



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

December 21, 2023

Virtual Meeting using Zoom

<https://swtc.zoom.us/j/97676510044?pwd=QTVod0R5d0twZnRXQnZuYUdRYmpPQT09>

Meeting ID: 976 7651 0044

Passcode: 175648

Contents

Annotated Agenda.....	2
Open Meeting	4
A. Roll Call.....	4
B. Reports/Forums/Public Input	4
C. Student Senate Update	4
Consent Agenda	4
A. Approval of Agenda	4
B. Approval of Minutes from the November 16, 2023, Regular Board Meeting	6
C. Financial Reports	11
1. Purchases Greater than \$2,500	11
2. Treasurer’s Cash Balance	14
3. Budget Control.....	15
D. Contract Revenue	16
E. Personnel Items	18
Other Items Requiring Board Action	18
Board Monitoring of College Effectiveness.....	19
A. Staffing Update	19
Information and Correspondence.....	20
A. Enrollment Reports	20
1. 2023-24 FTE Year-Over-Year Comparison Report	20
2. Program Application Comparison 2023/24 vs. 2024/25	23
B. Chairperson’s Report.....	26
1. Board Member Reflection: What it Means to be a SWTC Board Trustee.....	26
2. District Boards Association Meeting Update	26
3. District Boards Association Board Member of the Year – 2024 Information	26
4. Board Professional Development Update.....	26
5. Material for Prospective Applicants to the SWTC District Board	26
C. College President’s Report	26
1. College Happenings	26
D. Other Informational Items	26
Establish Board Agenda Items for Next Meeting	26
A. Agenda.....	26
B. Date, Time, & Place	26
Adjournment	26
Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2023 - 2026)	27

Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, December 21, 2023

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

Remote via Zoom

Zoom Meeting Link:

<https://swtc.zoom.us/j/97676510044?pwd=QTVod0R5d0twZnRXQnZuYUdRYmpPQT09>

Meeting ID: 976 7651 0044

Passcode: 175648

Or Dial:

1 (309) 205-3325

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The December 21, 2023, Southwest Wisconsin Technical College Board regular meeting 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, 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. Approval of Minutes from the November 16, 2023, Regular Board Meeting

The electronic Board packet includes minutes of the November 16, 2023, regular meeting.

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 available for any questions at the meeting.

D. Contract Revenue

There were 27 contracts totaling \$90,896.23 in November 2023 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

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

Recommendation – *Approve the December 21, 2023, Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

No Agenda Items for the December 21, 2023, meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FY 2024 Comparison FTE Report**
- 2. Program Application Comparison 2023/24 vs. 2024/25**

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

B. Chairperson's Report

- 1. Board Member Reflection: What it Means to be a SWTC Board Trustee**
- 2. District Boards Association Meeting Update**
- 3. District Boards Association Board Member of the Year – 2024 Information**
- 4. Board Professional Development Update**
- 5. Material for Prospective Applicants to the SWTC District Board**

C. College President's Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Approval of Fund & Account Transfers (2022-23 Budget Modifications)**
- 2. Approval of Board Monitoring Report – Safety and Security**
- 3. Financial Audit Update**
- 4. SWTC Foundation Quarterly Report**
- 5. SWTC Real Estate Foundation Report**

B. Date, Time, and Place

1. Thursday, January 25, 2024
2. 7:00 p.m.
3. Southwest Tech's Campus, Room 430

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 21, 2023, Southwest Wisconsin Technical College Board regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on the College's website at www.swtc.edu/about/board/meetings. Notice is also posted on Campus, 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

Thursday, December 21, 2023

7:00 p.m. – Regular District Board Meeting
Remote via Zoom

Zoom Meeting Link:

<https://swtc.zoom.us/j/97676510044?pwd=QTVod0R5d0twZnRXQnZuYUdRYmpPQT09>

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AGENDA

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the November 16, 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

