate Foundation since December 6, 2022, and have made some notes I'd like to share with you. As we discuss the importance of the first 100 days of 2023 for planning and execution of our development plan, we see some very good opportunities for growth and increased assistance to the students and staff at SWTC.

At this writing, we are completing interviews for our open Development position. In small operations like ours, every position is critically important and finding a professional who both fits the College's culture as well as complements our existing staff is paramount.

I'd like to thank all of the staff who have helped me during this transition as we build our Advancement model. Under the umbrella currently are the Southwest Tech Foundation, our Real Estate Foundation and Business and Industry Services. Gina Udelhofen and Kim Govier have helped me get up to speed on the types of reports and financial expectations of our operation. Foundation Board Chair Theresa Braudt and I have met a couple of times to discuss board development and priorities. I'd also like to thank former director Kim Schmelz for leaving behind a calendar of tasks we've been working on and adding to over the past weeks. She provided some good guidance during the transition.

What to expect over the first 100 days of 2023:

- We are developing our Advancement plan that calls for all our area employees to have a role in all aspects of our operation. We expect to roll this out before spring break in mid-March.
- Setting priorities. The College is working on its planning and budget priorities, and we want our Foundation to be in alignment with the College's vision. With that said, we expect to continue to build on our growing scholarship program.
- Planned Giving. We had some very strong results in 2022 when we focused on discussions with long-time donors who are also interested in sharing their ultimate gifts with the Southwest Tech Foundation. Not only will these gifts help us into perpetuity, but we've found that several of these donors are increasing their giving today, as they shape the impact of their philanthropy.
- Grants. We have a few community grants to write and we are also looking at aiding students with grants from private foundations and other charitable entities.
- Igniting our Alumni and Friends. Southwest Tech has thousands of alumni who live in our five-county district. We have hundreds of advisory committee members, helping guide our programs. We have so many friends! One of our two-year goals is to develop this support further and create new and exciting opportunities for them to help us through the Foundation.
- Social Media presence. We have increased our ability to accept gifts by expanding our social media efforts and to continue our partnership with GiveCampus and explore ways to expand our usage of the program.
- My personal goal is to have at least one personal visit with each member of our Foundation and REF Boards, aside from meetings. We are so fortunate to have board members at all levels who support our College with their time, talent and resources.
- Finally, it will be hard to top last year's staff giving percentage of 95-plus percent giving. We are well on our way, however, to topping 90 percent again this year and our stretch goal continues to be 100 percent giving. This support puts Southwest Tech on a level alone and is something we are very proud of at all levels.

Thank you for your support and for your confidence in our Foundations. There are great days ahead, no doubt!

Dennis Cooley

Southwest Tech Foundation \$2500+ Gifts Received in 2nd Quarter, FY2023

Constituent ID	Name	First Name	Middle	Last Name	Soft Credit Recipient	Gift Date	Gift Type	Gift Receipt Ar	Gift Total Recei	Fund Description	Gift Reference
2019-33	J.P. Morgan Charitable Giving Fund				Patrick A. Thiele	12/8/2022	Cash	\$33,000.00	\$33,000.00	James and Grace Thiele Scholarship	Spring 2023 Scholarships
WTED2091	Grant Regional Health Center				Grant Regional Hei	12/21/2022	Pay-Cash	\$25,000.00	\$25,000.00	Need for Nurses Project	Ins of 1/1/2023
FND0198	Gundersen Boscobel Area Hospital and Clinics					12/30/2022	Pay-Cash	\$25,000.00	\$25,000.00	Need for Nurses Project	Ins of 1/1/2023
WTED0821	Sloan Implement				Sloan Implement	11/17/2022	Gift-in-Kin	\$18,900.00	\$18,900.00	Industry, Trades & Agriculture Development	6175R Tractor - 1RW6175RAJD032413
WTED0821	Sloan Implement				Sloan Implement	11/17/2022	Gift-in-Kin	\$18,900.00	\$18,900.00	Industry, Trades & Agriculture Development	6175R Tractor - 1RW6175RAJD032413
2018-408	Charles Schwab				Peggy J. Biddick	12/8/2022	Cash	\$4,000.00	\$11,080.41	Brad and Peggy Biddick Scholarship	
2018-408	Charles Schwab				Peggy J. Biddick	12/8/2022	Cash	\$7,080.41	\$11,080.41	Brad and Peggy Biddick Scholarship	
2020-109	Gene Haas Foundation					10/13/2022	Cash	\$10,000.00	\$10,000.00	Gene Haas Foundation Fund	
2017-199	3M General Offices				3M	12/8/2022	Pay-Cash	\$7,500.00	\$7,500.00	3M MAP Scholarship	Annual Scholarship Payment 23-24
FND0974	Joan H. Senn	Joan	H.	Senn		12/15/2022	Cash	\$2,500.00	\$6,000.00	Phi Theta Kappa Scholarship	
FND0974	Joan H. Senn	Joan	H.	Senn		12/15/2022	Cash	\$2,500.00	\$6,000.00	Innovation of the Year Fund	
WTED4201	Ritchie Implement Inc.				Ritchie Implement	11/17/2022	Gift-in-Kin	\$5,500.00	\$5,500.00	Industry, Trades & Agriculture Development	CASE IH Farmall 75A Tractor and loader
WTED4201	Ritchie Implement Inc.				Ritchie Implement	11/17/2022	Gift-in-Kin	\$5,500.00	\$5,500.00	Industry, Trades & Agriculture Development	CASE IH Farmall 75A Tractor and loader
2017-129	Jean A. Rossard	Jean	A.	Rossard		12/30/2022	Cash	\$2,500.00	\$5,500.00	Charger Annual Fund	
FND1065	Jean DeLaMater	Jean		DeLaMater		12/15/2022	Cash	\$5,000.00	\$5,000.00	Carla DeLaMater AAMA Assistance Award Scholarship	
2018-46	Fidelity Charitable				Donor Anonymous	10/6/2022	Cash	\$5,000.00	\$5,000.00	Southwest Tech Foundation Scholarship	Anonymous Donation
FND0085	Karen R. Knox	Karen	R.	Knox		10/13/2022	Cash	\$5,000.00	\$5,000.00	Knox Opportunity Scholarship	
SEWA2201	Jerry L. Schell	Jerry	L.	Schell		12/8/2022	Cash	\$5,000.00	\$5,000.00	Jerry and Nell Carpenter Schell Scholarship	
2010-309	Jerome A. Brunner	Jerome	A.	Brunner		11/23/2022	Cash	\$2,500.00	\$2,500.00	Charger Annual Fund	
FND0244	Hartung Brothers, Inc.					10/6/2022	Cash	\$2,500.00	\$2,500.00	Charger Annual Fund	2022-23 FOUN Sponsorship

F. Southwest Tech Real Estate Foundation Quarterly Report

Dennis Cooley will present a quarterly Real Estate Foundation report to the Board highlighting the resident life, board members and future investments. The FY 2023 2nd Quarter report follows.



