



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**June 21, 2023**

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

## Contents

<b>Annotated Agenda.....</b>	<b>3</b>
<b>Open Meeting .....</b>	<b>7</b>
A. Roll Call.....	7
B. Reports/Forums/Public Input .....	7
C. Student Senate Update .....	7
<b>Consent Agenda .....</b>	<b>7</b>
A. Approval of Agenda .....	7
B. Minutes of the Regular Board Meeting of May 18, 2023 .....	10
C. Financial Reports .....	15
1. Purchases Greater than \$2,500 .....	15
2. Treasurer's Cash Balance .....	17
3. Budget Control.....	18
D. Contract Revenue .....	19
E. Personnel Items .....	21
F. United Migrant Opportunity Services (UMOS) Lease .....	21
G. District Boards Association 2023-24 Fee Assessment.....	27
<b>Other Items Requiring Board Action .....</b>	<b>28</b>
A. Appoint Board Secretary until July 2023 Board Officer Election      is Held .....	28
Recommendation: Approve the Chairperson's appointment for temporary Board Secretary until the July 2023 Board Officer Election is held .....	28
B. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs. ....	28
C. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs. ....	36
D. 2023-24 Employee Compensation .....	44
E. 2023-24 Budget Approval .....	44
<b>Board Monitoring of College Effectiveness.....</b>	<b>86</b>
A. Staffing Update .....	86
B. Board Monitoring Report – College Culture .....	89
<b>Information and Correspondence.....</b>	<b>98</b>
A. Enrollment Reports .....	98
1. 2022-23 FTE Comparison Year-Over-Year Report .....	98
2. 2023-24 FTE Comparison Year-Over-Year Report .....	101
B. Chairperson's Report.....	104
C. College President's Report .....	104
1. Wisconsin Technical College System President's Association    2023-24 Work Plan.....	104
2. College Happenings.....	104
D. Other Informational Items .....	104

<b>Establish Board Agenda Items for Next Meeting .....</b>	<b>104</b>
A. Agenda.....	104
B. Time & Place.....	104
<b>Adjourn to Closed Session.....</b>	<b>104</b>
A. Consideration of adjourning to closed session for the purpose of.....	104
1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.} .....	104
2. 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.}.....	105
3. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}. ....	105
4. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.} .....	105
B. Approval of Closed Session Minutes from May 18, 2023 .....	105
<b>Reconvene to Open Session .....</b>	<b>105</b>
A. Action, if necessary, on Closed Session Items .....	105
<b>Adjournment .....</b>	<b>105</b>
<b>Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2022-2025) .....</b>	<b>106</b>

## **Annotated Agenda**



### **BOARD MEETING NOTICE/AGENDA**

Wednesday, June 21, 2023

5:45 pm – Board Dinner  
6:30 p.m. – Budget Hearing  
Immediately Following Budget Hearing – Regular Board Meeting  
Southwest Tech Campus  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Conference Room 430

### **AMENDED ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The June 21, 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](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, 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 May 18, 2023, Board Meeting**

Minutes of the May 18, 2023, 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 40 contracts totaling \$279,984.42 in May 2023 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

The Personnel Report includes one employment recommendation and two resignations. The report is included with the Board material.

**F. United Migrant Opportunity Services (UMOS) Lease**

A 12-month lease (July 1, 2023 – June 30, 2024) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$359.03 per month is included within the Board material.

**G. District Boards Association 2023-24 Fee Assessment**

The 2023-24 District Boards Association fee assessment in the amount of \$24,632.94 is available with the electronic Board material.

**Recommendation:** *Approve the June 21, 2023, Consent Agenda as presented.*

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Appoint Board Secretary until July 2023 Board Officer Election is Held**

Due to the Board Secretary vacancy that occurred on June 1, 2023, the Chairperson will appoint a temporary secretary to fill the responsibilities. This appointment will be voted on by the Board for approval.

**Recommendation:** *Approve the Chairperson's appointment for temporary Board Secretary until the July 2023 Board Officer Election is held.*

**B. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs**

The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Northeast Iowa Community College (NICC) has been amended with a current list of included programs. President Jason Wood will present the agreement with the amended list to the Board.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Northeast Iowa Community College as presented.*

**C. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs**

The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Highland Community College (HCC) has been amended with a current list of included programs. Dr. Wood will present the agreement with the amended list to the Board.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Highland Community College as presented.*

**D. 2023-24 Employee Compensation Approval**

President Wood will present a proposal for 2023-24 employee compensation. The proposal is included in the electronic Board material.

**Recommendation:** *Approve the 2023-24 employee compensation, as presented.*

**E. 2023-24 Budget Approval**

Caleb White will present the 2023-24 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material. Mr. White and Kelly Kelly, Controller, will be present for any questions.

**Recommendation:** *Approve the 2023-24 Budget as presented.*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Staffing Update**

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

**B. Board Monitoring Report – College Culture**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

**1. 2022-23 FTE Comparison YOY Report**

**2. 2023-24 FTE Comparison YOY Report**

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

**B. Chairperson's Report**

**C. College President's Report**

**1. Wisconsin Technical College System President's Association  
2023-24 Work Plan**

**2. College Happenings**

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

**1. Oath of Office**

**2. Election of Officers**

**3. Three-year Facilities Plan**

**4. Ten-Year Facilities Plan**

**5. Designate Legal Counsel**

- 6. 2022-23 Signatory Authority Policy**
- 7. Building 1700 Roof Contract Approval**
- 8. Professional & Temporary Staffing Services Approval**
- 9. College Health Indicators – Review Proposed Updates**

**B. Time and Place**

**Monday, July 10, at 7:00 p.m., Southwest Tech Conference Room 430,  
1800 Bronson Blvd, Fennimore, WI 53809**

**ADJOURN TO CLOSED SESSION**

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

- 1. Discussing personnel issues per Wis. Stats. 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- 2. Discussing 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.}
- 3. Discussing property acquisition per Wis. Statutes 19.85(1)(e)** {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
- 4. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

**B. Approval of Closed Session Minutes from May 18, 2023**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 21, 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](http://www.swtc.edu/about/board/meetings). Notice is also posted on Campus, CESA3, 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***



## **BOARD MEETING NOTICE/AGENDA**

Wednesday, June 21, 2023

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

## **AMENDED AGENDA**

## **OPEN MEETING**

The following statement will be read: "The June 21, 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](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, 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
- B. Minutes of the May 18, 2023, Regular Board Meeting
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. United Migrant Opportunity Services (UMOS) Lease
- G. District Boards Association 2023-24 Fee Assessment

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Appoint Board Secretary until July 2023 Board Officer Election is Held
- B. Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs
- C. Reciprocity Agreement with Highland Community College: Approval of Amended List of Included Programs
- D. 2023-24 Employee Compensation Approval
- E. 2023-24 Budget Approval

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

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

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Comparison YOY Report
  - 2. 2023-24 FTE Comparison YOY Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Wisconsin Technical College System President's Association 2023-24 Work Plan
  - 2. College Happenings
- D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Oath of Office
  - 2. Election of Officers
  - 3. Three-year Facilities Plan
  - 4. Ten-Year Facilities Plan
  - 5. Designate Legal Counsel
  - 6. 2022-23 Signatory Authority Policy
  - 7. Building 1700 Roof Contract Approval
  - 8. Professional & Temporary Staffing Services Approval
  - 9. College Health Indicators – Review Proposed Updates

B. Time and Place

Monday, July 10, at 7:00 p.m., Southwest Tech Conference Room 430, 1800 Bronson Blvd, Fennimore, WI 53809

**ADJOURN TO CLOSED SESSION**

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

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

B. Approval of Closed Session Minutes from May 18, 2023

**RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

**ADJOURNMENT**

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL 608-822-2632 OR E-MAIL [DISABILITYSERVICES@SWTC.EDU](mailto:DISABILITYSERVICES@SWTC.EDU).}

## ***B. Minutes of the Regular Board Meeting of May 18, 2023***

### **MINUTES OF THE BOARD REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 18, 2023**



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:07 p.m. on May 18, 2023, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Kent Enright, Jeanne Jordie, Don Tuescher, Crystal Wallin

Absent: Tracy Fillback, Chris Prange, Jane Wonderling

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

SWTC President Jason Wood and SWTC Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Mandy Henkel, Kelly Kelly, Cynde Larsen, Kim Maier, Lori Needham, Nicole Nelson, Kris Wubben

Public Attendance: Steve Williamson

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

### **BOARD MEETING NOTICE/AGENDA**

Thursday, May 18, 2023

6:00 p.m. - Aspen Unlocking Opportunities: The Post-Graduation Success & Equity Network

6:30 p.m. - Dinner

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

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Room 430

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 18, 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](http://www.swtc.edu/about/board/meetings), and posted on campus, CESA 3, 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
- B. Minutes of the Board Meeting/Retreat of May 5-6, 2023
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Hay Lease – 4.1 acres, SW Corner County F & Hwy 18
- G. ACCT (Association of Community College Trustees)  
2023-2024 Membership Renewal

**OTHER ITEMS REQUIRING BOARD ACTION**

- A. Approval of the 2023-24 Board Monitoring Schedule
- B. Darlington Outreach Site Lease
- C. Dodgeville Outreach Site Lease
- D. 2023-24 Employee Compensation

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Staffing Update
- B. 2023-24 Budget Update

**INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2022-23 FTE Comparison Year-Over-Year Report
  - 2. 2023-24 FTE Comparison Year-Over-Year Report
- B. Chairperson's Report
- C. College President's Report
  - 1. Internal Reorganization
  - 2. College Beautification
  - 3. Student Success Stories
  - 4. College Happenings
- D. Other Information Items

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
  - 1. Public Budget Hearing / Approval
  - 2. College Culture Monitoring Report
- B. Time and Place

Wednesday, June 21, 2023, at 6:30 p.m.  
Public Budget Hearing followed immediately by the Board meeting on Southwest Tech's campus, Conference Room 430.

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing personnel issues per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
  - 2. Discussing 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.}
  - 3. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
  - 4. Discussing the President's contract per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from May 5-6, 2023

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL 608-822-2632 OR E-MAIL [DISABILITYSERVICES@SWTC.EDU](mailto:DISABILITYSERVICES@SWTC.EDU).}

After a review of the Consent Agenda, including the May 18, 2023, agenda; May 5-6, 2023, Board meeting minutes; financial reports; eight contracts totaling \$7,835.03 in April 2023; hay lease (4.1 acres, SW Corner of County F and Highway 18); and the 2023-24 ACCT membership renewal; Mr. Bolstad moved, seconded by Mr. Enright, to approve the Consent Agenda, as presented. Motion adopted.

President Jason Wood presented to the Board the 2023-24 Board Monitoring schedule. The Board requested that the April 2024 retreat be held on a Friday/Saturday, rather than a Thursday/Friday, as presented. Ms. Wallin moved, seconded by Ms. Jordie, to approve the 2023-24 Board Monitoring Report, modifying the April retreat dates to Friday & Saturday, April 26 and 27, 2023. Motion adopted.

The lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI, was presented by Dan Imhoff, Executive Director of Facilities, Safety, and Security. Ms. Wallin moved, seconded by Mr. Enright, to approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI, for \$1220 annually from July 1, 2023, through June 30, 2024.

The lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI, was presented by Mr. Imhoff. Ms. Wallin moved, seconded by Ms. Jordie, to approve the lease agreement with Dodgeville Chiropractic and Wellness

Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI, for \$750 monthly from July 1, 2023, through June 30, 2024.

The Board reviewed the 2023-24 employee compensation proposal without any action taken. The proposal is a multi-step process with consideration of CPI and of future enrollments described as follows: 1) June 2023: Pay all regular FT employees a \$1,000 stipend and regular PT employees a \$500 stipend; 2) July 2023: Increase regular employee base pay by 4.0%; 3) December 2023: Pay all regular FT employees a \$1,000 stipend and regular PT employees a \$500 stipend (subject to November Board approval); and January 2024: Increase regular employee base pay by 2.0% (subject to November Board approval). This agenda item was tabled for a vote because of a lack of quorum. It will be brought forth again at the June 21, 2023, Board meeting.

Holly Clendenen, Chief Student Services Officer, provided an update on College staffing, noting positions in the various phases of the hiring process. The Disability Services Specialist position is posted, and the Sustainable Energy Management Instructor/Energy Coordinator position will soon be posted. The Process Improvement Analyst/Trainer posting was removed, and the job will be restructured. Interviews are scheduled for the Communications Instructor and Communication Resource Instructor.

The 2023-24 budget status was presented by Kelly Kelly, Director of Fiscal Services/Controller. The budget is being built on assumptions of 1300 FTEs, no increases in health and dental coverage costs, and consideration of the consumer price index increase of 8%.

The 2022-23 and 2023-24 Comparison Year-Over-Year FTE Reports were presented by Katie Glass, Executive Director of Marketing. The 2022-23 report shows a 3.46% increase compared to a year ago. The 2023-24 report reflects a 5.34% decrease compared to last year.

Mr. Tuescher had nothing to report under the Chairperson's report.

The President's Report and College Happenings presented by Dr. Wood included:

- An update on an internal reorganization that will take effect on July 1, 2023. Academic leads and a shift of some programming into internal areas were highlighted.
- A description of the Spanish wall art that will be displayed in the front entrance (across from the auditorium) and the hallway between buildings 200 and 1600. The artwork will follow the life cycle of a student in a powerful way.
- Graduation is this coming Saturday, May 20, 2023. It will be made of four ceremonies. Student success stories will be incorporated into student and the President's speeches
- The College Health Indicators are being reviewed, and proposals for updates will be brought to the Board at the July meeting.
- A briefing of Dr. Wood's recent visit to Darlington schools. He presented Southwest Tech awards at the senior scholarship reception, visited a Spanish class, and read to grade school students.

There was nothing reported under the agenda item "Other Information Items."

Ms. Wallin moved, seconded by Ms. Jordie, to adjourn to closed session to discuss personnel issues and the President's contract per Wis. Stats. 19.85(1)(c); legal issues per Wis. Stats.19.85(1)(g); and property acquisition per Wis. Statutes 19.85(1)(e). Upon roll call vote, the following members voted affirmatively: Mr. Bolstad, Mr. Enright, Ms. Jordie, Mr. Tuescher, and Ms. Wallin. The motion carried, and the meeting adjourned to a closed session at 7:49 p.m.

The Board reconvened to open session at 9:05 p.m. without any action taken. With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting, seconded by Mr. Bolstad. The motion carried, and the meeting adjourned at 9:05 p.m.

---

Appointed Secretary

## C. Financial Reports

### 1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
PURCHASES GREATER THAN \$2,500  
FOR THE PERIOD 5/01/2023 - 5/31/2023

Vendor	Expenditure Invoice #	Description	Amount
DTC	INT/PRINC	INTEREST/PRINC	4,198,111.11
Sikich	5/20/23 STMT	JUNE STATEMENT	304,222.66
IRS	5.12.23 PR	5.12.23 PAYROLL	238,645.73
WRS-PR	5.31.23	5.31.23	138,217.13
IRS	5.26.23 PR	5.26.23 PR	120,157.82
SWTC REF	SPRING 2223	SPRING 2223 HOUSING	102,432.20
Fennimore Utilities	5.26.23 STMT	3/26-5/25/23	53,177.32
WI DOR- PR	5.12.23 PR	5.12.23 PAYROLL	35,237.46
Healthequity	5.26.23 PR	5.26.23 PR	20,411.07
WI DOR- PR	5.26.23 PR	5.26.23 PR	20,073.33
CESA 3	5/3/23 PERSONNEL	PERSONNEL CHARGES	18,243.86
Healthequity	5.12.23 PR	5.12.23 PAYROLL	18,164.53
CDW	MD2303442	SECURITY MATURITY ASSESS 1/2	15,000.00
WI Library Services	498590	EBSCO	14,462.16
Great West	5.12.23 PR	5.12.23 PR	10,936.02
Great West	5.26.23 PR	5.26.23 PR	9,990.65
Symetra	A077239	5.26.23 PR	9,448.18
Symetra	A079772	5.26.23 PR	9,223.97
Delta	674808	5.4.23 5.10.23 DENTAL	8,896.05
Bluum	916277	IT	8,385.34
Delta	676035	DENTAL CLAIMS	7,536.74
Hallada M	236261	WO# 839	5,824.95
Rave	INV-53073	6.1-5.31.24 RENEWAL	5,469.96
Trane	313569826	REPAIR	5,387.00
Elsevier	WEB00205878-4	NEXT GEN RN PKG	5,046.00
3290263	2118546	Student Refund	4,995.93
Specialized	0301	SPEAKER FEE/MILEAGE	4,844.32
Constellation	3750395	UTILITIES	4,832.59
Vetesnik Power Sport	JYAVG04EXPA021929	2023 YAMAHA	4,742.00
Nieland	182474	REGIDERATOR/FREEZER	4,736.00
3372571	2118549	Student Refund	4,582.00
Vetesnik Power Sport	JYAVG04E8PA021928	2023 YAMAHA	4,523.00
Delta	673580	4/27/23-5/3/23	4,491.60
Husch Blackwell	3340966	PROF SVCS	4,365.00