OTHER ITEMS REQUIRING BOARD ACTION

No Agenda Items for the December 21, 2023, meeting

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2024 Comparison FTE Report
 - 2. Program Application Comparison 2023/24 vs. 2024/25
- B. Chairperson's Report
 - 1. Board Member Reflection: What it Means to be a SWTC Board Trustee
 - 2. District Boards Association Meeting Update
 - 3. District Boards Association Board Member of the Year – 2024 Information
 - 4. Board Professional Development Update
 - 5. Material for Prospective Applicants to the SWTC District Board
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Approval of Fund & Account Transfers (2022-23 Budget Modifications)
2. Approval of Board Monitoring Report – Safety and Security
3. Financial Audit Update
4. SWTC Foundation Quarterly Report
5. SWTC Real Estate Foundation Report

B. Date, Time, and Place

1. Thursday, January 25, 2024
2. 7:00 p.m.
3. Southwest Tech's Campus, Room 430

ADJOURNMENT

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

B. Approval of Minutes from the November 16, 2023, Regular Board Meeting

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 16, 2023



The Board of Southwest Wisconsin Technical College met in open session of a regular meeting commencing at 7:00 p.m. on November 16, 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:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson. Absent: Jane Wonderling

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

Jordan Masnica, Vice President of Public Finance, Robert W. Baird & Co.

Southwest Tech President Jason Wood and College Staff: Heath Ahnen, Katie Garrity, Katie Glass, Mandy Henkel, Dan Imhoff, Cynde Larsen, Lori Needham, Caleb White, Kris Wubben.

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



Board Meeting Notice/Agenda

Thursday, November 16, 2023

7:00 p.m. – Regular District Board Meeting
(Working dinner will be served.)

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809
Room 430

Agenda

OPEN MEETING

The following statement will be read: "The November 16, 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, 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. October 20, 2023, Regular Board Retreat/Meeting Minutes
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes, Series 2023A

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2024-25 Budget Process
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FY 2024 Comparison FTE Report
 - 2. Program Application Comparison 2023/24 vs. 2024/25
- B. Chairperson's Report
 - 1. Board Member Reflection: What it means to be SWTC Board Member
 - 2. Board Playbook Update & Feedback
 - 3. ACCT National Legislative Summit – February 4-7, 2024 (early bird deadline 12/13/23)

- C. College President's Report
 - 1. WTCS Board Meeting Update
 - 2. Fall Graduation Ceremonies – Friday, December 15, 2023
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. Fund & Account Transfers (2022-23 Budget Modifications)
 - 2. Financial Audit Update
- B. Date, Time, and Place
 - 1. Thursday, December 21, 2023, 7:00 p.m., Virtual via Zoom

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - 1. 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.}.
 - 2. Discussing a situation related to Wis. Statutes 19.85(1)(f) {Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations}.
- B. Approval of Closed Session Minutes from October 20, 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.}

Southwest Tech President Jason Wood provided a brief Student Senate update. Current initiatives include a food/clothing drive and funding for the College's holiday project.

After a review of the Consent Agenda, including the November 16, 2023, agenda; October 20, 2023, Board meeting minutes; financial reports; 36 contracts totaling \$176,116.30 in October 2023; the promotion/transfer of Kris Wubben, Academic Dean; and the retirement of Dawn Adkins, Associate Degree Nursing Instructor, Mr. Tuescher moved, seconded by Mr. Prange, to approve the Consent Agenda, as presented. The motion was unanimously adopted.

Mr. Jordan Masnica, Vice President of Public Finance at Robert W. Baird & Co., and Caleb White, Vice President for Administrative Services, presented the final pricing summary for the sale of \$4,000,000 in General Obligation Promissory Notes, Series 2023A. Six competitive bids were received ranging from 3.4555% to 3.7911% with the winning bid going to Huntington Securities, Inc. Mr. Masnica explained that the coupons are a flat of 5% with a \$143,920.00 premium being paid to Southwest Wisconsin

Technical College. The premium will be deposited into the debt service account and used for interest payments. Mr. Tuescher moved, seconded by Ms. Jordie, to approve the resolution awarding the sale of \$4,000,000 general obligation promissory notes, Series 2023A to Huntington Securities, Inc. at 3.4555% for five years, as presented. Upon a roll call vote, all present members voted affirmatively: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion was unanimously adopted.

The 2024-25 budget process was outlined by Mr. White. The process started on November 15, 2023, and will end with the final budget hearing in June 2024. The Budget Assumptions and Parameters will come before the Board in February 2024, with preliminary budgets presented in April and May 2024.