Southwest Tech Real Estate Foundation FY23 Second Quarter Report

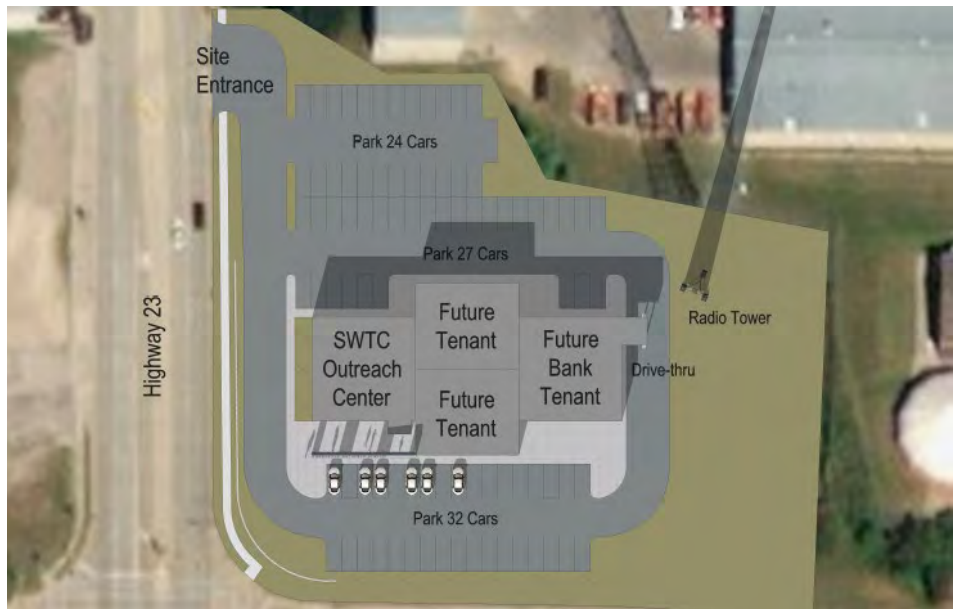
Dodgeville Outreach Location Explored

Discussions continue around the potential building of a new outreach center in Dodgeville. The Real Estate Foundation, in partnership with the College, is exploring a plan to build an outreach site – with other potential development – at the site of the former Iowa County Sheriff’s Department in Dodgeville. The site, at the corner of Hwys. 18 and 23, is the busiest intersection in Iowa County and the Iowa County Board has offered to donate the land at no charge to the REF.

The County has also razed the existing buildings and is offering a shovel-ready site.

Iowa County and the REF have negotiated an MOU and are currently working through details of a development plan.

There is still a lot of work to do on both ends, but negotiations have been promising, though nothing has been decided. Inserted here is a preliminary and rudimentary site plan that captured some of the spaces the site could contain. By no means is this the final plan. The REF continues to negotiate with potential tenants and risk management has been a constant priority of not only the REF, but the College, as well. We will continue to meet with developers and construction groups.



Furnishing Apartments

The REF is working with College Housing about furnishing some of the existing units to expand the potential offerings for parties interested in renting the facilities when students are not present. Currently, the plan is to furnish the six-plex in order to house Midwifery Program students who travel to campus from remote locations for two weeks in early summer.

Here are some details about the current plan, which was approved by the REF at its December meeting:

- 1940 – Six Apartments - \$64,000 to furnish
 - Living Area - Couch, Chair Coffee, Table
 - Dining Area – Table, Chairs and Stools
 - Bedrooms – Full bed frame, mattress, desk, chair, side table (no dresser/shelves in closet)
- Smallwares investment - \$2,000 (for midwifery summer program and other short-term stays)
- Survey of current students indicated that 80% of our students would have been interested in a furnished apartment. This would generate additional income on 24 leases.

Return on Investment

- Current Cost per student for 6-Plex: \$4,429.00 per year
- *Increase for a furnished apartment: \$5,000.00 per year (plus presumed 3% ATB increase)
 - Difference: \$571.00 x 24 students = \$13,704.00
- Estimate of Furniture costs to payback: \$63,771/ \$13,704.00 = 4.6 years
- Summer stays and other short-term stays would increase ROI
- Midwifery summer program estimated revenue: \$2,400
- Looking at a 10-year average replacement cycle depending on the items (couch/mattresses maybe shorter, tables/bedframes maybe longer)
- Comparisons
 - *Newman Heights in Platteville charges \$5,121.00 for 4 bedroom/2 bath in Platteville
 - Furnishings include: Twin Bed, Memory Foam Mattress, Desk and Chair, Kitchen Appliances, Smart TV, Washer and Dryer, Kitchen Table and Chairs, Couch, and Coffee Table
 - Amenities Include: Coffee Shop in Lobby, Free Printing Station, Bike Storage, Fitness Room, Theater Room, Study Areas with Smart TVs with HDMI Cables, Common Area

Additional Summer Opportunities:

- Jumpstart option for new associates degree program
- Summer Storage (keep items in the apartment or in their new apartment)
- Priority Move-In
- Partnership to purchase items from OCM and have delivered to the apartment so they are there when you move in

Notes from the Executive Director

By Dennis Cooley

Since early December 2022, I've had the opportunity to work with Caleb White during the transition of the REF duties. It's been a great experience and I appreciate the thoughtfulness and care Caleb has given these duties during his time overseeing the activities of the Southwest Tech Real Estate Foundation. It is reassuring to know Caleb and other members of the College staff are dedicated to completing projects already in motion as we work to complete another successful year of service to the College.

I also appreciate the care the REF Board takes and has taken in respect to its duty to guide the activities of the organization. There are many passionate people on this board and their work has set us up for more great things to come.