Expenditure			
Vendor	Invoice #	Description	Amount
US Omni	5.12.23 PR	5.12.23 PR	4,237.22
PCARD - NAPA	747653	PARTS	3,849.19
WageWorks	INV5151252	HRA 2021	3,784.47
US Omni	5/26/23 PR	VANGUARD 5.26.23 PR	3,737.22
LaCoona	195	EVERYTHING DISC CROSSING RIVERS	3,679.20
4imprint	11195524	WELLNESS UMBRELLAS	3,609.83
WTA Properties	JUNE '23 RENT	RENT FOR RCOR	3,607.06
WageWorks	INV5121927	HRA 2021	3,337.03
WageWorks	INV5117102	HRA 2021	3,196.32
3369845	5.12.23 REFUND	Student Refund	2,972.82
PCARD - Power Motion	99638	TEACH PENDANT	2,799.50
PCARD - American	GOXCYPH	FLIGHTS FOR 5 -- JEN FONDER, KARI JOHNSON, LISA RILEY, CHANTEL	2,784.50
Shopping News	5.31.23 STMT MTKG	MARKETING ADS	2,767.14
SWTC Foundation	5.12.23 PR	5.12.23 PR DED	2,536.76
Bluum	914634	SOFTWARE SUBSCRIPTION	2,536.20
SWTC Foundation	5.26.23 PR DED	PAYROLL DEDUCTION	2,534.76
Les Mack Chevy	132305	WO# 825	2,532.57
Total Invoices			\$5,479,315.47
Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
U.S. BANK AUTOPAY ending 04.25.2023	5/10/2023	GNJL006902	49,595.69
U.S. BANK AUTOPAY ending 05.09.2023	5/24/2023	GNJL006964	43,362.51
Total Bank Withdrawals			\$92,958.20
Payroll			
Payroll Period	Payroll Date		Amount
05/12/2023 Payroll	5/12/2023		579,334.16
05/26/2023 Payroll	5/26/2023		371,777.51
Total Payroll			\$951,111.67
Total Purchases >= \$2,500			\$6,523,385.34

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 5/31/2023			
<b>Receipts</b>			
Fund			
1 General	505,738.00		
2 Special Revenue			
3 Capital Projects	45,132.00		
4 Debt Service	-		
5 Enterprise	123,701.00		
6 Internal Service	316,902.00		
7 Financial Aid/Activities	9,730.00		
<b>Total Receipts</b>		<b>1,001,203.00</b>	
<b>Expenses</b>			
Fund			
1 General	2,166,169.00		
2 Special Revenue	-		
3 Capital Projects	21,551.00		
4 Debt Service	4,198,111.00		
5 Enterprise	105,970.00		
6 Internal Service	356,376.00		
7 Financial Aid/Activities	49,836.00		
<b>Total Expenses</b>		<b>6,898,013.00</b>	
<b>Net cash change - month</b>			<b>(5,896,810.00)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	4,475.00		
-Midwest One Investment 1324	4,601,681.45		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	11,363,079.10		
<b>Ending Cash/Investment Balance</b>		<b>15,972,175.55</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 11 Months ended May 2023							
	<b>2022-23</b>	<b>2022-23</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	24,757,300.00	21,404,904.85	86.46	82.20	90.16	86.99	87.41
General Fund Expenditures	25,265,400.00	22,373,380.89	88.55	79.50	88.28	82.93	85.23
Capital Projects Fund Revenue	4,275,000.00	4,513,785.83	105.59	98.74	101.09	100.19	99.82
Capital Projects Fund Expenditures	5,134,000.00	2,389,251.86	46.54	4.62	54.67	53.48	56.13
Debt Service Fund Revenue	6,538,500.00	4,605,334.63	70.43	73.97	68.92	66.74	68.94
Debt Service Fund Expenditures	7,401,644.00	7,422,280.55	100.28	87.49	87.89	83.77	101.34
Enterprise Fund Revenue	1,547,000.00	1,186,460.29	76.69	117.17	87.72	76.97	74.74
Enterprise Fund Expenditure	1,815,700.00	1,344,883.09	74.07	142.73	78.90	84.12	73.03
Internal Service Fund Revenue	4,455,000.00	3,590,095.69	80.59	82.09	81.35	76.32	80.28
Internal Service Fund Expenditures	4,455,000.00	4,078,013.82	91.54	72.00	85.73	80.58	84.21
Trust & Agency Fund Revenue	8,302,800.00	6,412,772.58	77.24	79.54	65.74	72.18	72.23
Trust & Agency Fund Expenditures	7,702,800.00	5,982,830.86	77.67	75.28	71.40	77.29	75.53
<b>Grand Total Revenue</b>	<b>49,875,600.00</b>	<b>41,713,353.87</b>	<b>83.63</b>	<b>83.19</b>	<b>83.42</b>	<b>81.89</b>	<b>82.54</b>
<b>Grand Total Expenditures</b>	<b>51,774,544.00</b>	<b>43,590,641.07</b>	<b>84.19</b>	<b>78.56</b>	<b>81.12</b>	<b>78.87</b>	<b>82.67</b>

### ***D. Contract Revenue***

There were 40 contracts totaling \$279,984.42 in May 2023 being presented for Board approval. The Contract Revenue Report is below.

**2022-2023 CONTRACTS**  
5/1/2023 to 5/31/2023

<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>
Crossing Rivers Health	03-2023-0081-I-41	Leadership Academy 8 Hr Trainings	Dennis Cooley	250	\$ 36,400.00	No		X	
WI Dept of Corrections	03-2023-0087-I-32	Welding Training	Dennis Cooley	56	\$ 56,000.00	No		X	
USA Clay Target League	03-2023-0097-T-42	League Director Duties - April	Caleb White		\$ 893.28	No		X	
Platteville School District	03-2023-0135-I-11	Nursing Assistant Training	Kim Maier	5	\$ 4,850.00	No	X		
Platteville School District	03-2023-0140-I-11	Spr 22/23 Baking I	Kim Maier	13	\$ 23,200.00	No		X	
Platteville School District	03-2023-0140-I-11	Spr 22/23 Cooking Principles	Kim Maier	12	\$ 11,075.00	No		X	
Platteville School District	03-2023-0140-I-11	Spr 22/23 Baking II	Kim Maier	12	\$ 12,125.00	No		X	
Platteville School District	03-2023-0140-I-11	Spr 22/23 ECE: Foundations of Early Childhood	Kim Maier	14	\$ 13,100.00	No		X	
Platteville School District	03-2023-0140-I-11	Spr 22/23 ECE: Health, Safety, & Nutrition	Kim Maier	7	\$ 13,100.00	No		X	
Grant County Sheriff's Department	03-2023-0147-I-21	Spr 22/23 Pursuit Refresher Trainings	Tom Kretchman	34	\$ 1,000.00	No	X		
Grant County Sheriff's Department	03-2023-0147-I-21	Spr 22/23 Law Enforcement In-Service Trainings	Tom Kretchman	34	\$ 650.00	No	X		
Prairie du Chien School District	03-2023-0153-I-11	Community Policing in a Diverse Society	Kim Maier	11	\$ 7,000.00	No		X	
Foremost Farms-Richland Center	03-2023-0155-I-41	GTAW Stainless Steel Trainings (WIG)	Dennis Cooley	3	\$ 2,135.00	No		X	
Grant Regional Health Center	03-2023-0156-I-41	Spanish for the Workplace Trainings	Dennis Cooley	41	\$ 3,800.00	No		X	
Glenn Andes	03-2023-0160-I-42	Concealed Carry Training	Tom Kretschman	7	\$ 360.00	No		X	
Imperia Foods	03-2023-0163-I-41	Supervisory Management Training (WIG)	Dennis Cooley	5	\$ 1,050.00	No		X	
Cummins, Inc.	03-2023-0164-I-41	Everything DiSC (WIG)	Dennis Cooley	7	\$ 945.00	No		X	
Hypno Inc.	03-2023-0166-I-41	Leadership Academy 28 Hr (WIG)	Dennis Cooley	12	\$ 4,480.00	No		X	
Gratiot First Responders	03-2023-0167-T-42	Participant Agreement-First Responder Refresher	Kris Schoville	6	\$ 386.28	No		X	
Loudspeaker Components	03-2023-0168-T-41	Business Process Assessment (WIG)	Dennis Cooley		\$ 1,925.00	No		X	
Southwest Health EMS	03-2023-0169-I-41	EMS Continuing Education Training	Kris Schoville	20	\$ 233.45	Yes		X	
Cummins, Inc.	03-2023-0171-I-41	Leadership Academy 36 Hr (WIG)	Dennis Cooley	15	\$ 4,620.00	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Amcor-Lancaster	03-2023-0172-I-41	Arc Flash Training (WIG)	Dennis Cooley	6	\$ 332.50	No		X	
Oak Park Dental	03-2023-0173-I-41	BLS for Healthcare Provider-CPR Recertification	Kris Schoville	10	\$ 600.00	No		X	
Southwest Health EMS	03-2023-0174-I-41	EMS Continuing Education Training	Kris Schoville	24	\$ 280.14	Yes		X	
Lactalis	03-2023-0175-I-41	Heartsaver CPR/AED with First Aid	Kris Schoville	20	\$ 2,000.00	No		X	
CJ Moyna & Sons, Inc.	03-2023-0177-I-41	GTAW Stainless Steel Training and AWS Certification Tests	Dennis Cooley	5	\$ 2,150.00	No	X		
Foremost Farms-Richland Center	03-2023-0179-I-41	Motor Controls (WIG)	Dennis Cooley	8	\$ 1,925.00	No		X	
BAPI, Inc.	03-2023-0180-I-41	Microsoft 365 (WIG)	Dennis Cooley	13	\$ 175.00	No		X	
Fennimore School District	03-2023-0408-I-11	WI Statute 118.15	Mary Johannesen	4	\$ 10,765.30	No	X		
Iowa Grant School District	03-2023-0410-I-11	WI Statute 118.15	Mary Johannesen	3	\$ 4,570.85	No	X		
Lancaster School District	03-2023-0412-I-11	WI Statute 118.15	Mary Johannesen	2	\$ 3,629.67	No	X		
Platteville School District	03-2023-0416-I-11	WI Statute 118.15	Mary Johannesen	11	\$ 35,639.60	No	X		
Riverdale School District	03-2023-0424-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 1,251.20	No	X		
Weston School District	03-2023-0428-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 862.05	No	X		
Benton School District	03-2023-0442-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 1,940.90	No	X		
Darlington School District	03-2023-0446-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 150.60	No	X		
Cassville School District	03-2023-0448-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 3,860.95	No	X		
Highland School District	03-2023-0452-I-11	WI Statute 118.15	Mary Johannesen	1	\$ 3,045.75	No	X		
North Crawford School District	03-2023-0458-I-11	WI Statute 118.15	Mary Johannesen	3	\$ 7,476.90	No	X		
<b>TOTAL of all Contracts</b>				<b>679</b>	<b>\$ 279,984.42</b>				
Exchange of Services				44	\$ 513.59				
For Pay Service				629	\$ 279,138.33				



### ***E. Personnel Items***

The Personnel Report includes one employment recommendation and two resignations. The report follows:



#### **PERSONNEL REPORT**

**June 8, 2023**

##### **EMPLOYMENT: NEW HIRE**

Name:	Alexa <u>Chieffari</u>
Title:	Communication Resource Instructor
How many applicants & interviewed	6 applicants/2 interviews
Start Date:	7/1//2023
Salary/Wages	\$64,000
Classification	Full Time
Education and/or Experience	Master's degree in Teaching and Learning English Language Arts from UW-Oshkosh and a Bachelor's in Secondary English Education from UW-Oshkosh with 8 years of teaching experience

##### **PROMOTIONS/TRANSFER**

##### **NEW POSITION**

None	
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##### **RETIREMENTS / RESIGNATIONS**

James Godfrey (Last Day 5/12/2023)	EPD Lab/Housing Assistant
Darwyn Wolfe (Last Day 5/19/2023)	IT System Analyst (Student Services/Financial Aid)

### ***F. United Migrant Opportunity Services (UMOS) Lease***

A 12-month lease (July 1, 2023 – June 30, 2024) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$359.03 per month follows:

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2023 by and between Southwest Wisconsin Technical College, Lessor, and UMOS, Inc, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

145 square feet of office floor space located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2023, and ending June 30, 2024.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. The term of the lease is contingent upon federal funding and targeted population for services. Any reduction in funding and/or shift in the farmworker community as determined by the numbers served will require re-negotiation of the terms of this lease and if necessary termination of the lease. Lessee will notify Lessor in writing of any required action no later than 30 days.

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Fifty-nine Dollars and Three Cents (\$359.03) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

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



3.2 Signs. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

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

#### 4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 Utilities.

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

##### 4.2 Maintenance.

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

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

#### 5. ALTERATIONS.



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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Farmworker Programs Manager, UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

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

## 11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time

on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

UMOS, INC.

BY: \_\_\_\_\_  
Kaye Hartmann, Vice-President of Planning & Resource Development

***G. District Boards Association 2023-24 Fee Assessment***

The 2023-24 District Boards Association invoice in the amount of \$24,632.94 follows:



WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION

May 15, 2023

**INVOICE**

**2023-24 Fee Assessment**

(July 1st, 2023 - June 30th, 2024)

**Southwest Wisconsin Technical College**

**\$24,632.94**

Payment due August 1st, 2023

Please make check payable to:  
Wisconsin Technical College District Boards Association  
104 King Street #202  
Madison, Wisconsin 53703

*We value your membership! Thank you.*

**Recommendation:** *Approve the June 21, 2023, Consent Agenda as presented.*

## **Other Items Requiring Board Action**

### **A. *Appoint Board Secretary until July 2023 Board Officer Election is Held***

Due to the Board Secretary vacancy that occurred on June 1, 2023, the Chairperson will appoint a temporary secretary to fill the responsibilities. This appointment will be voted on by the Board for approval.

**Recommendation:** *Approve the Chairperson's appointment for temporary Board Secretary until the July 2023 Board Officer Election is held*

### **B. *Reciprocity Agreement with Northeast Iowa Community College: Approval of Amended List of Included Programs.***

The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Northeast Iowa Community College (NICC) has been amended with a current list of included programs. The agreement and the amended list of programs follows.

**Recommendation:** *Approve the amended List of Included Programs within the Reciprocity Agreement with Northeast Iowa Community College as presented.*



**A JOINT EDUCATION AMENDED AGREEMENT  
BETWEEN NORTHEAST IOWA COMMUNITY COLLEGE  
AND SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

THIS AGREEMENT entered into this 1<sup>st</sup> day of July 2012, by and between the Board of Trustees of Northeast Iowa Community College, hereinafter referred to as NICC, and Southwest Wisconsin Technical College District Board, hereinafter referred to as Southwest Tech. The purpose of this Agreement is to provide additional educational program opportunities to the students that live in each district. Programs included under this Agreement are listed in Appendix A. Amendments and/or revisions to List of Included Programs (Appendix A) may be made per Section 4. Amendment to Agreement.

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, NICC is empowered by virtue of Section 28E.9, 28E.10, 28E.8, and 26OC.14, Code of Iowa, to enter into a reciprocal tuition agreement.

**§28E.9 Status of interstate agreement.**

If an agreement entered into pursuant to this chapter is between or among one or more public agencies of this state and one or more public agencies of another state or of the United States said agreement shall have the status of an interstate compact. Such agreements shall, before entry into force, be approved by the attorney general who shall determine whether the agreement is in proper form and compatible with the laws of this state...

**§28E.10 Approval of statutory officer.**

If an agreement made pursuant to this chapter shall deal in whole or in part with the provision of services or facilities with regard to which an officer or agency of the state has constitutional or statutory powers of control, the agreement shall, as a condition precedent to its entry into force, be submitted to the state officer or agency having such power of control and shall be approved or disapproved as to all matters within the state officer's or agency's jurisdiction.

**§28E.8 Filing with secretary of state.**

1. *a.* Before entry into force, an agreement made pursuant to this chapter shall be filed, in an electronic format, with the secretary of state in a manner specified by the secretary of state.

*b.* Any amendment, modification, or notice of termination of an agreement made pursuant to this chapter shall be filed, in an electronic format, with the secretary of state within thirty days of the effective date of the amendment, modification, or termination, in a manner specified by the secretary of state...

WHEREAS, Southwest Tech is empowered by virtue of Section 512-39.42 of the State of Wisconsin Revised Statutes which has been amended to:

**39.42 Interstate agreements.** The board, with the approval of the joint committee on finance, or the governing boards of any publicly supported institution of post-high school education, with the approval of the board and the joint committee on finance, may enter

into agreements or understandings which include remission of nonresident tuition for designated categories of students at state institutions of higher education with appropriate state agencies and institutions of higher education in other states to facilitate use of public higher education institutions of this state and other states. Such agreements and understandings shall have as their purpose the mutual improvement of educational advantages for residents of this state and such other states or institutions of other states with which agreements are made.

WHEREAS, the parties hereto believe this Agreement should be one means of implementing a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Iowa and Wisconsin.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purpose of the Agreement, the district sending the students to another district will be referred to as the "sending district," and the institution receiving students from another district will be referred to as the "degree granting institution."

2. TERMS OF AGREEMENT

Any educational program offered by Northeast Iowa Community College shall be a program approved by the Iowa State Board of Education and any program offered by Southwest Wisconsin Technical College shall be a program approved by the Wisconsin Technical College System Board.

The presidents of the participating colleges or their designees will be responsible for the administration of this agreement. The parties to this agreement do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

3. DURATION AND TERMINATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force until either party issues a letter of intent to cancel the Agreement. This Agreement may be terminated at the request of either party provided such notice is given in writing eleven (11) months prior to the affected semester. In the event of termination, students who have entered a program will be allowed a

maximum of five years from the date of termination to complete the program under the terms of this Agreement.