What to expect over the first 100 days of 2023:

- Succession planning has our attention as we will be losing to retirement some key members of the REF Board who have been with the organization since its inception. I am optimistic about the future, however, as some newer board members have shown they are ready to step into advanced roles. Regardless, we will need to replace Chair Ben Wood and board member Kevin Raisbeck due to those mandatory retirements.
- We will continue to work with and negotiate with Iowa County on the potential new outreach center project. We are meeting with the College to discuss new program options and with Iowa County, the City of Dodgeville and the Dodgeville School District on educational possibilities for the center.
- The REF and the College's Housing program has hosted migrant workers for the past several summers, while the groups of workers help area farmers with their fieldwork. With the razing of our oldest and exhausted housing units, we will no longer be able to house as many migrant workers as we have in past years. We will continue negotiations as to the appropriate number of workers for our existing housing opportunities. More to come in the 3rd Qtr FY report.
- The College and REF have been in discussions regarding building additional housing for the campus as there has been an increased waiting list for housing opportunities. A comprehensive marketing plan, highlighting the many advantages of on-campus housing is important, too. Expect to see some combination of Building Trades-Carpentry Program students and area construction companies, working in tandem to produce new housing options.

Partnership will be the buzzword for the foreseeable future as we work together within the College to maximize opportunities and with the many external friends who want to help us succeed.

-- Respectfully submitted by Dennis R. Cooley

SWTC Real Estate Foundation
Approved Strategic Plan
July 1, 2022 – June 30, 2025

Mission: The SWTC Real Estate Foundation supports student learning, enriches student lives and generates revenue to support the Southwest Tech Foundation, Southwest Tech, and its students.

Vision: The SWTC Real Estate Foundation will invest in and develop real estate properties to support the priorities of the Southwest Tech Foundation and Southwest Tech.

Priorities

1. Provide volume of student housing to meet college demand
2. Support facility building projects as a partner of the College
3. Stay current on building maintenance – avoid deferred maintenance
4. Increase cash flow available to support other college needs
5. Explore diversifying revenue sources beyond student housing

Approved Jan. 17, 2018

Expansion Recommendation

- Build on 1955 at an estimated cost of \$440,000 per unit = 8 beds
- Work north with the Two-Story Units as shown on the Planned Unit Development
- Further needs will include a first story of the building as a common area to offer the following:
 - Secured package delivery
 - Additional Laundry Facilities (ADA Friendly/Universal Design)
 - Mental Health Counseling/Conduct Office Area
 - Study Space (Printer and additional amenities)



- Construction begin Fall 2023 for occupancy in Fall 2024 (possibly summer)
 - General Contractor works in conjunction with our Building Trades Program
 - Potential to reduce the building cost


Construction Options:

1. Fully outsource to a general contractor with program observing aspects of the build
2. Partner with a contractor who will work with our program for them to complete parts of the build
3. We are the general contractor with our program completing as much of the work as possible

Information and Correspondence

A. Enrollment Report

1. 2022-23 FTE Enrollment Comparison Report

		January 16 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 01/18/21 Students	SY 21-22 01/17/22 Students	SY 22-23 01/16/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 01/18/21 FTE	SY 21-22 01/17/22 FTE	SY 22-23 01/16/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	68	61	57	(11)	(4)	45.40	39.97	33.63	(11.77)	(6.33)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	13	16	7	3	4.47	13.40	16.63	12.17	3.23
10-006-5	Agribusiness Science & Technology - Agronomy	19	12	11	(8)	(1)	18.17	10.37	10.67	(7.50)	0.30
10-006-6	Agribusiness Science & Technology - Animal Science	20	29	36	16	7	16.57	23.43	32.23	15.67	8.80
10-102-3	Business Management	130	112	99	(31)	(13)	81.50	70.90	65.67	(15.83)	(5.23)
10-530-5	Cancer Information Management	110	87	64	(46)	(23)	56.13	53.67	36.77	(19.37)	(16.90)
10-504-X	Criminal Justice	50	44	33	(17)	(11)	33.47	31.73	28.50	(4.97)	(3.23)
10-316-1	Culinary Arts	6	5		(6)	(5)	5.10	5.60		(5.10)	(5.60)
10-317-1	Culinary Management	2			(2)	-	1.53			(1.53)	-
10-102-1	Data Analytics		5	5	5	-		2.33	3.33	3.33	1.00
10-510-6	Direct Entry Midwife	117	138	147	30	9	46.10	64.97	70.10	24.00	5.13
10-307-1	Early Childhood Education	62	49	51	(11)	2	43.37	31.83	31.30	(12.07)	(0.53)
10-620-1	Electro-Mechanical Technology	33	27	23	(10)	(4)	30.27	23.67	21.33	(8.93)	(2.33)
10-325-1	Golf Course Management	10	13	15	5	2	9.47	12.17	13.83	4.37	1.67
10-201-2	Graphic And Web Design	19	25	27	8	2	15.20	20.20	25.00	9.80	4.80
10-530-1	Health Information Technology	58	51	49	(9)	(2)	26.33	26.83	24.53	(1.80)	(2.30)
10-520-3	Human Services Associate	32	40	37	5	(3)	26.07	29.67	29.27	3.20	(0.40)
10-825-1	Individualized Technical Studies	3			(3)	-	1.40			(1.40)	-
10-620-3	Instrumentation and Controls Technology	4		2	(2)	2	0.90		2.30	1.40	2.30
10-150-2	IT-Network Specialist	31	29	23	(8)	(6)	18.40	17.50	17.07	(1.33)	(0.43)
10-196-1	Leadership Development	11	11	12	1	1	3.47	6.17	6.20	2.73	0.03
10-513-1	Medical Laboratory Technician	21	20	14	(7)	(6)	14.57	15.17	10.10	(4.47)	(5.07)
10-196-6	Nonprofit Leadership		8	12	12	4		5.00	7.07	7.07	2.07
10-543-1	Nursing-Associate Degree	226	205	209	(17)	4	127.37	104.90	115.13	(12.23)	10.23
10-524-1	Physical Therapist Assistant	31	22	19	(12)	(3)	18.87	14.17	12.00	(6.87)	(2.17)
10-182-1	Supply Chain Management	25	32	30	5	(2)	11.60	16.20	18.00	6.40	1.80
10-512-1	Surgical Technology			9	9	9			6.80	6.80	6.80
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.30	0.30	0.30	-
Total Associate Degree		1,097	1,039	1,002	(95)	(37)	655.70	640.13	637.77	(17.93)	(2.37)