#### 4. AMENDMENT TO AGREEMENT

Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of all parties. The procedures for approval of such amendments and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement with the exception of amendments and/or revisions to Appendix A. List of Included Programs. Appendix A may be amended and/or revised at any time by mutual consent of the presidents of NICC and Southwest Tech.

#### 5. CLASS SCHEDULES

Institutional class schedules shall be available for student planning.

#### 6. APPLICATION

Students will be accepted on a first-come, first-served basis, regardless of residency.

#### 7. REGISTRATION

Students registering at the "degree granting institution" shall be treated as members of that district for the terms of their enrollments. The "degree granting institution" shall retain the rights to deny registration if the requested courses are not considered to be appropriate to this Agreement.

This contractual rate shall be based upon the institution's in-district, in-state charge.

#### 8. ADDITIONAL EDUCATION SERVICES

The "degree granting institution" shall provide support services for students from the "sending district," similar to those provided for any other student at its campus.

#### 9. AWARDING OF DEGREES

Students who complete their program requirement may participate in commencement exercises at the "degree granting institution."

#### 10. MINIMUM OF INSTRUCTIONAL DAYS

The parties understand and agree that the minimum amount of instructional time required by the "degree granting institution" will meet the credit requirements for course completion.



#### 11. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "degree granting institution" shall be considered the home district for the student. Students from the "sending district" may be eligible at the "degree granting institution" for any of the extracurricular activities, scholarships, or other recognition of excellence in the program for which they are enrolled at the "degree granting institution."

The person responsible for financial aid at each institution shall work closely with each other to insure accuracy of records and the greatest support possible to students.

#### 12. RECORDS

The "degree granting institution" shall maintain appropriate full-time equivalency (FTE), head count, program, and course enrollment records for students from the "sending district" in accordance with standard procedures while that student is in attendance and will provide copies of said records to the "sending district" and interested state agencies upon request, so long as established procedures are followed.

#### 13. PUBLICITY

This Agreement shall be duly publicized in the participating districts' catalogs and other informative brochures consistent with institutional policy or other similar publicity.

#### 14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

A student shall be subject to all normal operating rules and conditions of the campus he/she is on at any given time.

#### 15. REIMBURSEMENT

The "degree granting institution" shall ascertain whether it is eligible to file any claims for federal reimbursement for any student enrolled in its classes.

#### 16. STATE AND OTHER FUNDING

Private or foundation grants which further the educational goals of and generally benefit all students attending the "degree granting institution," whether or not they are "sending district" students, may be applied for either separately or jointly. In no event shall the ability of either or both parties to obtain federal or state educational funds be jeopardized.

#### 17. FINANCIAL AID

The "degree granting institution" shall provide all financial aid that the student is eligible.

18. VETERAN REPORTING REQUIREMENTS

The "degree granting" district shall meet the reporting requirements of the Veterans Administration.

19. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "sending" and "degree granting" districts.

20. EFFECTIVE DATE

This Agreement shall be effective upon approval of the appropriate boards and agencies.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate as of the date and year first above written.

BOARD OF TRUSTEES OF  
NORTHEAST IOWA COMMUNITY COLLEGE

Ken G Reimer  
PRESIDENT OF THE BOARD

[Signature]  
COLLEGE PRESIDENT

Janet Bullerman  
ATTEST: SECRETARY OF THE BOARD

DATE: 6/18/2012

EFFECTIVE DATE: JULY 1, 2012

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD

James Soderburg  
CHAIRMAN OF THE BOARD

Duane M. Ford  
COLLEGE PRESIDENT

Melissa Fitzsimons  
ATTEST: SECRETARY OF THE BOARD

DATE: 6/18/2012

Daniel Clancy  
DANIEL CLANCY, PRESIDENT  
WISCONSIN TECHNICAL COLLEGE SYSTEM

## Appendix A

---

### List of Included Programs

#### Southwest Tech Programs Available to NICC Residents

Auto Collision Repair & Refinish Technician  
Golf Course Management  
Physical Therapist Assistant  
Cancer Information Management  
Non-Profit Leadership  
Sustainable Energy Management  
Supply Chain Management

#### NICC Programs Available to Southwest Tech Residents

Diesel Mechanics  
Gas Utility Construction and Service  
Heating and Air Conditioning  
John Deere TECH  
Production and Companion Animal Veterinary Technician  
Radiologic Technology  
Industrial Electrician

APPROVED:

---

Southwest Wisconsin Technical College President

Date

---

Northeast Iowa Community College President

Date

***C. Reciprocity Agreement with Highland Community College:  
Approval of Amended List of Included Programs.***

The existing Joint Education Agreement between Southwest Wisconsin Technical College (SWTC) and Highland Community College (HCC) has been amended with a current list of included programs. The agreement and the amended list of programs follows.

***Recommendation:*** *Approve the amended List of Included Programs within the Reciprocity Agreement with Highland Community College as presented.*

**A JOINT EDUCATION AGREEMENT  
BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

THIS AGREEMENT entered into this 15<sup>th</sup> day of January, 2013, by and between the Board of Trustees of Highland Community College, hereinafter referred to as HCC, and Southwest Wisconsin Technical College District Board, hereinafter referred to as Southwest Tech. The purpose of this Agreement is to provide additional educational program opportunities to the students that live in each district. Programs included under this Agreement are listed in Appendix A. Amendments and/or revisions to List of Included Programs (Appendix A) may be made per Section 4. Amendment to Agreement.

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, HCC is empowered by virtue of Section 1501.307, Administrative Rules of the Illinois Community College Board, to enter into a cooperative agreement.

**Section 1501.307 Cooperative Agreements and Contracts**

Cooperative agreements and contracts with other Illinois educational agencies and those out of state may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources, subject to the following conditions:

a) A new unit of instruction to be offered by a community college solely through a cooperative agreement or contract with another educational agency is subject to approval by the ICCB as indicated in Section 1501.302.

e) Out-of-District Cooperative Agreements for Instruction. A community college district may enter into contractual arrangements with other public or nonpublic institutions of higher education for the delivery of units of instruction upon approval by ICCB. Criteria for approval of out-of-district agreements for instruction shall be:

- 1) accessibility of instruction to students
- 2) labor market need
- 3) comprehensiveness of available programs for students
- 4) cost-effectiveness in providing instructional programs
- 5) impact on regional and statewide programs
- 6) impact on programs at neighboring community college districts

WHEREAS, Southwest Tech is empowered by virtue of Section 512-39.42 of the State of Wisconsin Revised Statutes which has been amended to:

**39.42 Interstate agreements.** The board, with the approval of the joint committee on finance, or the governing boards of any publicly supported institution of post-high school education, with the approval of the board and the joint committee on finance, may enter into agreements or understandings which include remission of nonresident tuition for designated categories of students at state institutions of higher education with appropriate state agencies and institutions of higher education in other states to facilitate use of public higher education institutions of this state and other states. Such agreements and understandings shall have as their purpose the mutual improvement of educational advantages for residents of this state and such other states or institutions of other states with which agreements are made.

WHEREAS, the parties hereto believe this Agreement should be one means of implementing a viable method of cooperation between the parties hereto; and

WHEREAS, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Illinois and Wisconsin.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purpose of the Agreement, the district sending the students to another district will be referred to as the "sending district," and the institution receiving students from another district will be referred to as the "degree granting institution."

2. TERMS OF AGREEMENT

Any educational program offered by Highland Community College shall be a program approved by the Illinois Community College Board and any program offered by Southwest Wisconsin Technical College shall be a program approved by the Wisconsin Technical College System Board.

The presidents of the participating colleges or their designees will be responsible for the administration of this agreement. The parties to this

agreement do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

### 3. DURATION AND TERMINATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force until either party issues a letter of intent to cancel the Agreement. This Agreement may be terminated at the request of either party provided such notice is given in writing eleven (11) months prior to the affected semester. In the event of termination, students who have entered a program will be allowed a maximum of five years from the date of termination to complete the program under the terms of this Agreement.

### 4. AMENDMENT TO AGREEMENT

Amendments and/or revisions to this Agreement may be made in writing at any time by mutual consent of all parties. The procedures for approval of such amendments and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement with the exception of amendments and/or revisions to Appendix A. List of Included Programs. Appendix A may be amended and/or revised at any time by mutual consent of the presidents of HCC and Southwest Tech.

### 5. CLASS SCHEDULES

Institutional class schedules shall be exchanged and kept available for student planning.

### 6. APPLICATION

Students will be accepted on a first-come, first-served basis, regardless of residency with the exception of selective admission programs.

### 7. REGISTRATION

The "degree granting institution" shall send (in writing) an annual report each academic year to the "sending institution" listing the student name, student

contact information, and program including all district residents from the "sending institution" enrolled under this joint agreement.

Students registering at the "degree granting institution" shall be treated as members of that district for the terms of their enrollments. The "degree granting institution" shall retain the rights to deny registration if the requested courses are not considered to be appropriate to this Agreement.

#### 8. ADDITIONAL EDUCATION SERVICES

The "degree granting institution" shall provide support services for students from the "sending district," similar to those provided for any other student at its campus.

Courses, seminars, workshops, and in-service programs related to any educational program bound by this Agreement may be offered within the district confines of either institution by mutual agreement. Said programs may be carried on singly by the "sending" or "degree granting institution" or jointly by both institutions.

#### 9. AWARDING OF DEGREES

Students who complete their program requirement may participate in commencement exercises at the "degree granting institution."

#### 10. MINIMUM OF INSTRUCTIONAL DAYS

The parties understand and agree that the minimum amount of instructional time required by the "degree granting institution" will meet the credit requirements for course completion.

#### 11. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "degree granting institution" shall be considered the home district for the student. Students from the "sending district" may be eligible at the "degree granting institution" for any of the extracurricular activities, scholarships, or other recognition of excellence in the program for which they are enrolled at the "degree granting institution."



The person responsible for financial aid at each institution shall work closely with each other to insure accuracy of records and the greatest support possible to students.

#### 12. RECORDS

The "degree granting institution" shall maintain appropriate full-time equivalency (FTE), head count, program, and course enrollment records for students from the "sending district" in accordance with standard procedures while that student is in attendance and will provide copies of said records to the "sending district" and interested state agencies upon request, so long as established procedures are followed.

#### 13. PUBLICITY

This Agreement shall be duly publicized in the participating districts' catalogs and other informative brochures consistent with institutional policy or other similar publicity.

#### 14. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

A student shall be subject to all normal operating rules and conditions of the campus he/she is on at any given time.

#### 15. CONTRACTUAL RATES CHARGED STUDENTS

This contractual rate shall be based upon the institution's in-district, in-state charge.

#### 16. REIMBURSEMENT

The "degree granting institution" shall ascertain whether it is eligible to file any claims for federal reimbursement for any student enrolled in its classes.

#### 17. STATE AND OTHER FUNDING

Private or foundation grants which further the educational goals of and generally benefit all students attending the "degree granting institution," whether or not they are "sending district" students, may be applied for either separately

or jointly. In no event shall the ability of either or both parties to obtain federal or state educational funds be jeopardized.

18. FINANCIAL AID

The "degree granting institution" shall provide all financial aid that the student is eligible.

19. VETERAN REPORTING REQUIREMENTS

The "degree granting" district shall meet the reporting requirements of the Veterans Administration.

20. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "sending" and "degree granting" districts.

21. EFFECTIVE DATE

This Agreement shall be effective upon approval of the appropriate boards and agencies and upon filing with appropriate state governing bodies or on March 1, 2013, whichever is later.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate  
as of the date and year first above written.

BOARD OF TRUSTEES OF  
HIGHLAND COMMUNITY COLLEGE

Douglas B. Bled  
Vice CHAIR OF THE BOARD

Joan Karsch  
COLLEGE PRESIDENT

Terri A. Kung  
ATTEST: SECRETARY OF THE BOARD

DATE: January 15, 2013

EFFECTIVE DATE: March 1, 2013

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARD

James D. Kollberg  
CHAIR OF THE BOARD

Deane M. Ford  
COLLEGE PRESIDENT

Melanie L. Lavin  
ATTEST: SECRETARY OF THE BOARD

DATE: January 9, 2013

[Signature] 1-29-13  
PRESIDENT  
WISCONSIN TECHNICAL COLLEGE SYSTEM

John Reinemann 15 Feb 13  
JOHN REINEMANN, EXECUTIVE SECRETARY  
STATE OF WISCONSIN HIGHER ED AIDS BOARD

## Appendix A

---

### List of Included Programs

#### Southwest Tech Programs Available to HCC Residents

Ag Power and Equipment Technician  
Building Trades- Carpentry  
Cancer Information Management  
Data Analytics  
Dental Assistant  
Electromechanical Technology  
Golf Course Management  
Health Information Technology  
Human Services Associate  
Medical Laboratory Technician  
Nonprofit Leadership  
Physical Therapist Assistant  
Supply Chain Management  
Surgical Technology

#### HCC Programs Available to Southwest Tech Residents

Associate of Engineering Science  
Equine Science

Effective \_\_\_\_\_, \_\_\_\_\_ this Joint Education Agreement between Highland Community College and Southwest Wisconsin Technical College has been amended to include the above programs.

HIGHLAND COMMUNITY COLLEGE

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

\_\_\_\_\_  
College President

\_\_\_\_\_  
College President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### ***D. 2023-24 Employee Compensation***

A proposal for 2023-24 employee compensation increase will be presented. The proposal is included in the electronic Board material below.

**Recommendation:** *Approve the 2023-24 employee compensation, as presented.*

#### **2023-2024 Employee Compensation Proposal**

The recommendation is for a compensation increase for full and part-time regular employees:

##### **June 2023**

Pay all regular FT employees a \$1,000 stipend and regular PT employees a \$500 stipend.

##### **July 2023**

Increase regular employee base pay by 4.0%.

##### **December 2023 (subject to November 2023 Board Action)**

Consider enrollment and expenditure trends and funding priorities to see if it is possible to pay all regular FT employees a \$1,000 stipend and regular PT employees a \$500 stipend.

#### ***E. 2023-24 Budget Approval***

Caleb White will present the 2023-24 budget document at the public hearing prior to the Board meeting. The budget document is shown below. Mr. White and Kelly Kelly, Controller, will be present for any questions.

**Recommendation:** *Approve the 2023-24 Budget as presented.*



# BUDGET

JULY 1, 2023–JUNE 30, 2024



1800 Bronson Boulevard, Fennimore, WI 53809  
[www.swtc.edu](http://www.swtc.edu)

# Southwest Wisconsin Technical College District

## 2023-2024 Budget

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

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

Board Members	Employer and Position	Expiration of Term
David A. Blume	ElderSpan Management, Maintenance Supervisor	June 2026
Charles J. Bolstad	Retired Educator	June 2025
Kent Enright	Carey's Seamless Gutters & Doors, Sales Representative	June 2024
Tracy Fillback	Local Representative for MommaT, LLC Montfort WI	June 2025
Jeanne Jordie	Sr. Recreation Coordinator Prairie du Chien WI	June 2025
Chris J. Prange	Retired Banker	June 2026
Don Tuescher	Tuescher Electric & Refrigeration, Darlington WI, President	June 2024
Steve Williamson	Board Supervisor, Richland County Purchasing Agent, Hartung Brothers Arena WI	June 2026
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2024

### Administration

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

Name	Title	Years of Service
Caleb White	Vice President for Administrative Services	19.0
Cynde Larsen	Chief Academic Officer	19.0
Krista Weber	Chief Human Resources Officer	8.5
Holly Clendenen	Chief of Student Services	8.0

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





## TABLE OF CONTENTS

	Page
<b>INTRODUCTION</b>	
Letter of Transmittal .....	1
Management Discussion and Analysis	
Mission/Vision/Values .....	2
Core Abilities .....	3
College Budget Process .....	4
Current Environment .....	5
Wisconsin Technical College Districts .....	6
<b>FINANCIAL</b>	
Position Summary .....	8
Basis of Accounting/Budgeting .....	9
Description of Functional Units .....	10
Definitions of Fund .....	12
Pro Forma Balance Sheet .....	13
General Fund Budgetary Statement .....	14
Special Revenue - Non-Aidable Fund Budgetary Statement .....	15
Capital Projects Fund Budgetary Statement .....	16
Capital Equipment/Projects Summary .....	17
Debt Service Fund Budgetary Statement .....	18
Enterprise Fund Budgetary Statement .....	19
Internal Service Fund Budgetary Statement .....	20
Classification Breakdown by Fund .....	21
General – Operational Expenditures .....	21
General – Operational Revenues .....	22
Schedule of Long-term Obligations .....	23
Combined Schedule of Long-term Obligations .....	25
Legal Debt Limit .....	26
Combined Budget Summary .....	27
Combined Fund Summary .....	28
<b>SUPPLEMENTAL</b>	
District Profile and Program Offerings .....	30
Equalized Valuations and Mill Rates .....	34
FTE and Head Count .....	35
Notice of Public Hearing .....	36



# INTRODUCTION

JULY 1, 2023–JUNE 30, 2024 BUDGET





June 2023

Dear Students, Faculty, Staff, and Friends of the College,

As we approach the upcoming academic year, we celebrate our historical commitment to student success. We embrace the opportunity to invest in our future with a new emphasis on the success of our students after they graduate. Our college has always been dedicated to providing quality education at an affordable cost, and we are committed to maintaining this standard in the upcoming year. In addition to the traditional metrics of our achievements, we will embark on a bold endeavor to improve wages and university transfer outcomes for our outcomes.

We understand that many of our students are facing financial challenges, and they often look to us for a better future through improved employment. We are steadfastly committed to continuing to provide quality educational programs, and we will be making strategic investments to ensure that we remain at the forefront of academic excellence. The value of learning at Southwest Tech will be seen in the lives we change for the better through improved earning capacity and/or successful completion of university degrees.

We will continue to prioritize student success and academic achievement by offering a range of support services, such as tutoring, advising, emergency grants, meals, and career services. We will also be investing in initiatives that promote and celebrate diversity, equity, and inclusion across the college and in our communities.

In order to accomplish this important work for our students, we recognize the need to support our faculty and staff who are the heart and soul of our college. We will continue to support them through competitive compensation, meaningful benefits packages, and aligned professional development opportunities.

We are confident that our budget for the upcoming year will enable us to maintain our commitment to providing a high-quality education that is accessible to all. And, as a sign of our future hallmark, we will achieve ambitious goals focused on the enhancing the impact our degrees have for our graduates. We appreciate your continued support, and we look forward to another successful academic year.

Sincerely,

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

Jason S. Wood, Ph.D.  
President

A handwritten signature in black ink that reads "Donald L. Tuescher".

Donald L. Tuescher  
District Chairperson

## College Mission

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

## College Vision

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

## College Purposes

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

## College Values

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

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

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

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

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



## **Core Abilities**

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

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

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

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

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

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

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

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

## **2023-2024 COLLEGE BUDGET PROCESS**

The Board shall oversee the development of the annual budget.

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

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

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

## CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2022-23 at 1,300 full-time equivalent students (FTEs), a increase of approximately 45 FTEs relative to 2021-22. That mark will exceed the college's budget goal for the year of 1,250 FTEs. Over the fifteen-year period from 2007-08 through 2022-23 the college total FTEs have declined by approximately 18%. In the face of declining enrollment in the district's high schools, loss of significant partnership contracts, a prolonged period of near full employment in the region and rapidly changing and ultra-competitive higher education environment, the College's ability to pursue growth in alternative areas over the fifteen-year period in opposition to those challenges is a significant accomplishment in service to regional students and employers. The budget for 2023-24 has been built on a projection of 1,300 FTEs, relatively flat from the prior year.

Budget Priorities / Strategic Projects for 2023-24 include the following:

1. Engage Students in High Quality Experiential Learning
  - a. Access to high-quality academic programming helps students succeed in the workforce. The Academic Plan focuses on emerging industries and revitalizing existing programs.
2. Strengthen a Culture of Caring and Success
  - a. At Southwest Tech we want every student to know we care about their success. We also want faculty, staff, and leadership to be representative of our district population and student body.
3. Enhance the College's Economic Impact
  - a. 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.

The operational budget (general and special revenue funds) for 2023-24 is projecting a slight decrease in revenue levels in comparison to 2022-23. This is based on generating 1,300 FTEs and including anticipated increases in general state funding, investment earnings and customized instruction contracting balanced by sunseting grants and student fee reductions. The local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .4499 or \$0.45 per \$1,000 of property valuation. General Fund budgeted expenditures for 2023-24 reflect significant inflationary pressures. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$818,000 in additional budget. Additional estimated increases in heat, electricity, general utilities, supplies, advertising/printing accounts and maintenance items have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, efficiency gains, reorganization savings and other adjustments to create the budget presented.

Serving 1,300 FTEs in 2022-23 is a credit to the College's ability to balance priorities with limited resources, outside enrollment pressures and an ever-increasing drain on resources to meet compliance requirements. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on creating an increasingly positive environment/culture for both staff and students, enhancement of quality teaching and learning and offering unique and effective support services for students. Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy while navigating the uncertain and ever-changing environment that has become a new normal for us all.



## Wisconsin Technical College Districts



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

# FINANCIAL DATA

JULY 1, 2023–JUNE 30, 2024 BUDGET



Southwest Wisconsin Technical College  
Schedule of Full-Time Staff Positions  
2023-2024 Budget Year

Function	2022-2023*	2023-2024*
Instructional	75	74
Instructional Resources	2	3
Student Services	56	54
General Institutional	49	50
Physical Plant	12	13
Auxiliary Services	6	6
Total	200	200

\*Does not include 18 regular part-time positions or approximately 250 part-time outreach positions.

Position Summary - FTE Basis

Category	2021-22 Actual	2022-23 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 23-24 Budget
Administrators/Supervisors	28	24	22			22
Teachers	136	99	97			97
Other Staff	110	110	97	12	1	110
<b>TOTAL</b>	274	233	216	12	1	229

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

\*Approximately 17 FTEs are supported through grant funding.

## **BASIS OF ACCOUNTING**

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

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

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

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

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

## **BASIS OF BUDGETING**

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



## DESCRIPTION OF FUNCTIONAL UNITS

### Revenues

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

#### **Local Government**

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

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

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

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

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

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

#### **Institutional Revenue**

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

#### **Federal/State**

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

## **Expenditures**

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

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

## DEFINITION OF FUNDS

<b>Fund</b>
A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.
<b>Governmental Fund Category</b>
<p><b>General Fund (100)</b> The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.</p> <p><b>Special Revenue Fund (200)</b> A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.</p> <p>Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.</p> <p><b>Capital Projects Fund (300)</b> The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.</p> <p><b>Debt Service Fund (400)</b> The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.</p>
<b>Proprietary Fund Category</b>
<p><b>Enterprise Fund (500)</b> The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.</p> <p><b>Internal Service Fund (600)</b> The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.</p>
<b>Fiduciary Fund Category</b>
<p><b>Trust and Agency Fund (700)</b> The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.</p>



SWTC PRO FORMA BALANCE SHEET - June 30, 2023

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
Assets										
Cash/Investments	8,125,582		521,822	1,809,658	878,081	3,374,910	1,474,890			15,784,943
Receivables:										
Property Taxes	3,372,406									3,372,406
Accounts	295,000					-				295,000
Due From Other Funds										
Inventory						250,000				250,000
Prepaid Expenses	290,000									290,000
Fixed Assets						-		21,000,000		21,000,000
Amount Available In Debt Service Fund(s)									1,809,658	1,809,658
Amount to be Provided for Long-term Debt									23,669,059	23,669,059
Total Assets	12,082,988	-	521,822	1,809,658	878,081	3,624,910	1,474,890	21,000,000	25,278,717	66,271,066
Liabilities										
Accounts Payable	225,000		1,000		250,000	15,000				491,000
Employee Related Payables	275,000		9,000			5,000				289,000
Due to Other Funds										
Deferred Revenues	475,000									475,000
Accrued Self-Insurance										-
General Long-term Debt									22,378,717	22,378,717
Compensated Absences/ Unfunded Pension									2,900,000	2,900,000
Total Liabilities	975,000	-	10,000	-	250,000	20,000	-	-	25,278,717	26,533,717
Fund Equity										
Investment In Fixed Assets								21,000,000		21,000,000
Retained Earnings						3,604,910	1,474,890			5,079,800
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,809,658						1,809,658
Reserve for Self-Insurance										
Reserve for Student Organizations			511,822							511,822
Unreserved:										
Designated for Operations	11,107,988									11,107,988
Designated for Fund Balance for Subsequent Year					428,081					428,081
Total Fund Equity	11,107,988	-	511,822	1,809,658	428,081	3,604,910	1,474,890	21,000,000		39,737,349
Total Liability & Fund Equity	12,082,988	-	521,822	1,809,658	878,081	3,624,910	1,474,890	21,000,000	25,278,717	66,271,066

Southwest Wisconsin Technical College  
General Fund  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,468,541	5,545,000	5,017,000	5,118,300
State Aids	10,276,189	10,983,400	11,500,000	11,400,000
Program Fees	4,485,321	4,628,000	4,610,000	4,629,000
Material Fees	270,491	284,000	262,000	270,000
Other Student Fees	623,036	398,000	630,000	511,000
Institutional	1,901,562	1,506,500	1,800,000	1,994,000
Federal	<u>1,213,041</u>	<u>2,477,300</u>	<u>1,100,000</u>	<u>850,000</u>
Total Revenues	24,238,181	25,822,200	24,919,000	24,772,300
<b>EXPENDITURES</b>				
Instruction	14,319,890	14,912,400	14,500,000	14,200,000
Instructional Resources	145,856	297,500	299,000	309,000
Student Services	2,061,086	2,878,900	2,400,000	2,800,000
General Institutional	5,063,662	6,009,200	5,500,000	5,900,000
Physical Plant	<u>1,922,059</u>	<u>2,460,800</u>	<u>2,010,000</u>	<u>2,200,000</u>
Total Expenditures	23,512,553	26,558,800	24,709,000	25,409,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Net Revenue (Expenditures)	725,628	(736,600)	210,000	(636,700)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	49,649	168,000	168,000	296,000
Operating Transfer Out	<u>(35,739)</u>	<u>(47,000)</u>	<u>(47,000)</u>	<u>(45,000)</u>
Total Resources (Uses)	13,910	121,000	121,000	251,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	739,538	(615,600)	331,000	(385,700)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	739,538	(615,600)	331,000	(385,700)
Beginning Fund Balance	<u>10,037,450</u>	<u>10,528,450</u>	<u>10,776,988</u>	<u>11,107,988</u>
Ending Fund Balance	<u>10,776,988</u>	<u>9,912,850</u>	<u>11,107,988</u>	<u>10,722,288</u>

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

\*Actual is presented on a budgetary basis.

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

Special Revenue - Non-Aidable Fund  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
REVENUES				
State Aids	516,962	547,000	670,000	600,000
Other Student Fees	281,142	250,000	970,000	970,000
Institutional	131,227	245,000	345,000	385,500
Federal	<u>4,836,139</u>	<u>8,758,000</u>	<u>4,700,000</u>	<u>6,570,000</u>
Total Revenues	5,765,470	9,800,000	6,685,000	8,525,500
EXPENDITURES				
Student Services	5,760,640	9,790,000	6,020,000	7,797,500
Auxiliary	<u>-</u>	<u>10,000</u>	<u>25,000</u>	<u>33,000</u>
Total Expenditures	5,760,640	9,800,000	6,045,000	7,830,500
Net Revenue (Expenditures)	4,830	-	640,000	695,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>35,740</u>	<u>47,000</u>	<u>(650,000)</u>	<u>(650,000)</u>
TRANSFERS TO (FROM) FUND BALANCE	35,740	47,000	(650,000)	(650,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>40,570</u>	<u>47,000</u>	<u>(10,000)</u>	<u>45,000</u>
Total Transfers To (From) Fund Balance	40,570	47,000	(10,000)	45,000
Beginning Fund Balance	<u>481,252</u>	<u>507,252</u>	<u>521,822</u>	<u>511,822</u>
Ending Fund Balance	<u>521,822</u>	<u>554,252</u>	<u>511,822</u>	<u>556,822</u>

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

\*Actual is presented on a budgetary basis.

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



Southwest Wisconsin Technical College  
Capital Projects Fund  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
REVENUES				
Institutional	69,104	50,000	45,000	75,000
Federal	167,185	485,000	440,000	1,396,000
Total Revenues	<u>236,289</u>	<u>535,000</u>	<u>485,000</u>	<u>1,471,000</u>
EXPENDITURES				
Instruction	692,986	686,500	757,000	1,045,000
Instructional Resources	20,457	14,000	7,000	64,000
General Institutional	2,567,120	1,647,000	2,000,000	829,000
Physical Plant	1,948,958	2,205,000	2,120,000	4,009,000
Total Expenditures	<u>5,229,521</u>	<u>4,552,500</u>	<u>4,884,000</u>	<u>5,947,000</u>
Net Revenue (Expenditures)	(4,993,232)	(4,017,500)	(4,399,000)	(4,476,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(49,650)	(68,000)	-	(296,000)
Total Resources (Uses)	<u>3,950,350</u>	<u>3,932,000</u>	<u>4,000,000</u>	<u>3,704,000</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	(1,042,882)	(85,500)	(399,000)	(772,000)
Total Transfers To (From) Fund Balance	<u>(1,042,882)</u>	<u>(85,500)</u>	<u>(399,000)</u>	<u>(772,000)</u>
Beginning Fund Balance	<u>1,869,963</u>	<u>208,351</u>	<u>827,081</u>	<u>428,081</u>
Ending Fund Balance	<u>827,081</u>	<u>122,851</u>	<u>428,081</u>	<u>(343,919)</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
July 1, 2023 - June 30, 2024

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

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

Equipment/Software Budget by Department

Agriculture and Industry	787,000	
Public Safety	100,000	
Health and Service	<u>158,000</u>	
Subtotal Instruction		1,045,000
Library/Media/Distance Education	<u>64,000</u>	
Subtotal Instructional Resources		64,000
College-wide Computing/Network/Telecommunications	354,000	
Wireless Network Upgrade	275,000	
Enterprise Planning Resource Project	<u>200,000</u>	
Subtotal General Institutional		829,000
Custodial/Physical Plant/Fleet Vehicles and Grounds	249,000	
Building 1700 roof replacement and alternative energy project	2,700,000	
Signage upgrade	500,000	
Remodeling/Maintenance Projects	137,000	
Engineering/Architect Fees	300,000	
Classroom/Office Furniture	<u>123,000</u>	
Subtotal for Physical Plant		<u>4,009,000</u>
<b>TOTAL CAPITAL PROJECTS</b>		<b><u>\$ 5,947,000</u></b>

Southwest Wisconsin Technical College  
Debt Service Fund  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
REVENUES				
Local Government	5,650,000	6,050,000	6,510,000	6,600,000
State Aids	19,793	20,500	23,000	20,000
Institutional	8,662	20,000	38,000	36,000
Federal Aids	-	-	-	-
Total Revenues	<u>5,678,455</u>	<u>6,090,500</u>	<u>6,571,000</u>	<u>6,656,000</u>
EXPENDITURES				
Physical Plant	<u>5,947,786</u>	<u>7,080,000</u>	<u>7,422,300</u>	<u>6,710,000</u>
Total Expenditures	<u>5,947,786</u>	<u>7,080,000</u>	<u>7,422,300</u>	<u>6,710,000</u>
Net Revenue (Expenditures)	(269,331)	(989,500)	(851,300)	(54,000)
OTHER SOURCES (USES)				
Refunding Debt Issued	-	-	-	-
Premium Issueance of Debt	159,880	-	170,840	-
Total Resources (Uses)	<u>(109,451)</u>	<u>-</u>	<u>170,840</u>	<u>-</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>(109,451)</u>	<u>(989,500)</u>	<u>(680,460)</u>	<u>(54,000)</u>
Total Transfers To (From) Fund Balance	<u>(109,451)</u>	<u>(989,500)</u>	<u>(680,460)</u>	<u>(54,000)</u>
Beginning Fund Balance	<u>2,399,569</u>	<u>2,335,618</u>	<u>2,290,118</u>	<u>1,609,658</u>
Ending Fund Balance	<u>2,290,118</u>	<u>1,346,118</u>	<u>1,609,658</u>	<u>1,555,658</u>

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

\*Actual is presented on a budgetary basis.

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



Southwest Wisconsin Technical College  
Enterprise Fund  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
REVENUES				
Federal	715,624	650,000	70,000	
Institutional	<u>1,263,853</u>	<u>1,321,500</u>	<u>1,250,000</u>	<u>1,300,000</u>
Total Revenues	<u>1,979,477</u>	<u>1,971,500</u>	<u>1,250,000</u>	<u>1,300,000</u>
EXPENDITURES				
Auxiliary Services	<u>2,127,909</u>	<u>2,341,300</u>	<u>1,900,000</u>	<u>1,905,300</u>
Total Expenditures	<u>2,127,909</u>	<u>2,341,300</u>	<u>1,900,000</u>	<u>1,905,300</u>
Net Revenue (Expenditures)	(148,432)	(369,800)	(650,000)	(605,300)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	(100,000)	695,000	695,000
Total Resources (Uses)	-	(100,000)	695,000	695,000
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(148,432)</u>	<u>(469,800)</u>	<u>45,000</u>	<u>89,700</u>
Total Transfers To (From) Fund Balance	<u>(148,432)</u>	<u>(469,800)</u>	<u>45,000</u>	<u>89,700</u>
Beginning Fund Balance	<u>3,708,342</u>	<u>3,558,342</u>	<u>3,559,910</u>	<u>3,604,910</u>
Ending Fund Balance	<u><u>3,559,910</u></u>	<u><u>3,088,542</u></u>	<u><u>3,604,910</u></u>	<u><u>3,694,610</u></u>

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

\*Actual is presented on a budgetary basis.

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



Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
July 1, 2023 - June 30, 2024  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
REVENUES				
Institutional	<u>3,930,379</u>	<u>4,425,000</u>	<u>4,000,000</u>	<u>4,455,000</u>
Total Revenues	3,930,379	4,425,000	4,000,000	4,455,000
EXPENDITURES				
Auxiliary Services	<u>4,185,866</u>	<u>4,435,000</u>	<u>4,000,000</u>	<u>4,455,000</u>
Total Expenditures	4,185,866	4,435,000	4,000,000	4,455,000
Net Revenue (Expenditures)	(255,487)	(10,000)	-	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(255,487)</u>	<u>(10,000)</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	(255,487)	(10,000)	-	-
Beginning Fund Balance	<u>1,730,377</u>	<u>1,570,377</u>	<u>1,474,890</u>	<u>1,474,890</u>
Ending Fund Balance	<u>1,474,890</u>	<u>1,560,377</u>	<u>1,474,890</u>	<u>1,474,890</u>

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

\*Actual is presented on a budgetary basis.