January 16 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 20-21 01/18/21 Students	SY 21-22 01/17/22 Students	SY 22-23 01/16/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 01/18/21 FTE	SY 21-22 01/17/22 FTE	SY 22-23 01/16/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-101-1	Accounting Assistant	14	9	11	(3)	2	6.57	3.80	5.30	(1.27)	1.50
30-531-6	EMT-IV (Advanced EMT)		12	7	7	(5)		1.97	1.10	1.10	(0.87)
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1	1	1	-	-	1.13	0.10	0.60	(0.53)	0.50
32-070-1	Agricultural Power & Equipment Technician	35	36	29	(6)	(7)	33.10	33.73	28.43	(4.67)	(5.30)
31-405-1	Auto Collision Repair & Refinish Technician	11	9	9	(2)	-	8.07	9.07	8.17	0.10	(0.90)
32-404-2	Automotive Technician	34	19	19	(15)	-	23.23	15.07	17.23	(6.00)	2.17
31-408-1	Bricklaying & Masonry		2	4	4	2		0.67	3.57	3.57	2.90
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	9	9	7	(2)	(2)	8.13	7.90	5.33	(2.80)	(2.57)
31-307-1	Child Care Services	4	4	5	1	1	2.70	2.10	2.70	-	0.60
30-420-2	CNC Machine Operator/Programmer	2	6	4	2	(2)	1.33	4.60	3.20	1.87	(1.40)
31-502-1	Cosmetology	20	27	31	11	4	13.87	20.23	22.77	8.90	2.53
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	7	10	(4)	3	9.33	5.13	8.00	(1.33)	2.87
30-508-2	Dental Assistant	11	19	18	7	(1)	5.57	9.67	9.20	3.63	(0.47)
30-812-1	Driver and Safety Education Certification	19	10	14	(5)	4	4.10	1.60	2.90	(1.20)	1.30
31-413-2	Electrical Power Distribution	44	44	44	-	-	41.17	37.60	41.23	0.07	3.63
50-413-2	Electricity (Construction) Apprentice	20	23	23	3	-	3.10	2.87	2.93	(0.17)	0.07
30-531-3	Emergency Medical Technician	89	27	44	(45)	17	14.23	4.07	7.87	(6.37)	3.80
32-080-4	Farm Operations & Management - Ag Mechanics	9	11	6	(3)	(5)	7.40	10.23	4.53	(2.87)	(5.70)
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.07			(0.07)	-
32-080-3	Farm Operations & Management - Dairy	8	8	6	(2)	(2)	5.97	6.97	5.87	(0.10)	(1.10)
31-080-3	Farm Operations & Management - Dairy Technician	3	2	3	-	1	0.67	1.47	1.93	1.27	0.47
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	2	3	(1)	1	2.40	0.20	2.07	(0.33)	1.87
32-080-6	Farm Operations & Management - Livestock	1	3	4	3	1	1.03	2.73	3.77	2.73	1.03
31-080-7	Farm Operations & Management - Livestock Tech		1	1	1	-		0.77	0.93	0.93	0.17
50-413-1	Industrial Electrician Apprentice	10	6	11	1	5	1.67	0.67	2.07	0.40	1.40
31-620-1	Industrial Mechanic	3	2	2	(1)	-	2.83	1.23	1.33	(1.50)	0.10
31-154-6	IT-Computer Support Technician	11	7	4	(7)	(3)	7.77	3.67	2.00	(5.77)	(1.67)
31-513-1	Laboratory Science Technician	5	11	6	1	(5)	2.27	3.97	0.93	(1.33)	(3.03)
50-620-1	Mechatronics Technician Apprentice	6			(6)	-	1.33			(1.33)	-
31-509-1	Medical Assistant	43	31	26	(17)	(5)	34.27	22.63	20.20	(14.07)	(2.43)

January 16 2022: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 20-21 01/18/21 Students	SY 21-22 01/17/22 Students	SY 22-23 01/16/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 01/18/21 FTE	SY 21-22 01/17/22 FTE	SY 22-23 01/16/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-530-2	Medical Coding Specialist	90	94	68	(22)	(26)	34.80	51.60	30.17	(4.63)	(21.43)
30-504-4	Nail Technician	2	1	7	5	6	0.87	0.33	2.63	1.77	2.30
30-543-1	Nursing Assistant	188	144	160	(28)	16	24.07	17.87	23.23	(0.83)	5.37
50-427-5	Plumbing Apprentice	18	21	23	5	2	2.48	3.19	3.59	1.12	0.40
31-504-5	Security Operations	1			(1)	-	0.70			(0.70)	-
31-182-1	Supply Chain Assistant	4	3	3	(1)	-	2.63	0.73	1.70	(0.93)	0.97
31-442-1	Welding	54	44	48	(6)	4	40.83	30.17	38.17	(2.67)	8.00
	Total Technical Diploma	789	656	662	(127)	6	349.74	318.66	315.73	(34.02)	(2.93)
20-800-1	Liberal Arts - Associate of Arts	31	50	40	9	(10)	9.60	17.40	11.57	1.97	(5.83)
20-800-2	Liberal Arts - Associate of Science	12	9	12	-	3	3.33	3.60	4.57	1.23	0.97
	Undeclared Majors	467	627	780	313	153	83.83	109.00	145.17	61.33	36.17
	Total Liberal Arts & Undeclared Majors	510	686	832	322	146	96.77	130.00	161.30	64.53	31.30
	Total	2,396	2,381	2,496	100	115	1,102.21	1,088.79	1,114.79	12.58	26.00
	Percent of Change									1.14%	2.39%
	Vocational Adult (Aid Codes 42-47)	2,296	2,475	2,731	435	256	49.26	51.73	51.73	2.47	-
	Community Services (Aid Code 60)	48	-	13	(35)	13	0.16	-	0.04	(0.12)	0.04
	Basic Skills (Aid Codes 73,74,75,76)	142	233	286	144	53	23.00	37.17	42.03	19.03	4.87
	Basic Skills (Aid Codes 77 & 78)	302	143	124	(178)	(19)	11.33	6.67	0.30	(11.03)	(6.37)
	Grand Total	5,184	5,232	5,650	466	418	1,185.96	1,184.35	1,208.90	22.93	24.54
	Total Percent of Change									1.93%	2.07%
						Budgeted/Goal FTEs	1,275	1,250	1,250		
						% of Budgeted/Goal FTEs Achieved to date	93.0%	94.7%	96.7%		
						Final Actual FTEs Achieved	1,256	1,253			
						% of Final Actual FTEs Achieved to date	94.4%	94.5%			
						21/22 Projected Ending FTEs using historical trend	1,280	1,279			
						Will budget be met	YES	YES			