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

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

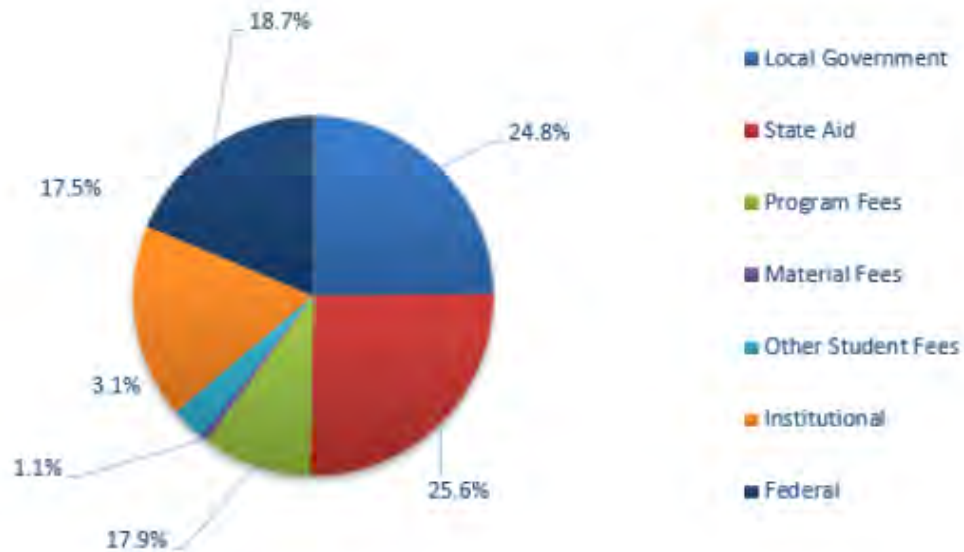
Southwest Wisconsin Technical College  
Classification Breakdown by Fund  
2023-24 Fiscal Year

	General	Spec. Rev. Operational	Spec. Rev. Non-Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Total
Personnel Services	20,804,071		132,574			880,583		21,597,208
Salaries	14,762,285		107,142			560,025		15,429,452
Fringe	5,841,786		25,432			300,538		6,167,756
Current Expense	4,804,929					488,737	4,405,000	9,698,666
Resale Merchandise			7,697,926			558,000	50,000	8,303,926
Capital				5,947,000				5,947,000
Debt Service					6,710,000			6,710,000
Total Expenditures	25,409,000	-	7,830,500	5,947,000	6,710,000	1,905,300	4,455,000	52,256,800

2023-24 Expenditures  
General - Operational



Southwest Wisconsin Technical College  
2023-24 Revenue Sources  
General – Operational



	2023-24	
Revenues	Budget	Percent
Local Government	5,118,300	20.7
State Aid	11,400,000	46.0
Program Fees	4,629,000	18.7
Material Fees	270,000	1.1
Other Student Fees	511,000	2.1
Institutional	1,994,000	8.0
Federal	850,000	3.4
<b>Total Revenues</b>	<b>24,772,300</b>	<b>100.0</b>

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2023-24 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
G.O. Refunding bonds (AR) 10/01/14 to Robert W. Baird & Co. Inc. in the amount of \$5,215,000			
2023-2024	505,000	80,850	585,850
2024-2025	525,000	65,700	590,700
2025-2026	540,000	49,950	589,950
2026-2027	550,000	33,750	583,750
2027-2028	<u>575,000</u>	<u>17,250</u>	<u>592,250</u>
Total Payments Due	2,695,000	247,500	2,942,500
G.O. Refunding Bond (12 years) issued to 12/20/17 to Robert W. Baird & Co. Inc. in the amount of \$6,485,000			
2023-2024	-	194,550	194,550
2024-2025	-	194,550	194,550
2025-2026	1,555,000	194,550	1,749,550
2026-2027	1,595,000	147,900	1,742,900
2027-2028	1,645,000	100,050	1,745,050
2028-2029	<u>1,690,000</u>	<u>50,700</u>	<u>1,740,700</u>
Total Payments Due	6,485,000	882,300	7,367,300
G.O. Refunding Bond issued 03/06/2019 to Robert W. Baird & Co. Inc. in the amount of \$7,775,000			
2023-2024	1,355,000	139,000	1,494,000
2024-2025	<u>1,425,000</u>	<u>71,250</u>	<u>1,496,250</u>
Total Payments Due	2,780,000	210,250	2,990,250
Promissory note (5 years) issued 03/12/2020 to Northland Securities, Inc. in the amount of \$4,000,000			
2023-2024	<u>800,000</u>	<u>32,000</u>	<u>832,000</u>
Total Payments Due	800,000	32,000	832,000
Promissory note (5 years) issued 02/16/2021 to Huntington Securities, Inc. in the amount of \$4,000,000			
2023-2024	800,000	36,000	836,000
2024-2025	<u>800,000</u>	<u>18,000</u>	<u>818,000</u>
Total Payments Due	1,600,000	54,000	1,654,000



Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2023-24 Budget Year

Promissory note (5 years) issued 04/14/2022 to  
Northland Securities, Inc. in the amount of \$4,000,000

2023-2024	800,000	48,000	848,000
2024-2025	800,000	32,000	832,000
2025-2026	<u>800,000</u>	<u>16,000</u>	<u>816,000</u>
Total Payments Due	2,400,000	96,000	2,496,000

Promissory note (5 years) issued 12/07/2022 to StoneX  
Financial Inc. in the amount of \$4,000,000

2023-2024	800,000	160,000	960,000
2024-2025	800,000	120,000	920,000
2025-2026	800,000	80,000	880,000
2026-2027	<u>800,000</u>	<u>40,000</u>	<u>840,000</u>
Total Payments Due	3,200,000	400,000	3,600,000

Promissory note (5 years) to be issued in 2023 to the  
successful bidder in the amount of \$4,000,000 to finance  
construction, facility improvements, remodeling, and  
equipment purchases.

2023-2024	800,000	96,667	896,667
2024-2025	800,000	160,000	960,000
2025-2026	800,000	120,000	920,000
2026-2027	800,000	80,000	880,000
2027-2028	<u>800,000</u>	<u>40,000</u>	<u>840,000</u>
Total Payments Due	4,000,000	496,667	4,496,667

Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2023-24 Budget

<b>Fiscal Year(s)</b>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023-2024	5,860,000	787,067	6,647,067
2024-2025	5,160,000	661,500	5,811,500
2025-2026	4,495,000	460,500	4,955,500
2026-2027	3,745,000	301,650	4,046,650
2027-2029	<u>4,710,000</u>	<u>208,000</u>	<u>4,918,000</u>
Total Payments Due	\$ 23,960,000	\$ 2,418,717	\$ 26,378,717



**Southwest Wisconsin Technical College**  
**Debt Limit**  
**2023-24 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2023, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2023-24 budget is \$23,960,000. The five (5) percent limit is \$563,245,566.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2023-24 budget is \$11,960,000. The two (2) percent limit is \$225,298,226.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2023-24 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
<b>REVENUES</b>				
Local Government	11,118,541	11,595,000	11,527,000	11,718,300
State Aids	10,812,944	11,550,900	12,193,000	12,020,000
Program Fees	4,485,321	4,628,000	4,610,000	4,629,000
Material Fees	270,491	284,000	262,000	270,000
Other Student Fees	904,178	648,000	1,600,000	1,481,000
Institutional	7,304,787	7,568,000	7,835,000	8,245,500
Federal	6,931,989	12,370,300	5,838,000	8,816,000
Total Revenues	41,828,251	48,644,200	43,865,000	47,179,800
<b>EXPENDITURES</b>				
Instruction	15,012,876	15,598,900	15,257,000	15,245,000
Instructional Resources	166,313	311,500	306,000	373,000
Student Services	7,821,726	12,668,900	8,420,000	10,597,500
General Institutional	7,630,782	7,656,200	7,500,000	6,729,000
Physical Plant	9,818,803	11,745,800	11,552,300	12,919,000
Auxiliary Services	6,313,775	6,786,300	5,925,000	6,393,300
Total Expenditures	46,764,275	54,767,600	48,960,300	52,256,800
Net Revenue (Expenditures)	(4,936,024)	(6,123,400)	(5,050,300)	(5,077,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Refunding/Premium	159,880	-	-	-
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	(776,144)	(2,123,400)	(1,050,300)	(1,077,000)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	(1,042,882)	(85,500)	(399,000)	(772,000)
Reserve for Debt Service	(109,451)	(989,500)	(680,460)	(54,000)
Retained Earnings	(403,919)	(479,800)	45,000	89,700
Reserve for Student Organizations	40,570	47,000	(10,000)	45,000
Reserve for Operations	739,538	(615,600)	331,000	(385,700)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	(776,144)	(2,123,400)	(713,460)	(1,077,000)
Beginning Fund Balance	20,226,953	18,708,390	19,450,809	18,737,349
Ending Fund Balance	19,450,809	16,584,990	18,737,349	17,660,349

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Combined Budget Summary  
2023-24 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2021-22 <u>Actual*</u>	2022-23 <u>Budget</u>	2022-23 <u>Estimate**</u>	2023-24 <u>Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	24,238,181	25,822,200	24,919,000	24,772,300
Special Revenue-Non-Aidable Fund	5,765,470	9,800,000	6,685,000	8,525,500
Capital Projects Fund	236,289	535,000	485,000	1,471,000
Debt Service Fund	5,678,455	6,090,500	6,571,000	6,656,000
Enterprise Fund	1,979,477	1,971,500	1,250,000	1,300,000
Internal Service Fund	3,930,379	4,425,000	4,000,000	4,455,000
Total Revenue by Fund	<u>41,828,251</u>	<u>48,644,200</u>	<u>43,910,000</u>	<u>47,179,800</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	23,512,553	26,558,800	24,709,000	25,409,000
Special Revenue-Non-Aidable Fund	5,760,640	9,800,000	6,045,000	7,830,500
Capital Projects Fund	5,229,521	4,552,500	4,884,000	5,947,000
Debt Service Fund	5,947,786	7,080,000	7,422,300	6,710,000
Enterprise Fund	2,127,909	2,341,300	1,900,000	1,905,300
Internal Service Fund	4,185,866	4,435,000	4,000,000	4,455,000
Total Expenditures by Fund	<u>46,764,275</u>	<u>54,767,600</u>	<u>48,960,300</u>	<u>52,256,800</u>

\*Actual is presented on a budgetary basis.

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



# SUPPLEMENTAL DATA

JULY 1, 2023–JUNE 30, 2024 BUDGET





## DISTRICT PROFILE

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

## PROGRAMS OFFERED

### Associate Degree

Accounting  
Agribusiness Science & Technology - AgBus Mgmt  
Agribusiness Science & Technology - Agronomy  
Agribusiness Science & Technology - Animal Science  
Business Management  
Cancer Information Management  
Criminal Justice-Law Enforcement 2  
Criminal Justice Studies  
Data Analytics  
Direct Entry Midwife  
Early Childhood Education  
Electromechanical Technology  
Golf Course Management  
Graphic And Web Design  
Health Information Technology (HIT)  
Human Services Associate  
Individualized Technical Studies  
Instrumentation and Controls Technology  
IT-Cybersecurity and Network Administration  
Leadership Development  
Medical Laboratory Technician  
Nonprofit Leadership  
Nursing - Associate Degree  
Physical Therapist Assistant  
Supply Chain Management  
Surgical Technology  
Sustainable Energy Management  
Technical Studies-Journey Worker  
University Transfer Liberal Arts  
University Transfer - Associate of Arts  
University Transfer - Associate of Science

### Two-Year Technical Diploma

Agricultural Power & Equipment Technician  
Automotive Technician

### Short-Term Technical Diploma

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

### One Year Technical Diploma

Accounting Assistant  
Agribusiness Science & Technology-Agronomy Technician  
Auto Collision Repair & Refinishing Technician  
Bricklaying & Masonry - WI Secure Program Facility  
Building Trades-Carpentry  
Child Care Services  
CNC Machine Operator/Programmer (Precision Machining)  
Cosmetology  
Electrical Power Distribution  
Emergency Medical Technician - Paramedic (Collaborative w/  
Industrial Mechanic  
IT-Computer Support Technician  
Laboratory Science Technician  
Medical Assistant  
Medical Coding Specialist  
Nail Technician  
Supply Chain Assistant  
Welding

### Apprentice

Construction Electrician Apprentice  
Industrial Electrician Apprentice  
Mechatronics Technician Apprentice  
Plumbing Apprentice

## PROGRAMS OFFERED, continued

### PathWay Certificates

Agribusiness Science & Technology - Applicator Technician  
Data Analytics  
Data Analytics Visualization  
Logistics  
Nonprofit Essentials  
Nonprofit Fundraising  
Nonprofit Marketing  
Nonprofit Strategic Planning  
Payroll Assistant  
Production Planner  
Purchasing Agent/Buyer  
Tax Preparer Assistant

### Internal Certificates

Dairy Goat Herd Management

## SPECIAL OFFERINGS

3-Wheel Basic Rider Course	Jail Academy
American Welding Society Testing	Law Enforcement Training
Basic Rider Course	Leadership Training
Basic Rider 2 Course	Lean Training
Beginning Microsoft Excel	Mental Health First Aid
Birth Doula Labor Support	Preschool Credential
Computer Applications	Nail Technician Certificate
Concealed Carry Training	OSHA Training
CPR/AED/First Aid Training	Responsible Beverage Server
Driver Education(Theory, Behind-the-Wheel, and Adults Over 18)	Spanish in the Workplace
Emergency Medical Services/First Responder Courses	Traffic Safety-Group Dynamics
Farm Training Workshops/Seminars/Conferences	Traffic Safety-Multiple Offender
Fire Safety Courses	Traffic Safety-Point Reduction
Golf Technique Training	Tractor Safety
IV Therapy	



### Online Learning Courses

Abstracting Principles and Practice I	Driver Education Safety
Abstracting Principles and Practice II	Driver Education Theory - Online
Accounting 1	ECE: Advanced Practicum
Accounting 1, Part 1	ECE: Child Development
Accounting 2	ECE: Children w Diff Abilities
Accounting 3	ECE: Early Language and Literacy
Accounting 4	ECE: Family & Community Rel
Accounting Systems and Procedures	ECE: Field Experience 1
Adv Anatomy & Physiology	ECE: Field Experience 2
Advanced Accounting Spreadsheets	ECE: Foundations of ECE
Applied Pharmacology	ECE: Guiding Child Behavior
Basic Anatomy	ECE: Hlth Safety & Nutrition
Beginning Microsoft Excel	ECE: Infant & Toddler Dev
Beginning Microsoft Word	ECE: Preschool Practicum
Board Relations and Volunteer Management	ECE: Social Studies, Art and Music
Body Structure and Function	ECE: STEM
Business Analytics & Insights	Economics
Business Intelligence and Visualization	Elem Algebra With Apps
Business Law 2	Elicitation & Coll Techniques
Business Law I	Emergency Medical Technician (EMT)-Refresher
Business Management Strategies	English Composition 1
Cancer Disease Management	English Composition 2
Cancer Patient Follow-Up	Ethics in Data Analytics
Cancer Statistics and Epidemiology	First Responder Refresher
Career Planning in Business	Foundations and NonProfits
College Algebra with Applications	Foundations of HIM
College Mathematics	Fundamentals of Chemistry
Community & Social Service in Nonprofits	General Anatomy & Physiology
Contemporary Healthcare Practices	Global Supply Chain Management
Cost Accounting	Goat-Business Promotion and Marketing
CPT Coding	Goat-Herd Health
CTR Prep	Goat-Kid Management
Culture of Healthcare	Goat-Meat Production
Current Trends in Non-Profits	Goat-Milking Facilities and Housing
Dairy Goat-Farm Records & Financial Management	Goat-Reproduction and Breeding Program
Dairy Goat-Genetics and Selection	Health Quality Management
Dairy Goat-Introduction to the Industry	Health Revenue Management
Dairy Goat-Nutrition	Healthcare Law & Ethics
Dairy Goat-Production Records and Analysis	Healthcare Stats and Analytics
Dairy Goat-Writing a Business Plan	HIT Capstone
Data Analytics 1	Human Diseases for the Health Professions
Data Analytics 2	Human Resources Management
Data Analytics Career Experience (Internship)	ICD Diagnosis Coding
Databases	ICD Procedure Coding
Developing a Business Plan	Intermediate Coding
Developmental Psychology	Intermediate Microsoft Excel
Digital Literacy for Healthcare	Intro to Amer Government
Driver Education Classroom Instruction	Intro to Ethics: Theory & App
Driver Education In-Car Instruction	

### Online Learning Courses, Continued

Intro to Health Informatics	Professional Practice
Intro to Literature	Programming in Data Analytics
Intro to Psychology	Project Management Fundamentals
Intro to Sociology	Psychology of Human Relations
Introduction to Business	Purchasing
Introduction to Cancer Registry Management	QuickBooks
Introduction to Diversity Studies	Quantitative Reasoning
Introduction to Security	Risk Management
Introductory Statistics	Sage 50 (Peachtree)
Inventory Management	Salon/Spa Management
Leadership Development Career Experience	Salon/Spa Science
Leading Change	Selling Principles
Leading Strategically	Service Operations Management
Lean Concepts	Software Applications
Lean Six Sigma	Speech
Legal Issues for Supervisors	Strategy Analysis & Evaluation
Logistics	Supply Chain Capstone
Management of HIM Resources	Surgical Interventions 1
Management Principles	Taxes 1
Managerial Accounting	Taxes 2
Managerial Budgeting and Finance	Team Building and Problem Solving
Marketing Principles	Technical Reporting
Marriage & Family	Technology in the Supply Chain
Math Review Online	Training and Talent Development
Math with Business Applications	Well Woman Gynecology
Medical Terminology	Workplace Communication
Meeting and Event Planning	Workplace Innovations
Microbiology	Workplace Safety
Microeconomics	Written Communication
Nonprofit Branding and Marketing	
Nonprofit Financial Tools for Decisions	
Non-profit Leadership	
NonProfit Leadership Career Experience	
Nonprofit Revenue Generation 1	
Nonprofit Revenue Generation 2	
Non-profit Strategic Planning	
Nutrition	
OB/Medication Management	
Oncology Coding and Staging	
Online Learning 101	
Operations Management	
Oral/Interpersonal Communication	
Payroll Applications	
Personal Finance	
Personal Leadership	
Pesticide Applicator Training	
Principles of Finance	
Process Mapping/Problem Solving	

### Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2019-20 Actual	8,796,577,421	0.6025	0.6076	1.2101
2020-21 Actual	9,373,628,285	0.5783	0.6028	1.1811
2021-22 Actual	10,005,850,141	0.5065	0.6206	1.1271
2022-23 Actual	11,264,911,310	0.4453	0.5779	1.0232
2023-24 Projected	11,377,560,423	0.4499	0.5537	1.0036

### MILL RATE HISTORY



### Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Budget 2023-24
Post-Secondary <sup>(1)</sup>	1,169	1,159	1,147	1,126	1,111	1,146	1,150
Vocational Adult <sup>(2)</sup>	76	64	62	64	64	66	65
Non-Postsecondary <sup>(3)</sup>	108	109	87	68	79	84	85
Community Services <sup>(4)</sup>	1	0	0	0	0	0	0
<b>Total FTE</b>	<b>1,354</b>	<b>1,332</b>	<b>1,296</b>	<b>1,258</b>	<b>1,254</b>	<b>1,296</b>	<b>1,300</b>
<b>Headcount</b>	<b>7,679</b>	<b>6,932</b>	<b>6,595</b>	<b>6,553</b>	<b>6,809</b>	<b>7,223</b>	<b>7,250</b>

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

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

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

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



Southwest Wisconsin Technical College  
Notice of Public Hearing  
July 1, 2023 - June 30, 2024

A public hearing on the proposed 2023-2024 budget for Southwest Wisconsin Technical College will be held on June 21, 2023 at 6:30 p.m. in Room 430 on the Fennimore Campus. The detailed budget is available for public inspection at the District Business Office.