2. FY 2024 Application Report

Program Application Comparison 2022/23 vs. 2023/24

PROGRAM	CAP	01/13/22			01/13/23			YOY
		IP	CCEP	TOTAL	IP	CCEP	TOTAL	
Accounting		5	3	8	6	2	8	0
Accounting Assistant		1	1	2	2	0	2	0
Agribusiness Science & Technology - Agbus Mgmt	20		8	8		21	21	13
Agribusiness Science & Technology - Agronomy	20		4	4		6	6	2
Agribusiness Science & Technology - Agronomy Tech	20		0	0		4	4	4
Agribusiness Science & Technology - Animal Science	20		23	23		25	25	2
Agricultural Power & Equipment Technician	22		16	16		22	22	6
Auto Collision Repair & Refinish Technician	22		8	8		12	12	4
Automotive Technician	22		20	20		25	25	5
Building Trades-Carpentry	20		7	7		16	16	9
Business Management		25	11	36	24	7	31	-5
Cancer Information Management		7	20	27	16	24	40	13
Child Care Services	13	4	5	9	6	1	7	-2
CNC Machine Operator/Programmer	15		0	0		0	0	0
Cosmetology	24		28	28		39	39	11
Criminal Justice Studies	48	9	3	12	10	1	11	-1
Criminal Justice-Law Enforcement 2		3	11	14	10	15	25	11
Data Analytics			0	0	4	0	4	4
Dental Assistant	18	5	16	21	3	6	9	-12
Driver and Safety Education Certification			0	0	3	0	3	3
Early Childhood Education	28	15	10	25	24	13	37	12
Electrical Power Distribution	44		86	86		86	86	0
Electro-Mechanical Technology	24		17	17		15	15	-2
Farm Operations & Management - Ag Mechanics	20		6	6				-6
Farm Operations & Management - Dairy	20		4	4				-4
Farm Operations & Management - Dairy Technician	20		0	0				0
Farm Operations & Management - Farm Ag Maintenance	20		1	1				-1
Farm Operations & Management - Livestock	20		3	3				-3
Farm Operations & Management - Livestock Tech	20		2	2				-2
Golf Course Management			9	9		8	8	-1
Graphic and Web Design	25		19	19		22	22	3
Health Information Technology	22	2	5	7	2	13	15	8
Human Services Associate	31		24	24		19	19	-5
Industrial Mechanic	12		1	1		2	2	1
Instrumentation and Controls Technology	0		2	2		0	0	-2
IT-Computer Support Technician			4	4		7	7	3
IT-Network Specialist			12	12		8	8	-4
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts (SWTC)		14	2	16	16	2	18	2
Liberal Arts - Associate of Science (SWTC)		10	0	10	11	0	11	1
Medical Assistant	32		17	17		15	15	-2
Medical Coding Specialist	23	6	18	24	10	18	28	4

Program Application Comparison 2022/23 vs. 2023/24									
PROGRAM	CAP	01/13/22				01/13/23			
		IP	CCEP	TOTAL		IP	CCEP	TOTAL	YOY
Medical Laboratory Technician	16	3	1	4		6	2	8	4
Nail Technician			8	8			9	9	1
Nonprofit Leadership			0	0		1	0	1	1
Nursing-Associate Degree	54	80	34	114		94	29	123	9
Nursing-Associate Degree-Part-time	28		15	15			2	2	-13
Pharmacy Tech (Shared)			0	0			0	0	0
Physical Therapist Assistant	18	8	5	13		6	10	16	3
Supply Chain Assistant			0	0		2	0	2	2
Supply Chain Management		2	1	3		3	1	4	1
Surgical Technology		7	2	9		8	7	15	6
Technical Studies-Journeyworker			0	0		1	0	1	1
Undecided		45	0	45		23	0	23	-22
Welding	40		32	32			33	33	1
TOTAL		251	524	775		291	547	838	63

B. Chairperson's Report

1. District Boards Association (DBA) Drafts of the 2023-2024 Budget & Fee Calculations

DRAFT Fee Assessment	2022-23	2023-24					
Estimated budget:	\$536,600	581,400					
50% of budget:	\$268,300	290,700					
50% Flat Fee, 50% Proportionate Share of Statewide FTEs							
	=D3/16		=Column D/\$D\$27	=Column E*B3	=Column B + Column F		
		Prior	% of	Proportionate	2023-24	Prior Year	
	Flat Fee	Year FTEs	Statewide FTEs	Fee	Total Fee	Fee	Increase
Blackhawk	18,168.75	1,789	0.0305327	8,875.84	27,044.59	24,763.96	2,280.64
Chippewa Valley	18,168.75	4,450	0.0759476	22,077.98	40,246.73	36,687.69	3,559.04
Fox Valley	18,168.75	5,746	0.0980663	28,507.88	46,676.63	42,992.66	3,683.97
Gateway	18,168.75	4,529	0.0772959	22,469.92	40,638.67	37,263.38	3,375.30
Lakeshore	18,168.75	1,593	0.0271875	7,903.42	26,072.17	24,192.87	1,879.30
Madison Area	18,168.75	7,572	0.1292305	37,567.29	55,736.04	51,853.71	3,882.33
Mid-State	18,168.75	1,849	0.0315567	9,173.52	27,342.27	25,229.12	2,113.16
Milwaukee Area	18,168.75	8,169	0.1394194	40,529.22	58,697.97	54,372.94	4,325.03
Moraine Park	18,168.75	2,416	0.0412336	11,986.61	30,155.36	27,762.16	2,393.20
Nicolet Area	18,168.75	863	0.0147287	4,281.64	22,450.39	20,637.40	1,812.99
Northcentral	18,168.75	3,317	0.0566109	16,456.78	34,625.53	32,054.52	2,571.01
Northeast Wisconsin	18,168.75	5,606	0.0956770	27,813.29	45,982.04	43,499.27	2,482.77
Northwood	18,168.75	2,031	0.0346628	10,076.49	28,245.24	26,219.31	2,025.93
Southwest Wisconsin	18,168.75	1,438	0.0245422	7,134.41	25,303.16	23,331.64	1,971.53
Waukesha County	18,168.75	3,519	0.0600584	17,458.97	35,627.72	33,127.61	2,500.11
Western	18,168.75	3,706	0.0632499	18,386.74	36,555.49	32,611.79	3,943.70
Total	290,700.00	58,593		290,700.00	581,400.00	536,600.00	44,800.00