**EXPENDITURE HISTORY**

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational <sup>(2)</sup></u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2019-20	8,796,577,421	0.6025	0.6076	1.2101	(2.58)
2020-21	9,373,628,285	0.5783	0.6028	1.1811	(2.40)
2021-22	10,005,850,141	0.5065	0.6208	1.1271	(4.57)
2022-23	11,264,911,310	0.4453	0.5779	1.0232	(9.22)
2023-24 <sup>(1)</sup>	11,377,560,423	0.4499	0.5801	1.0299	0.66

<u>Fiscal Year <sup>(2)</sup></u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2019-20	42,404,908	(19.33)	10,644,847	1.22	121.01
2020-21	46,764,275	10.28	11,071,039	4.00	118.11
2021-22	48,211,000	3.09	11,277,569	1.87	112.71
2022-23	48,960,300	1.55	11,526,626	2.21	102.32
2023-24	52,256,800	6.73	11,718,300	1.66	102.99

<sup>(1)</sup> Fiscal year 2024 equalized valuation is projected to increase 1% from fiscal year 2023.

<sup>(2)</sup> Fiscal years 2020 through 2022 represent actual amounts; 2023 is estimated; 2024 is the proposed budget.

**Budget/Fund Summary – All Funds**

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	5,118,300	-	-	-	6,600,000	-	-	11,718,300
Other Budgeted Revenues	19,654,000	-	8,525,500	1,471,000	56,000	1,300,000	4,455,000	35,461,500
Total Budgeted Revenues	24,772,300	-	8,525,500	1,471,000	6,656,000	1,300,000	4,455,000	47,179,800
Budgeted Expenditures	25,409,000	-	7,830,500	5,947,000	6,710,000	1,905,300	4,455,000	52,256,800
Excess of Revenues Over Expenditures	(636,700)	-	695,000	(4,476,000)	(54,000)	(605,300)	-	(5,077,000)
Operations Transfers	251,000	-	(650,000)	(296,000)	-	695,000	-	-
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance 07/01/23	11,107,988	-	511,822	428,081	1,609,656	3,604,910	1,474,890	18,737,349
Est. Fund Balance 06/30/24	10,722,288	-	556,822	(343,919)	1,555,656	3,694,610	1,474,890	17,660,349

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2023-2024

	2021-22 <u>Actual</u> <sup>(3)</sup>	2022-23 <u>Budget</u>	2022-23 <u>Estimate</u> <sup>(4)</sup>	2023-24 <u>Budget</u>	
<b>REVENUES</b>					
Local Government	5,488,541	5,545,000	5,017,000	5,118,300	
State Aids	10,276,189	10,983,400	11,500,000	11,400,000	
Program Fees	4,485,321	4,628,000	4,610,000	4,629,000	
Material Fees	270,491	284,000	262,000	270,000	
Other Student Fees	623,036	398,000	630,000	511,000	
Institutional	1,901,562	1,506,500	1,800,000	1,994,000	
Federal	<u>1,213,041</u>	<u>2,477,300</u>	<u>1,100,000</u>	<u>850,000</u>	
Total Revenues	24,238,181	25,822,200	24,919,000	24,772,300	
<b>EXPENDITURES</b>					
Instruction	14,319,890	14,912,400	14,500,000	14,200,000	
Instructional Resources	145,856	297,500	299,000	309,000	
Student Services	2,081,086	2,878,900	2,400,000	2,800,000	
General Institutional	5,063,662	6,009,200	13,687,100	5,900,000	
Physical Plant	<u>1,922,059</u>	<u>2,480,800</u>	<u>10,597,500</u>	<u>2,200,000</u>	
Total Expenditures	<u>23,512,553</u>	<u>26,558,800</u>	<u>24,709,000</u>	<u>25,409,000</u>	
Net Revenue (Expenditures)	725,628	(736,600)	210,000	(636,700)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	<u>13,910</u>	<u>121,000</u>	<u>121,000</u>	<u>251,000</u>	
Total Resources (Uses)	13,910	121,000	121,000	251,000	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	739,538	(615,600)	331,000	(385,700)	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	<u>739,538</u>	<u>(615,600)</u>	<u>331,000</u>	<u>(385,700)</u>	
Beginning Fund Balance	<u>10,037,450</u>	<u>10,528,450</u>	<u>10,776,988</u>	<u>11,107,988</u>	
Ending Fund Balance	<u>10,776,988</u>	<u>9,912,850</u>	<u>11,107,988</u>	<u>10,722,288</u>	
<b>EXPENDITURES BY FUND</b>					
General Fund	23,512,553	26,558,800	24,709,000	25,409,000	%Change <sup>(5)</sup> (4.33)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	5,760,640	9,800,000	6,045,000	7,830,500	(20.10)
Capital Projects Fund	5,229,521	4,552,500	4,884,000	5,947,000	30.63
Debt Service Fund	5,947,786	7,080,000	7,422,300	6,710,000	(5.23)
Enterprise Fund	2,127,909	2,341,300	1,900,000	1,905,300	(18.62)
Internal Service Fund	<u>4,185,866</u>	<u>4,435,000</u>	<u>4,000,000</u>	<u>4,455,000</u>	0.45
Total Expenditures by Fund	46,764,275	54,767,600	48,960,300	52,256,800	(4.58)
<b>REVENUES BY FUND</b>					
General Fund	24,238,181	25,822,200	24,919,000	24,772,300	(4.07)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	5,765,470	9,800,000	6,685,000	8,525,500	(13.01)
Capital Projects Fund	236,289	535,000	485,000	1,471,000	-
Debt Service Fund	5,678,455	6,090,500	6,571,000	6,656,000	9.28
Enterprise Fund	1,979,477	1,971,500	1,250,000	1,300,000	(34.06)
Internal Service Fund	<u>3,930,379</u>	<u>4,425,000</u>	<u>4,000,000</u>	<u>4,455,000</u>	0.68
Total Revenue by Fund	41,828,251	48,644,200	43,910,000	47,179,800	(3.01)

<sup>(3)</sup> Actual is presented on a budgetary basis.

<sup>(4)</sup> Estimate is based upon 10 months of actual and 2 months of estimate

<sup>(5)</sup> (2023-24 Budget - 2022-23 Budget)/2022-23 Budget.



## **Board Monitoring of College Effectiveness**

### **A. Staffing Update**

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

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
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
10	Replacement	Multicultural Success Coach	Akshay Sukhwai	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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
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 - \$34.24 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	Dan Rogers	2/27/2023	C44 : \$57,152 - \$80,013 Hired at \$75,000
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	Jordyn Wendhausen	6/7/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$67,000
19	Replacement	Mental Health Counselor	Robin Hamel	7/1/2023	C44 : \$58,124 - \$81,373 Hired at \$67,000
20	Replacement	Emergency Medical Services (EMS) Instructor	Mallory Fulcher	5/22/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$58,000
21	New	Foundation Development Officer	Nikki Nemitz	2/16/2023	C43 \$54,575 - \$76,406 Hired at \$61,000
22	New	Electromechanical Technician Trainer	Jason Fielder	3/6/2023	C44 : \$58,124 - \$81,373 Hired at \$72,000
23	Replacement	Electrical Power Distribution (EPD) Lab Assistant	James Godfrey	3/28/2023	B21 : \$19.23 - \$24.60 Hired at \$24.60

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
24	New	Sustainable Energy Management Instructor/Energy Coordinator	Posted	7/1/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385
25	Replacement	IT Support Specialist	Andy Mumm	4/5/2023	C42: \$24.88 - \$34.83 Hired at \$28.60
26	Replacement/New	Process Improvement Analyst/Trainer	On Hold	7/1/2023	C44 : \$58,124 - \$81,373
27	Replacement	Communication Instructor	Reposted	7/1/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888
28	Replacement	Communication Resource Instructor	Alexa Chiefari	7/1/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$64,000
29	Replacement	Disability Services Specialist	Interviews Scheduled	7/15/2023	C42:\$51,471.76-\$72,438.46
30	Replacement	IT Systems Analyst (Student Services,FA, Student Accounts)	Posted	7/1/2023	C42: \$24.88 - \$34.83

## **B. Board Monitoring Report – College Culture**

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

### **Board Monitoring Report**

College Council: Culture of Accountability – June 2023

#### **EXECUTIVE SUMMARY**

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

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

#### **RECOGNIZING AND VALUING PEOPLE**

##### **College Council Team Members:**

Demi Vetesnik and Josh Bedward (22/23 co-chairs), Chantel Hampton, Demi Vetesnik, Doris Pulvermacher, Heather Day, Kelsey Wagner, Joe Randall, Sara Biese, and Sherry Kane.

##### **College Council Workgroups:**

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

##### **Human Resource; Diversity, Equity, and Inclusion; and Process Improvement Department Team Members:**

Annetta Smith, Connie Haberkorn, Doris Pulvermacher (recently retired), Sarah Imhoff, Demi Vetesnik, Chantel Hampton

#### **STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE**

##### **College Council Roadmap Projects 2022-2023:**

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

Leads: Chantel Hampton

Team Members: Robin Hamel, Krista Weber, Lisa P. Riley

##### Goals:

- Increase engagement and participation at events.
- Finalize DEI Progress Report metrics.
- Facilitate more collaboration between DEI workgroup and faculty.
- Work with consulting company to implement DEI Action Plan

##### Results:

The Diversity, Equity, and Inclusion Work Group created a Diversity, Equity, and Inclusion Resource Library on the Hub. This resource library is organized by topic and available to all college employees. Resources available are articles, videos, PowerPoint presentations, and handouts utilized during department and division meetings and college forums.

## Board Monitoring Report

College Council: Culture of Accountability – June 2023

The college once again collaborated with Exhibit Envoy to bring Black and White in Black and White: Images of Dignity, Hope and Diversity in America to the college from January 16 – March 12, 2023. During this timeframe, the college hosted the Black History Month Community Celebration and the ACT Day for area high schools, where over 150 students engaged with the exhibit through a treasure hunt.

The college has sent several folks to conferences and workshops to gain greater knowledge in diversity, equity, and inclusion to use a +1 approach upon returning to the college. A +1 approach means incorporating one new change to positively impact the work they do at the college.

Participation included:

- Three employees and three students attended the Wisconsin Conference on Race and Ethnicity.
- Two employees and one student attending Safe Space Training offered by Campus Pride. This training led to a Staff Professional Development Ally Training in April.
- Four employees and two students attended the National Conference on Race and Ethnicity in Higher Education in New Orleans, LA, May 31-June 3, 2023.

A Diversity, Equity, and Inclusion Progress Report is in the draft stage to share the college's progress on DEI efforts, including metrics and measurements. A mid-year and final report are written to share with the college community the progress that has been made.

The college collaborated with The People Company to administer a survey, focus groups, and one-on-one interviews to students, faculty, staff, and preceptors of the Midwifery program to gain insight into students' experiences and the experiences of those who work most closely with the students. A final report was presented. As a result, the Midwifery program now offers diversity, equity, and inclusion-related training for students and faculty two times a semester. Preceptors (clinical site technicians) are also invited to these training courses.

### ***Project #2 - Develop Leaders/Succession Planning***

Making leadership development and succession planning at the college a systematic process

#### Goals:

- Provide leadership training to supervisors on coaching 3-4 times this year.
- Finalize individual professional development plans.

#### Results:

Dr. Audrey Reille held six sessions with a new leader cohort of twenty people. Topics included Personal Wellness, Taking Full Responsibility, Time Management Part I & II, and a recap session. Jason held a group leadership session with the cohort in March 2023. Dr. Reille also met individually with each cohort member multiple times throughout the year. Individual professional development plans were created and sent to all leaders at the college. These plans will be on the Anthology system in 2023-2024. The Academic Lead model was implemented when eight new leads were selected: Kris Schoville, Joe Randall, Betsy Ralph-Tollefson, Vicky Rundle, Christina Winch, Karen Farner, Jennifer Lame, and Stacey Place. The Franklin University Doctoral and Master Cohorts continually receive great feedback. We will have two Master graduations in 2023. A group of employees and Board member will present on the topic of Succession Planning at the ACCT Leadership Congress in the Fall of 2023



## Board Monitoring Report

College Council: Culture of Accountability – June 2023

### ***Project #3 – Campus-Wide Universal Design – Phase 2***

Leads: Christena Bowers

Team Members: Derek Dachelet, Demi Vetesnik, Chantel Hampton, Janine Schmitz, Kelsey Wagner, Josh Krohn, Betsy Ralph-Tollefson, Josh Bedward

#### Goals for Phase 2:

- Development of a Universal Design (UD) Resource guide on the HUB intranet for staff and faculty that will include trainings, articles, resources, links to other sites, etc. as well as a resources area in the Knox Learning Center.
- Train-the-trainers will be mentoring other employees.
- Staff and faculty will incorporate a universal design project into their TAP plans for the 2022-2023 academic year.
- More goals are being finalized Summer '22

#### Results:

A Universal Design (UD) resource page on the Hub has been created, and is regularly updated with new content to assist faculty and staff with UD implementation in their areas. The resources are organized in an easy-to-use format depending on the needs of the site visitor. A small group of employees completed the Universal Design certificate and stepped into mentor roles. Their responsibilities currently include assisting with TAP plans and being available to employees' seeking assistance with Universal Design ideas and implementation. All faculty and staff included a Universal Design goal in their TAPs for 22/23 year and were assigned a coach they could seek guidance and assistance from. The UD committee is currently working with a consultant to create a rubric for measuring Universal Design implementation, which will assist in measuring efforts and success of other future identified goals.

### ***Project #4 –Benefits Enhancements for Employee Recruitment and Retention***

Leads: Connie Haberkorn, Demi Vetesnik

Team Members: Chris Reuter, Jordyn Poad, Seth Henkel, Christina Hill, Crystal Brown

#### Goals:

- Wellness- research additional mental health benefits and resources.
- Revamp structure of wellness incentive payouts.
- Review of potential leave options such as leave options, and additional spring break.
- Review additional benefits options for all demographics.
- Improve online accessibility for HR benefits, reports, and forms – example: new hire forms for students and adjuncts.

#### Results:

The team collected employee feedback from employees with the help of Gallagher Benefit Services. The survey response rate was high with 144 out of 195 employees responding and the focus groups were engaging. The team presented recommendations to the Executive Team. Due to budget constraints and employee feedback (90% preferred a pay increase versus a benefit increase), a larger compensation increase was presented to the Board. We may reconsider these benefit recommendations at another time.

## Board Monitoring Report

College Council: Culture of Accountability — June 2023

### PRESENTATION OF THE DATA

#### Employee Satisfaction Survey Results 2023

We engage Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey on a bi-annual basis. In the "off" years, we conduct an Employee Satisfaction Mini-Survey to check on our progress in meeting our strategic initiatives. The message comes from HR, but the survey effort is led by Mandy Henkel, College Effectiveness Director. The last mini survey was completed in May 2023.

Overall Satisfaction with Employment at SWTC



#### Grants 2022-2023

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

- Wisconsin Technical College System (WTCS) Professional Growth Grant
- Wisconsin Technical College System (WTCS) Capacity Building for Equity and Inclusion in Career and Technical Education Grant

# Board Monitoring Report

College Council: Culture of Accountability – June 2023

## PRESENTATION OF THE DATA, CONTINUED

### Employee Data 2022-2023

The Retention Rate for 2022-2023 was 92.86%. In comparison, the college had a Retention Rate of 92.97% (7.03% Turnover Rate) in 2021-2022.

<b>Total All Employees</b>	182
Full Time Regular	169
Part Time Regular	13
Faculty Masters	34
Faculty BS	21
Faculty Advanced Salary	14
Exempt Staff	53
Support Staff	60
LTE Full Time	4
LTE Part Time	14
<b>W2's</b>	
W-2 Forms Sent Out	564
<b>NEW HIRES - Regular</b>	
New Hires	15
New Hires - Part-Time	1
<b>Total New Hires- Regular</b>	16
<b>TERMINATIONS</b>	
#Terms due to Resignation/Termination	13
#Terms due to Layoffs/LTE position ending	6
# Terms due to Retirement	3
#Total Terms (including all)	22
Turnover Rate (including all)	12.08%
Turnover Rate (not including Layoffs, Retirements, LTEs)	7.14%
Retention Rate (not including Layoffs, Retirements, LTEs)	92.86%

## PRESENTATION OF THE DATA, CONTINUED

### Professional Development Offerings 2022-2023

We utilize the WTCS Professional Development Grant and our own instructors as much as possible to keep costs low and our topics timely and relevant. Most trainings are offered in multiple formats. A list of professional development training courses in 2022-2023 and attendance numbers can be found at the end of the report.

## Board Monitoring Report

College Council: Culture of Accountability – June 2023

### HUMAN RESOURCE AND DEI HIGHLIGHTS 2022-2023

Many exciting things have been happening in Human Resources and DEI over the last year to improve our processes.

- All students began using the new timekeeping system. This process was previously completed manually. All adjuncts using the timekeeping system by 12/31/2023.
- Professional Development Plans for Faculty will be done in the Anthology system in the Fall 2023, like the Annual Evaluation and Coaching Session processes.
- Our first Black History Month social was held on campus in Spring 2023. A small group of employees worked closely with district high schools and other community organizations to coordinate. The
- Monthly benefit and informational meetings regarding HR topics, wellness, mental health, financial savings opportunities at Southwest Tech began in January of 2023. These meetings have had good representation from across campus. Optum RX was selected as our vendor through the benefits consortium as our prescription drug provider.
- The Chief Academic Officer hiring process was successful with the acceptance of Dr. Cynde Larsen to her new role.
- The new Academic Lead model is in the process of implementation.

### STRENGTHS

- The College Council has strong representation across the college and is a direct source of employee feedback. Survey participation is high among employees.
- The WTCS professional growth and diversity/inclusion grants support training and development efforts. The college has a strong participation in professional development activities.
- Although turnover rates are higher, we are still an employer of choice in Southwest Wisconsin.
- We have excellent tuition reimbursement and professional development opportunities for our employees. The Doctoral cohort is an amazing example of the professional development support that the Board of Directors provide to college employees. Cohort members recently completed courses in Teaching in Higher Education and Organizational Leadership.

### WEAKNESSES/OPPORTUNITIES

- The College Council produces results with projects in the past; however, workgroups have not had the same level of expectations or accountability for results. We will align efforts with an expectation to achieve results for student access, completion, and post-graduate success.
- Communication is and will remain a continuous improvement item.
- We need to find more ways for employees to give and receive honest feedback. Anonymity is not bringing out the best in us and it does not lead to the opportunity to discover the real issues nor seek mutually beneficial solutions.
- Consistently finding ways to strengthen employee health and wellness is a challenge.

## Board Monitoring Report

College Council: Culture of Accountability – June 2023

- Supervisors need to improve timing and documentation for addressing employee performance and accountability.
- HR must improve methods to recruit diverse faculty and staff to better reflect our student population.

### 23-24 STRATEGIC INITIATIVES/COUNCIL PROJECTS

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

Leads: Chantel Hampton

Team Members: Robin Hamel, Lisa P Riley, Tyler Platz, Jen Fonder, Akshay Sukhwal

##### Goals:

- Improve recruiting methods to be more reflective of the student population. Related activities will be funded by the WTCS Capacity Building Grant for 2023-2024.
- Chantel Hampton was assigned more load to focus on special populations student success. Along with the Universal Design benchmark audit, she will also further develop measurement tools for DEI/Special Population student success. She will collaborate closely with academics to identify and expand on successful practices to impact the most students.

#### ***Project #2 - Develop Leaders/Succession Planning -Phase 2***

Leads: Connie Haberkorn, Krista Weber, Cynde Larsen, Demi Vetesnik

##### Goals:

- Develop further opportunities for leadership development and succession planning utilizing a systematic process. Expand the "Acting President" concept into other areas of the college.
- Implement a leadership onboarding plan for the Academic Leads to receive training and support in their first year.
- Expand professional development plans and goals on Anthology, formalizing an annual process for all employees.

#### ***Project #3 – Campus-Wide Universal Design – Phase 3***

Leads: Christena Bowers

Team Members: Derek Dachelet, Demi Vetesnik, Chantel Hampton, Janine Schmitz, Kelsey Wagner, Josh Krohn, Betsy Ralph-Tollefson, Josh Bedward

##### Goals:

- Develop a working benchmark system to measure our Universal Design (UD) performance at the institutional level by September 30. Chantel Hampton will have dedicated time to working on this action, supported by grand funding.
- 100% of Team Action Plans (TAP) teams (both staff and faculty) will be working on a goal/project related to Universal Design for the 23-24 academic year, supported by UD coaches to ensure they impact: 1) student success plan implementation 2) high-value Programs (either innovating the curriculum/industry or increasing enrollments in the high value programs, and 3) helping Special Populations specifically be more successful in access, completion, and post-graduate success



# Board Monitoring Report

College Council: Culture of Accountability – June 2023

## Professional Development Offerings List 2022-2023

Name of Event	Date of Event	Audience	Delivered by	# of Employees
<b>August 2022 Learning Academy</b>				
In-Service	08/16/22	All staff		101
Instructional Vitality Process Day	08/15/22	Instructors	College Effectiveness Team	
Creating Interactive Content w/ Playposi!	08/17/22	Instructors	Ken Bartz	39
FQAS Teaching Methods	08/16/22	Instructors	Karyl Nicholson	7
Lawyers for Learners	08/18/22	All staff	Megan Sprecher, Holly Clendennen	8
Playposi! Advanced Features	08/17/22	Instructors	Playposi! Trainer	9
Schoology Tools, Tips, and Tricks	08/17/22	Instructors	Beth Cummins	8
UD TAP Goal Assistance	08/16/22	All staff	Chris Bowers, Josh Krohn and Betsy Tollefson	7
Respondus LockDown Browser and Monitor	08/17/22	Instructors	Respondus Webinar	5
Program Recruitment	08/18/22	Instructors	Recruitment Team	18
Neurodiversity - What it is and why it is important	08/18/22	All staff	Chris Bowers	25
<b>October In-Service</b>	10/14/22	All staff	This academy featured a Title IX training by Team O'Sullivan Academy	
<b>Staff PD Day - Communicating Clearly using the Principles of Universal Design</b>	11/04/22	All staff	Chris Bowers & Betsy Tollefson	79
<b>2023</b>				
<b>January 2023 Learning Academy</b>				
Instructional & Instructional Vitality Process Day	01/09/23	All staff	College Effectiveness	108
<b>In-Service</b>	01/10/23	All staff inservice		168
Assessment	01/10/23	All staff	Assessment Workgroup	
Developing Test Prep Strategies (UDL)	01/10/23	Instructors	Chris Bowers	18
FQAS Student Success	01/11/23	Instructors	Jordyn Poole, Robin Hamel, Lisa P. Riley	14
SWTC Nursing Program Talks Textbook Affordability with XanEdu	01/11/23	Instructors	SWTC Nursing Faculty and Lisa Batterbury and Rich Foley from XanEdu	8
Active Reading Strategies (UDL)	01/11/23	Instructors	Betsy Ralph-Tollefson	17
OER Cafe	01/11/23	Instructors	OER Project Group: Chantel Hampton, Tamara Griesel, Betsy Tollefson, Pam Bartels, Jen Fander, & Beth Cummins along with Lisa Batterbury and Rich Foley from XanEdu	9
What's New in Open Educational Resources	01/11/23	Instructors	OER Project Group: Chantel Hampton, Tamara Griesel, Betsy Tollefson, Pam Bartels, Jen Fander, & Beth Cummins	17
Writing Inclusive Syllabi	01/11/23	Instructors	Chantel Hampton	8
Creating Accessible PowerPoint Presentations (UDL)	01/11/23	All staff	Chris Bowers & Mike Steffel	22
FQAS Curriculum & Assessment	01/12/23	Instructors	Chantel Hampton and Krissa Dena	19

# Board Monitoring Report


College Council, Culture of Accountability – June 2023

Name of Event	Date of Event	Audience	Delivered by	# of Employees
Activating Prior Knowledge (UDL)	01/12/23	All staff	Belay Tolletson	14
PlayPosit Intro Session: Creating Interactive Content with PlayPosit	01/12/23	Instructors	Sara Biese	15
PlayPosit Advanced Session: No Video, No Problem: Building Text-Based Bulbs	01/12/23	Instructors	Taylor Ripley – PlayPosit Trainer	71
Schoology Tips and Tricks	01/12/23	Instructors	Beth Cummins	16
Introduction to Intersectionality for Higher Education Professionals	01/12/23	All staff	Jasmin Hamilton Founder-Innovative DEI	8
Fall 2022 Program Outcome Mastery Schoology Data Bridge Work Time	01/12/23	Instructors	Josh Krohn	
FDAS Data & Evidence Analysis	01/12/23	All staff	Mandy Henkel	8
Speed of Trust: Foundational	01/13/23	All staff	Christina Winch & Cynde Larsen	17
Staff PD Day Group 1	02/10/23	All staff	Dan Imhoff & Chris Bowers	Campus Safety & Universal Design
Staff PD Day Group 2	02/10/23	All staff	Jordyn Poole & Heather Switek	Mental Health First Aid
Meeting Advantage	01/27/23	All staff	Josh Bedward & Dennis Cooley	8
6 Critical Practices for Leading a Team	02/17/23	All staff	Kim Miler & Seth Henkel	8
Project Management Essentials	02/24/23	All staff	Mandy Henkel & Sherry Kane	8
5 Choices for Extraordinary Productivity	03/10/23	All staff	Sara Biese & Dennis Cooley	8
7 Habits of Highly Effective People	03/13/23	All staff	Chris Bowers	8
April 2023 In-Service	04/06/23	All staff in-service		164
Staff PD Day Group 1	04/21/23	All staff	Chantel Hampton, Dennis Cooley, Nikki Nemitz	Asy Training, Just Culture, Strength Burnout, Team Building
Staff PD Day Group 2	04/21/23	All staff	Emily J. Heft, Ed.S., Assistant Director of Professional Development, Landmark College	Executive Function - Landmark College

## Information and Correspondence

### A. Enrollment Reports

#### 1. 2022-23 FTE Comparison Year-Over-Year Report

		June 12 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 06/14/21 Students	SY 21-22 06/13/22 Students	SY 22-23 06/12/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/14/21 FTE	SY 21-22 06/13/22 FTE	SY 22-23 06/12/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	70	59	60	(10)	1	45.90	38.90	34.83	(11.07)	(4.07)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	15	16	7	1	4.57	14.57	16.63	12.07	2.07
10-006-5	Agribusiness Science & Technology - Agronomy	19	12	11	(8)	(1)	18.37	9.77	10.70	(7.67)	0.93
10-006-6	Agribusiness Science & Technology - Animal Science	20	28	36	16	8	16.57	22.97	32.03	15.47	9.07
10-102-3	Business Management	132	115	107	(25)	(8)	82.50	71.73	66.80	(15.70)	(4.93)
10-530-5	Cancer Information Management	111	86	65	(46)	(21)	55.90	52.33	36.80	(19.10)	(15.53)
10-504-X	Criminal Justice	50	45	33	(17)	(12)	34.40	31.97	27.73	(6.67)	(4.23)
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		4	5	5	1		1.60	3.23	3.23	1.63
10-510-6	Direct Entry Midwife	124	136	147	23	11	48.87	64.73	71.97	23.10	7.23
10-307-1	Early Childhood Education	63	49	51	(12)	2	43.43	31.13	31.20	(12.23)	0.07
10-620-1	Electro-Mechanical Technology	31	26	24	(7)	(2)	28.20	21.93	22.37	(5.83)	0.43
10-325-1	Golf Course Management	10	13	15	5	2	9.77	12.23	14.83	5.07	2.60
10-201-2	Graphic And Web Design	20	23	27	7	4	15.20	17.97	25.20	10.00	7.23
10-530-1	Health Information Technology	47	40	36	(11)	(4)	18.73	18.73	17.53	(1.20)	(1.20)
10-520-3	Human Services Associate	32	39	34	2	(5)	26.07	29.17	28.27	2.20	(0.90)
10-825-1	Individualized Technical Studies	3			(3)	-	1.40			(1.40)	-
10-620-3	Instrumentation and Controls Technology	4	1	1	(3)	-	0.90	1.20	0.93	0.03	(0.27)
10-150-2	IT-Network Specialist	27	23	16	(11)	(7)	14.53	12.07	11.03	(3.50)	(1.03)
10-196-1	Leadership Development	11	13	12	1	(1)	3.47	6.70	6.40	2.93	(0.30)
10-513-1	Medical Laboratory Technician	21	20	14	(7)	(6)	14.57	14.93	10.10	(4.47)	(4.83)
10-196-6	Nonprofit Leadership	1	9	12	11	3	0.40	4.90	6.77	6.37	1.87
10-543-1	Nursing-Associate Degree	226	206	212	(14)	6	127.80	105.33	116.53	(11.27)	11.20
10-524-1	Physical Therapist Assistant	31	22	18	(13)	(4)	18.87	14.00	11.77	(7.10)	(2.23)
10-182-1	Supply Chain Management	27	34	38	11	4	12.73	15.87	19.30	6.57	3.43
10-512-1	Surgical Technology			9	9	9			6.77	6.77	6.77
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.30	0.30	0.30	-
<b>Total Associate Degree</b>		<b>1,097</b>	<b>1,024</b>	<b>1,001</b>	<b>(96)</b>	<b>(23)</b>	<b>649.77</b>	<b>620.63</b>	<b>630.03</b>	<b>(19.73)</b>	<b>9.40</b>

# June 12 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison


Program Code	Program Title	SY 20-21 06/14/21 Students	SY 21-22 06/13/22 Students	SY 22-23 06/12/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/14/21 FTE	SY 21-22 06/13/22 FTE	SY 22-23 06/12/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-101-1	Accounting Assistant	13	11	12	(1)	1	5.57	4.93	5.40	(0.17)	0.47
30-531-6	EMT-IV (Advanced EMT)		12	8	8	(4)		2.03	1.93	1.93	(0.10)
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	34.47	28.43	(4.67)	(6.03)
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	20	19	(15)	(1)	22.97	15.83	17.73	(5.23)	1.90
31-408-1	Bricklaying & Masonry	1	8	9	8	1	0.07	5.67	8.43	8.37	2.77
30-443-1	Building Maintenance & Construction		2	2	2	-		0.70	0.90	0.90	0.20
31-475-1	Building Trades-Carpentry	9	9	7	(2)	(2)	8.20	7.90	5.33	(2.87)	(2.57)
31-307-1	Child Care Services	5	5	5	-	-	3.40	3.00	2.70	(0.70)	(0.30)
30-420-2	CNC Machine Operator/Programmer	3	7	9	6	2	2.23	5.07	6.93	4.70	1.87
31-502-1	Cosmetology	19	26	34	15	8	13.60	19.23	25.77	12.17	6.53
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	18	18	7	-	5.57	9.47	9.20	3.63	(0.27)
30-812-1	Driver and Safety Education Certification	27	13	21	(6)	8	5.50	2.10	4.60	(0.90)	2.50
31-413-2	Electrical Power Distribution	44	44	44	-	-	40.60	37.00	41.17	0.57	4.17
50-413-2	Electricity (Construction) Apprentice	20	23	23	3	-	3.03	3.00	3.00	(0.03)	-
30-531-3	Emergency Medical Technician	106	59	74	(32)	15	15.83	8.47	12.27	(3.57)	3.80
32-080-4	Farm Operations & Management - Ag Mechanics	10	11	6	(4)	(5)	8.67	10.10	4.73	(3.93)	(5.37)
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.07			(0.07)	-
32-080-3	Farm Operations & Management - Dairy	8	7	7	(1)	-	5.97	6.10	6.77	0.80	0.67
31-080-3	Farm Operations & Management - Dairy Technician	3	3	2	(1)	(1)	0.63	2.37	1.03	0.40	(1.33)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	2	3	(1)	1	2.13	0.20	2.07	(0.07)	1.87
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	1.03	2.73	4.70	3.67	1.97
31-080-7	Farm Operations & Management - Livestock Tech		1		-	(1)		0.77		-	(0.77)
50-413-1	Industrial Electrician Apprentice	10	6	11	1	5	1.67	0.80	2.27	0.60	1.47
31-620-1	Industrial Mechanic	5	1	2	(3)	1	5.17	0.47	1.33	(3.83)	0.87
31-154-6	IT-Computer Support Technician	15	13	10	(5)	(3)	11.53	9.33	8.27	(3.27)	(1.07)
31-513-1	Laboratory Science Technician	5	11	8	3	(3)	2.80	5.27	1.47	(1.33)	(3.80)
50-620-1	Mechatronics Technician Apprentice	5			(5)	-	1.27			(1.27)	-
31-509-1	Medical Assistant	44	31	26	(18)	(5)	34.40	22.43	20.10	(14.30)	(2.33)