FUND TOTALS

2023-24 DRAFT DBA Budget									
		Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Budgeted 2022-23	DRAFT 2023-24	Percent Change	
General Supplies	5233	3,322	2,658	1,730	3,630	3,500	3,500	0.0%	
Postage	5259	318	469	346	325	500	500	0.0%	
Phone/Internet	5454	2,876	4,368	4,371	4,479	2,500	2,500	0.0%	
Travel	5202	18,617	12,290	1,076	7,469	8,000	8,000	0.0%	
License/Prof. Groups	5221	1,387	1,005	2,215	650	1,250	1,250	0.0%	
Other/Misc.	5653	45	294	161	235	500	500	0.0%	
Contract Services	5351	18,653	24,005	18,580	19,381	18,000	20,000	11.1%	
Professional Services	5360	2,254	2,299	2,000	2,685	2,500	2,500	0.0%	
Printing Services	5261	565	550	581	725	800	800	0.0%	
Equipment/Fixtures	5843	636	-	4,347	443	3,000	3,000	0.0%	
Facilities	5419	22,560	24,480	24,480	28,040	27,565	28,273	2.6%	
Office		18,720	18,720	18,720	22,760	22,800	23,480	3.0%	Note 1
Utilities		-	-	-	450	925	953	3.0%	
Parking		3,840	5,760	5,760	5,280	3,840	3,840	0.0%	
Staff Compensation		272,098	291,700	318,413	341,578	360,900	364,600	1.0%	
Exec. Director	5010	139,000	144,000	162,505	166,000	167,800	167,800	0.0%	
Car Allowance	5010	-	-	9,000	9,000	9,000	9,000	0.0%	
Asst. Director	5010	91,300	94,000	96,290	98,400	100,400	102,400	2.0%	
Exec. Assistant	5050	38,217	49,413	50,436	62,000	83,700	85,400	2.0%	Note 2
Assistant Overtime	5051	3,581	3,261	181	1,178	-	-	NA	
One-time Payments		-	1,026	-	5,000	-	-	NA	
Fringe Benefits	5119	80,492	88,088	93,651	101,690	100,375	115,000	14.6%	Note 3
								NA	
Association Meetings	5211	48,085	12,600	15,189	48,584	37,000	31,000	-16.2%	Note 4
								NA	
TOTAL		\$ 471,908	\$ 464,806	\$ 487,138	\$ 559,913	\$ 566,390	\$ 581,423	2.7%	
Member Assessments		\$ 474,705	\$ 484,500	\$ 521,000	\$ 521,000	\$ 536,630	\$ 581,400	8.3%	

Fund Balance								
Withdrawal / (Deposit)		(2,797)	(19,694)	(34,162)	38,913	29,760	-	
Note 1: Former building being demolished; new space has 3% rent escalator								
Note 2: FY22 rate was \$82,000/yr, but Diane's tenure did not begin until October 1, 2021.								
Note 3: health premium costs have escalated in recent years; FY23 cost will exceed budgeted amounts by ~\$10k								
Note 4: BOD chose to combine Annual Planning with July Quarterly in 2023-24, expected to bring savings.								

C. College President's Report

1. Review Board Governance Policies: 4.4 ~ College Values and 4.5 ~ College Strategic Directions

SECTION 4 – ENDS
POLICY 4.4

4.4 - COLLEGE VALUES

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

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

Integrity. We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

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

Adopted: 1/24/02
Reviewed: 11/2/02, 3/24/05
Revised: 2/26/16, 5/21/21

4.5 - COLLEGE STRATEGIC DIRECTIONS

- 2022-2025
 1. Engage Students in High-Quality Experiential Learning
 2. Strengthen a Culture of Caring and Success
 3. Enhance the College's Economic Impact

Adopted: 1/24/02
Reviewed: 11/2/02, 6/19/08
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15, 1/24/19, 12/23/19, 3/24/22

2. College Happenings

- i. Legislative Update
- ii. Outreach
- iii. Budget Priorities

D. Other Information Items

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)(b)** {Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. [\(f\)](#) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.}
- 2. 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.}
- 3. Discussing legal issues per Wis. Stats. 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.}
- 4. Discussing legal issues 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 from November 17, 2022*