### June 12 2023: School Years 2020-21, 2021-22, and 2022-23 FTE Comparison

Program Code	Program Title	SY 20-21 06/14/21 Students	SY 21-22 06/13/22 Students	SY 22-23 06/12/23 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/14/21 FTE	SY 21-22 06/13/22 FTE	SY 22-23 06/12/23 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-530-2	Medical Coding Specialist	102	106	79	(23)	(27)	42.37	60.00	36.80	(5.57)	(23.20)
30-504-4	Nail Technician	3	3	7	4	4	1.20	1.33	2.63	1.43	1.30
30-543-1	Nursing Assistant	236	176	201	(35)	25	29.30	20.20	26.70	(2.60)	6.50
50-427-5	Plumbing Apprentice	18	21	23	5	2	2.52	4.17	3.59	1.08	(0.58)
31-504-5	Security Operations	1			(1)	-	0.70			(0.70)	-
31-182-1	Supply Chain Assistant	5	6	3	(2)	(3)	2.17	2.43	2.17	-	(0.27)
31-442-1	Welding	52	47	48	(4)	1	40.27	30.93	39.90	(0.37)	8.97
	<b>Total Technical Diploma</b>	<b>881</b>	<b>758</b>	<b>775</b>	<b>(106)</b>	<b>17</b>	<b>372.05</b>	<b>352.80</b>	<b>355.09</b>	<b>(16.96)</b>	<b>2.29</b>
20-800-1	Liberal Arts - Associate of Arts	31	51	38	7	(13)	9.73	18.67	10.93	1.20	(7.73)
20-800-2	Liberal Arts - Associate of Science	12	9	12	-	3	3.27	3.60	4.67	1.40	1.07
	Undeclared Majors	511	652	819	308	167	91.50	114.17	144.73	53.23	30.57
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>554</b>	<b>712</b>	<b>869</b>	<b>315</b>	<b>157</b>	<b>104.50</b>	<b>136.43</b>	<b>160.33</b>	<b>55.83</b>	<b>23.90</b>
	<b>Total</b>	<b>2,532</b>	<b>2,494</b>	<b>2,645</b>	<b>113</b>	<b>151</b>	<b>1,126.32</b>	<b>1,109.87</b>	<b>1,145.46</b>	<b>19.14</b>	<b>35.59</b>
	<b>Percent of Change</b>									<b>1.70%</b>	<b>3.21%</b>
	Vocational Adult (Aid Codes 42-47)	3,091	3,163	3,686	595	523	64.41	64.15	67.78	3.37	3.64
	Community Services (Aid Code 60)	48	-	68	20	68	0.16	-	0.81	0.65	0.81
	Basic Skills (Aid Codes 73,74,75,76)	234	343	439	205	96	47.67	67.43	74.33	26.67	6.90
	Basic Skills (Aid Codes 77 & 78)	<u>417</u>	<u>211</u>	<u>218</u>	<u>(199)</u>	<u>7</u>	<u>17.60</u>	<u>11.10</u>	<u>8.87</u>	<u>(8.73)</u>	<u>(2.23)</u>
	<b>Grand Total</b>	<b><u>6,322</u></b>	<b><u>6,211</u></b>	<b><u>7,056</u></b>	<b><u>734</u></b>	<b><u>845</u></b>	<b><u>1,256.16</u></b>	<b><u>1,252.54</u></b>	<b><u>1,297.25</u></b>	<b><u>41.10</u></b>	<b><u>44.71</u></b>
	<b>Total Percent of Change</b>									<b><u>3.27%</u></b>	<b><u>3.57%</u></b>
					Budgeted/Goal FTEs		1,275	1,250	1,250		
					% of Budgeted/Goal FTEs Achieved to date		98.5%	100.2%	103.8%		
					Final Actual FTEs Achieved		1,256	1,253			
					% of Final Actual FTEs Achieved to date		100.0%	100.0%			
					22/23 Projected Ending FTEs using historical trend		1,297	1,298			
					Will budget be met		YES	YES			



## 2. 2023-24 FTE Comparison Year-Over-Year Report

		June 12 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 06/14/21 Students	SY 22-23 06/13/22 Students	SY 23-24 06/12/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 06/14/21 FTE	SY 22-23 06/13/22 FTE	SY 23-24 06/12/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
10-101-1	Accounting	44	40	25	(19)	(15)	19.67	16.70	12.07	(7.60)	(4.63)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	9	14	16	7	2	4.80	8.17	8.53	3.73	0.37
10-006-5	Agribusiness Science & Technology - Agronomy	11	6	10	(1)	4	5.67	3.13	4.87	(0.80)	1.73
10-006-6	Agribusiness Science & Technology - Animal Science	27	31	25	(2)	(6)	12.10	16.73	12.93	0.83	(3.80)
10-102-3	Business Management	63	74	65	2	(9)	26.40	32.60	29.43	3.03	(3.17)
10-530-5	Cancer Information Management	61	52	60	(1)	8	25.30	21.97	23.30	(2.00)	1.33
10-504-X	Criminal Justice	37	30	38	1	8	19.03	15.93	15.80	(3.23)	(0.13)
10-316-1	Culinary Arts	5			(5)	-	3.43			(3.43)	-
10-102-1	Data Analytics		1	4	4	3		0.63	1.77	1.77	1.13
10-510-6	Direct Entry Midwife	81	90	86	5	(4)	30.77	35.90	32.23	1.47	(3.67)
10-307-1	Early Childhood Education	34	38	43	9	5	15.10	16.80	18.30	3.20	1.50
10-620-1	Electro-Mechanical Technology	23	20	22	(1)	2	11.40	10.57	12.27	0.87	1.70
10-325-1	Golf Course Management	8	11	13	5	2	4.57	5.87	6.77	2.20	0.90
10-201-2	Graphic And Web Design	20	25	32	12	7	9.07	12.17	15.30	6.23	3.13
10-530-1	Health Information Technology	40	34	28	(12)	(6)	12.70	11.53	9.67	(3.03)	(1.87)
10-520-3	Human Services Associate	26	30	20	(6)	(10)	13.10	15.70	10.73	(2.37)	(4.97)
10-620-3	Instrumentation and Controls Technology	1	3		(1)	(3)	0.10	1.27		(0.10)	(1.27)
10-151-2	IT-Cybersecurity Specialist			10	10	10			4.70	4.70	4.70
10-150-2	IT-Network Specialist	21	23	5	(16)	(18)	9.07	10.30	2.27	(6.80)	(8.03)
10-196-1	Leadership Development	7	9	6	(1)	(3)	2.83	3.53	1.53	(1.30)	(2.00)
10-513-1	Medical Laboratory Technician	13	10	9	(4)	(1)	5.03	4.27	4.03	(1.00)	(0.23)
10-196-6	Nonprofit Leadership	1	5	6	5	1	0.60	2.00	2.60	2.00	0.60
10-543-1	Nursing-Associate Degree	180	163	162	(18)	(1)	54.90	51.33	52.87	(2.03)	1.53
10-524-1	Physical Therapist Assistant	11	11	14	3	3	3.40	4.70	4.50	1.10	(0.20)
10-182-1	Supply Chain Management	19	18	21	2	3	7.40	8.03	8.73	1.33	0.70
10-512-1	Surgical Technology		7	12	12	5		4.67	5.67	5.67	1.00
10-481-3	Sustainable Energy Management			1	1	1			0.47	0.47	0.47
10-499-5	Technical Studies-Journeyworker	1	2	1	-	(1)	0.10	0.20	0.10	-	(0.10)
<b>Total Associate Degree</b>		<b>743</b>	<b>747</b>	<b>734</b>	<b>(9)</b>	<b>(13)</b>	<b>296.53</b>	<b>314.70</b>	<b>301.43</b>	<b>4.90</b>	<b>(13.27)</b>

		June 12 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 06/14/21 Students	SY 22-23 06/13/22 Students	SY 23-24 06/12/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 06/14/21 FTE	SY 22-23 06/13/22 FTE	SY 23-24 06/12/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-101-1	Accounting Assistant	7	6	8	1	2	2.47	2.27	3.00	0.53	0.73
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1		2	1	2	0.10		0.93	0.83	0.93
32-070-1	Agricultural Power & Equipment Technician	32	28	34	2	6	16.80	14.73	16.83	0.03	2.10
31-405-1	Auto Collision Repair & Refinish Technician	10	8	8	(2)	-	5.60	4.47	4.47	(1.13)	-
32-404-2	Automotive Technician	18	20	30	12	10	8.93	9.90	13.80	4.87	3.90
31-475-1	Building Trades-Carpentry	11	8	13	2	5	5.80	3.97	6.37	0.57	2.40
31-307-1	Child Care Services	1	4	3	2	(1)	0.50	1.70	1.40	0.90	(0.30)
30-420-2	CNC Machine Operator/Programmer	1			(1)	-	0.40			(0.40)	-
31-502-1	Cosmetology	20	36	40	20	4	9.63	17.50	19.50	9.87	2.00
30-504-2	Criminal Justice-Law Enforcement 720 Academy	6			(6)	-	2.27			(2.27)	-
30-508-2	Dental Assistant	17	16	4	(13)	(12)	9.07	8.53	2.13	(6.93)	(6.40)
30-812-1	Driver and Safety Education Certification	2	6	6	4	-	0.30	1.00	1.40	1.10	0.40
31-413-2	Electrical Power Distribution	44	46	42	(2)	(4)	21.73	22.70	20.80	(0.93)	(1.90)
50-413-2	Electricity (Construction) Apprentice		13		-	(13)		0.87		-	(0.87)
30-531-3	Emergency Medical Technician	1			(1)	-	0.43			(0.43)	-
32-080-4	Farm Operations & Management - Ag Mechanics	10	5	1	(9)	(4)	5.10	2.57	0.53	(4.57)	(2.03)
32-080-3	Farm Operations & Management - Dairy	6	9	2	(4)	(7)	2.77	4.10	1.13	(1.63)	(2.97)
31-080-3	Farm Operations & Management - Dairy Technician	1		1	-	1	0.53		0.67	0.13	0.67
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	4	3	1	(1)	0.20	1.23	0.30	0.10	(0.93)
32-080-6	Farm Operations & Management - Livestock	3	5	3	-	(2)	1.53	2.60	1.23	(0.30)	(1.37)
31-080-7	Farm Operations & Management - Livestock Tech	1	1		(1)	(1)	0.37	0.53		(0.37)	(0.53)
50-413-1	Industrial Electrician Apprentice	3			(3)	-	0.20			(0.20)	-
31-620-1	Industrial Mechanic		2	2	2	-		1.13	1.13	1.13	-
31-154-6	IT-Computer Support Technician	4	4	2	(2)	(2)	1.37	2.03	1.07	(0.30)	(0.97)
31-513-1	Laboratory Science Technician	6		2	(4)	2	1.33		0.53	(0.80)	0.53
31-509-1	Medical Assistant	27	23	18	(9)	(5)	12.83	12.63	6.93	(5.90)	(5.70)
31-530-2	Medical Coding Specialist	80	47	36	(44)	(11)	31.07	14.60	14.03	(17.03)	(0.57)
30-504-4	Nail Technician	2	1	3	1	2	0.33	0.17	0.50	0.17	0.33
30-543-1	Nursing Assistant	70	57	68	(2)	11	5.77	8.17	6.20	0.43	(1.97)
50-427-5	Plumbing Apprentice	1	17	14	13	(3)	0.10	1.43	1.40	1.30	(0.03)
31-182-1	Supply Chain Assistant		2	1	1	(1)		0.87	0.37	0.37	(0.50)
31-442-1	Welding	30	39	34	4	(5)	15.17	20.30	16.47	1.30	(3.83)
	<b>Total Technical Diploma</b>	<b>417</b>	<b>407</b>	<b>380</b>	<b>(37)</b>	<b>(27)</b>	<b>162.70</b>	<b>159.99</b>	<b>143.13</b>	<b>(19.57)</b>	<b>(16.86)</b>

Page 103 of 111

***B. Chairperson's Report***

***C. College President's Report***

- 1. Wisconsin Technical College System President's Association  
2023-24 Work Plan**
- 2. College Happenings**

***D. Other Informational Items***

***Establish Board Agenda Items for Next Meeting***

***A. Agenda***

- 1. Oath of Office**
- 2. Election of Officers**
- 3. Three-year Facilities Plan**
- 4. Ten-Year Facilities Plan**
- 5. Designate Legal Counsel**
- 6. 2022-23 Signatory Authority Policy**
- 7. Building 1700 Roof Contract Approval**
- 8. Professional & Temporary Staffing Services Approval**
- 9. College Health Indicators – Review Proposed Updates**

***B. Time & Place***

**Monday, July 10, at 7:00 p.m., Southwest Tech Conference Room 430,  
1800 Bronson Blvd, Fennimore, WI 53809**

***Adjourn to Closed Session***

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

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

2. **Discussing 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.}
3. **Discussing property acquisition per Wis. Statutes 19.85(1)(e)** {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
4. **Discussing the President's contract per Wisconsin Statutes 19.85(1)(c)** {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

***B. Approval of Closed Session Minutes from May 18, 2023***

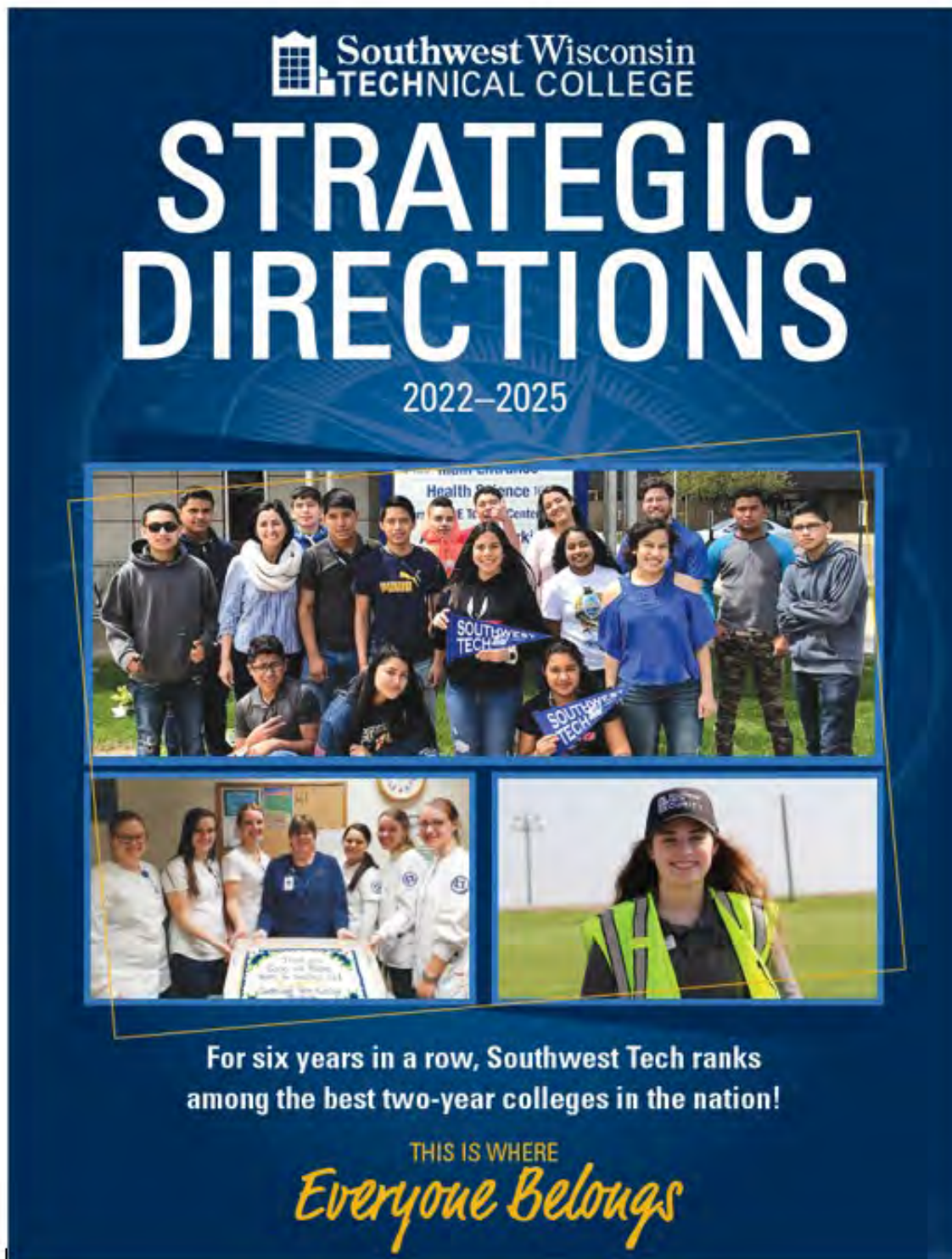
**Reconvene to Open Session**

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

**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.

*Christina 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.

**1**

## 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.