Establish Board Agenda Items for Next Meeting

A. *Agenda*

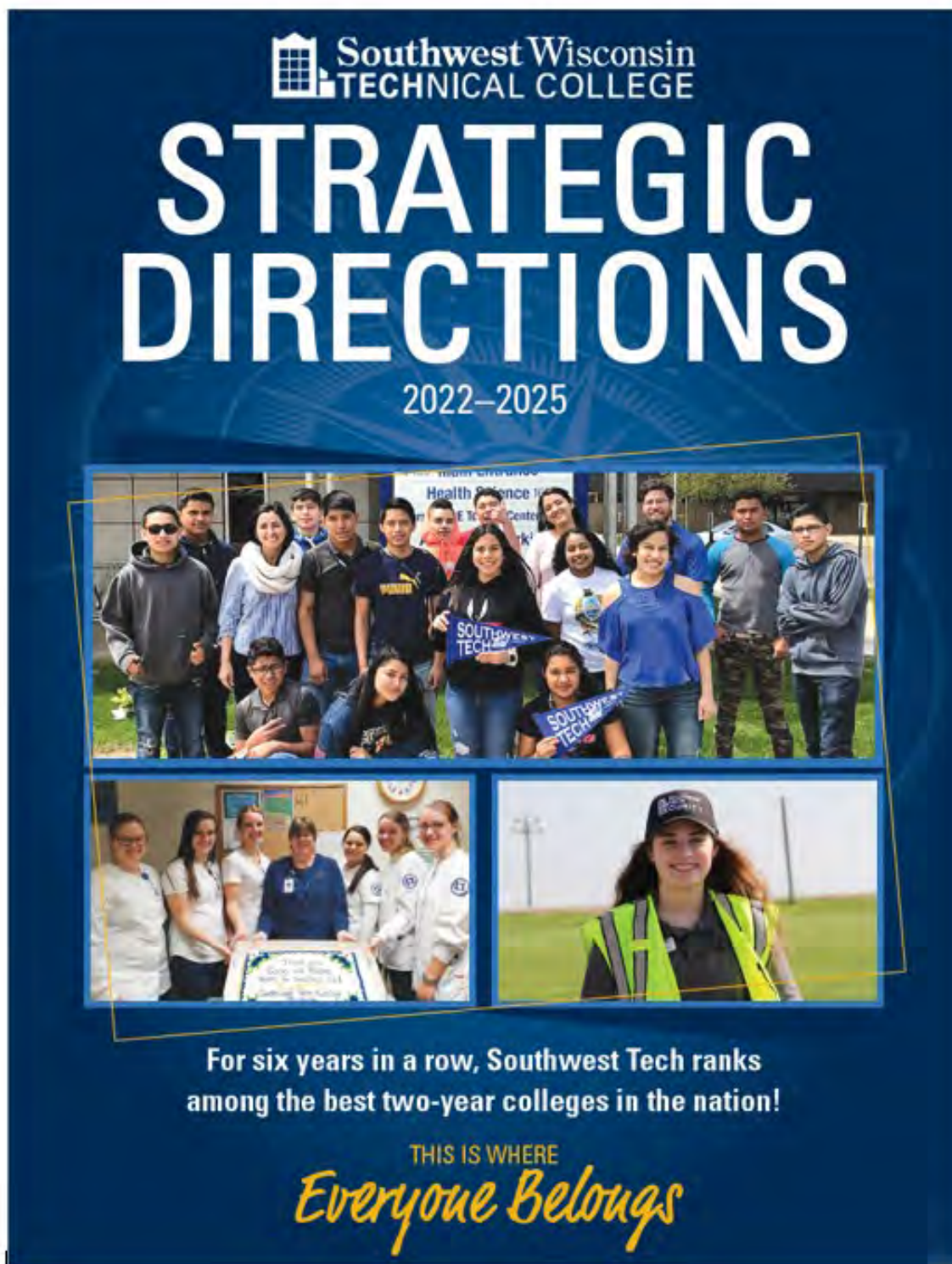
1. Budget Assumptions & Parameters
2. Procurement Bid: One Ton Truck (for Electro Mech Trailer)
3. Procurement Bid: Electro Mech Trailer
4. Safety & Security Monitoring Report

B. *Time and Place*

1. Thursday, February 23, 2023, 7:00 p.m. at Southwest Tech, Fennimore, WI

Adjournment

Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2022-2025)



Who We Are

Mission

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

Vision

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

Values

Integrity

We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.



Joe Randall, Electrical Power Distribution program instructor, teaches his students integrity by volunteering in Richland Center to hang holiday lights in the park for the southwest Wisconsin community to enjoy.

Accountability

We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

Tom Kretschman, Criminal Justice Instructor, prepares students to take a leadership role in campus safety.



Learning

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

Tonia Breuer, Medical Assistant program instructor, assists a student with essential hands-on education that helps them succeed in the workplace.



Inclusivity

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

Christena Bowers, disability and support services manager, took students to a conference in Wisconsin Dells. They presented to



high school educators on their experiences transitioning from high school to college and how teachers can better prepare their students for that transition.

Continuous Improvement

We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled



graduates in high-quality, relevant programs essential to our sustainability as a college.

Jake Mootz, IT support specialist, assists students with enrolling in Charger Tech 360 at New Student Orientation. Charger Tech 360 is more than just a laptop, it's

support, software, and service when you need it providing a successful learning experience.



Building relationships with prospective students, current students, and employers is what we do best. At Southwest Tech, we care.

The front cover shows a recruiter meeting with students from Darlington High School, Nursing-Associate Degree students celebrating their last day of clinical at Boscobel Care and Rehab, and State Student Ambassador and Criminal Justice Studies student Hannah Masters serving in her campus security role.

What We Do

We Provide AFFORDABLE EDUCATION

Jenna graduated with zero debt. Average debt is \$3,815 and many students receive scholarships to further reduce costs.



ANNUAL COST OF COLLEGE TUITION



Sources: U.S. Department of Education—Net Price Calculator Center; UW HELP System Tuition Chart; The College Board 2021, College Costs Calculator

We Help OUR STUDENTS GET GOOD JOBS

Victoria was hired locally in the law enforcement field before graduation.



90%

Were Employed
Within the First
Year of Graduation.



\$42,820

Median Salary
6 Months After
Graduating
With an Associate
Degree.

Source: 2020 Graduate Outcomes Report

We Promote LIFELONG LEARNING

Transfer credits helped
Tory build his career.

- Benton High School, 2008
- UW-Platteville, Biology, 2012
- Southwest Tech, Nursing-Associate Degree, 2015
- UW-Madison, Bachelor of Science-Nursing, 2017
- Clarke University, Doctor of Nursing Practice, 2021



Transfer Credits to Southwest Tech

You may be able to transfer credits, utilize existing credits, or earn new credits for skills and knowledge you gained at another college, in the military, or on the job.



Transfer Credits from Southwest Tech

Southwest Tech has transfer agreements with private colleges, universities, and the University of Wisconsin System.

College Health Indicators

The District Board of Directors reviews College Health Indicators (CHI) semi-annually. The CHI are metrics that provide a trend of performance year-over-year with benchmarks that compare Southwest Tech to other Wisconsin Technical College System colleges or national performance standards.

GOAL

To achieve after implementing activities/initiatives. Targets are determined and approved by the Executive Team.

ACTUAL

Current or most recent measure available.

STRATEGIC DIRECTION

Engage Students in High Quality Experiential Learning

COLLEGE HEALTH INDICATOR (CHI)	ACTUAL	GOAL
1. Equity in Student Learning	51%	75%
2. Enrollment Headcount	6805	6900
3. Retention Rate	71%	74%
4. Graduation Rate	55%	65%
5. Job Placement	90%	97%
6. Student Satisfaction (7-point scale)	5.79	6.00
7. Employer Satisfaction	100%	100%

STRATEGIC DIRECTION

Strengthen a Culture of Caring and Success

8. Employee Satisfaction (5-point scale)	4.07	4.50
9. Employee Retention	94.79%	95%

STRATEGIC DIRECTION

Enhance the College's Economic Impact

10. Full Time Equivalent (FTE) Count	1253.01	1300.00
11. Economic Impact:		
11 a. Job Placement In-District	44%	56%
11 b. Five-Year Graduate Wage Growth	47%	57%
11 c. Job Placement in Industry	83%	90%

College Governance



Executive Team

Leads the college to achieve excellence with integrity through learning and service.

Krista Weber, chief human resources officer, works closely with the president to lead the Executive Team. Her efforts are part of our commitment to succession planning and leadership development.



College Council

Cultivates College Values as core behaviors of a positive, caring culture of wellness and trust.

Josh Bedward, facilities manager and master electrician, co-leads the College Council and took a lead role in developing and implementing the performance management evaluations.



Academic Council

Leads efforts to ensure all students learn, progress, and achieve their goals, especially our Special Populations*.

Kim Maier, Ph.D., executive dean, leads the Academic Council.



Operations Council

Leads the achievement of sustainable college operations.

Heath Ahnen, executive director of information technology services, is co-leading the implementation of a new Enterprise Resource Planning system.



Leadership Council

Creates mutual understanding among all supervisors to consistently communicate with and engage all faculty and staff.

Kris Wubben, director of student success, and Chantel Hampton, diversity, equity, and inclusion coordinator, co-lead the Leadership Council.

*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

10.07.22

**PRIORITY
PROJECT
1**

This Is Where You Succeed

Access to high-quality academic programming helps students succeed in the workforce. The Academic Plan focuses on emerging industries and revitalizing existing programs.



Karen Bricco, lab science adjunct instructor, brought her Laboratory Science Technician program students from Boscobel, Richland Center, and Platteville high schools to visit Southwest Tech's campus. We offer these courses in the high schools through Southwest Tech's COLLEGE Up program.

GOOD ★

More students in relevant programs.

BETTER ★★

Recruit and graduate students into high-wage/high-demand jobs.

BEST ★★★

Dynamic programming provides life-long learning opportunities responsive to the workforce and individuals.

■ PERFORMANCE

We know we will be successful when all academic programs achieve high-wage/high-demand status. We also start new programs when an industry sector aligns with our mission as a technical college.

■ ACADEMIC COUNCIL
GOALS

1. Start five new programs that lead to high-wage/high-demand careers by 2025.
2. Revitalize at least three existing programs per year to increase enrollments leading to high-wage/high-demand careers.
3. Increase dual credit enrollments in each of our thirty school districts by 5% per year through 2025.
4. Offer two Spanish-speaker-supported degree programs by 2025.
5. 100% of Associate of Arts and Associate of Science Degree students will have transferability to a four-year college with junior status by 2024.
6. Expand services and programming to increase the number of students served in Prairie du Chien from 81 in FY2022 to 200 students by FY2025. Also increase the number of students served in Dodgeville from 31 in FY2022 to 100 by FY2025.
7. Increase the rate students in High School Equivalency Diploma (HSED) programs enroll in college-level programming from 20% to 40% by 2025.
8. Identify and begin at least one new academic program per year through 2025 to offer at the Prairie du Chien and Dodgeville outreach centers.

**PRIORITY
PROJECT
2**

This Is Where Innovation Is Valued

Using one-time funding sources, we will reduce our operating expenses through investments in renewable energies. We will create student learning opportunities through partnerships between academics and operations.



Dan Imhoff, executive director of facilities, safety, and security, reviews designs that utilize renewable energies to save money the college can invest in supporting students.

GOOD ★

One-time capital dollars reduce operational costs in the long run.

BETTER ★★

Financial savings invested in student success.

BEST ★★★

Students engage in renewable energy trainings and programs leading to high-wage, high-demand employment opportunities

■ PERFORMANCE

We know we will be successful when sustainable projects in renewable energies save money to invest in supporting students.

■ EXECUTIVE TEAM
GOALS

1. Reduce our greenhouse gas emissions 20% by 2025.
2. Reduce our heat and electric costs 20% by 2025.
3. Graduate at least 20 students to serve renewable energy and energy efficiency needs of our region by 2025 through our new Sustainable Energy Management Associate Degree.

**PRIORITY
PROJECT
3**

This Is Where People Care

At Southwest Tech we want every student to know we care about their success. We also want our faculty, staff, and leadership to be representative of our district population and student body.



Southwest Tech Midwifery students and faculty members were able to attend the Art and Science of Birth (Integrando la Ciencia y el Arte del Nacimiento) in Puerto Rico. These connections last a lifetime.

GOOD ★

Student and employee recruitment, retention, and promotion result in improved outcomes for everyone.

BETTER ★★

Everyone at Southwest Tech demonstrates fairness, trust, and respect for all people.

BEST ★★★

All students are more successful throughout their lives because of the efforts of our faculty and staff.

PERFORMANCE

We know we will be successful when student learning improves inside and outside of the classroom, focusing on achievement gaps between our special and non-special populations.

COLLEGE COUNCIL

GOALS

1. Increase the percent of racially diverse employees at the College to better reflect our student population.
2. Help all students be more successful by 3% each year AND ensure our special populations* achieve at the same success rates as the general student body in:
 - a. Enrollment headcount
 - b. Graduation rate
 - c. Job placement
 - d. University transfer rate
 - e. Salary growth over 5 years
3. Provide technical assistance and guidance to at least three other organizations who decide to implement Universal Design by 2025.



This Is Where Students Succeed

Southwest Wisconsin Technical College is one of the 10 finalists out of nearly 1,200 two-year colleges for the Aspen Prize for Community College Excellence.

The Aspen Prize honors colleges with outstanding achievement in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equity for students of color and students from low-income backgrounds. By focusing on student success and lifting up models that work, the Aspen Prize aims to celebrate excellence, advance a focus on equitable student success, and stimulate replication of effective culture and practice.



*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.