A summary of open positions was provided under the College Staffing report. The Systems Analyst position remains vacant and will be reevaluated. Current postings include a Nursing Instructor and a Radiography Program Director/Instructor.

Mr. White presented the FY 2024 FTE Year-Over-Year enrollment report indicating a .33% decrease compared to this time last year. Program applications were also reviewed which show an increase of 99 spring-start applications and an increase of 47 fall-start applications compared to the November 2022 report.

Under the Chairperson's Report:

- Ms. Fillback described her deep appreciation of being a SWTC Board trustee.
- Board Playbook Update & Feedback: Board training opportunities are being considered. The training will focus on learning how to understand and use data to make decisions. More information will be brought forward at future meetings.
- The ACCT National Legislative Summit will be held February 4-7, 2024, in Washington D.C. After discussion, it was proposed that Board members withdraw from national travel and activities for one year and defer the cost savings to the Board training previously discussed. Staff attendance is still acceptable.

Under the President's Report:

- The November 2023 WTCS Board meeting's highlights include Fox Valley Technical College's concept review for Precision Agriculture, Madison College's plans to expand its childcare center, and Northwest Wisconsin Technical College's acquisition of 22.7 acres.
- Fall Graduation will be on Friday, December 15, 2023, and will be comprised of a Nursing pinning service and two ceremonies.

Under College Happenings:

- The SWTC Foundation's Scholarship reception was on November 15, 2023, and was a celebration of the \$600,000 in scholarships that will be awarded in the 2023-24 year.

- Fall program Advisory Committee meetings are being held and include a short conversation and presentation on student access, completion, post-graduation success, and high-wage programming.
- The Wisconsin Secure Prison Facility is holding its graduation ceremony on January 10, 2024. Dr. Wood has been asked to deliver the commencement speech.
- This is Dr. Katie Garrity's last in-person board meeting. Her retirement is on December 31, 2023. Board members gave a standing ovation and thanked her for her years of dedicated service to the College.

Under Other Informational Items:

- Consideration to include a future meeting topic regarding Board member email best practices.
- Consideration to include a Richland County update on a future meeting agenda.

Mr. Blume moved, seconded by Mr. Williamson, to adjourn to a closed session to discuss 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.} and a situation related to Wis. Statutes 19.85(1)(f) {Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations}. Upon roll call vote, the following members voted affirmatively: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion unanimously carried, and the meeting adjourned to a closed session at 7:59 p.m. There was not any action during the closed session and the Board reconvened to an open session at 8:32 p.m.

Without any further business to come before the Board, Mr. Prange moved to adjourn the meeting, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 8:32 p.m.

Kent Enright, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 11/01/2023 - 11/30/2023**

Vendor	Expenditure		Amount
	Invoice #	Description	
HBS	654068-H	IT EQUIPMENT	281,800.00
Jackson & Associates	APPLICATION 2	11/1-11/30/23 WORK	193,752.50
EMC	115421	MATERIALS	180,464.17
WRS-PR	11.30.23 WRS	NOVEMBER WRS	146,067.14
DTC	45f4c5dae5	WIRE CONTROL# C39864	138,000.00
IRS	11.24.23 PR	11.24.23 PAYROLL	126,873.82
IRS	11.10.23 PR	IRS 11.10.23 PR	126,714.24
Assoc Borrowing	1C24481852	845-103	97,275.00
Assoc Borrowing	9444683821 11.27.23	845-104	69,500.00
Fennimore Utilities	11/28/23 STMT	OCT/NOV UTILITIES	53,067.36
Ewald	1FTFW1T84PKF79721	2023 FORD F-150	42,052.00
Assoc Borrowing	889456bb4d	845-102	40,425.00
Snap-on	ARV-59548836	TRITON CERTIFICATION KIT	36,237.08
Fillback Highland	3FMTK3SS6MMA00803	2021 FORD MUSTANG MACH E	30,000.00
CESA 3	WIG 11.2.23	WIG REIMBURSEMENT	29,328.34
Campus Works	11767	AMENDMENT#8	29,167.00
J&T	1381	CONCRETE REPAIR SIDEWALK/CURB	27,448.00
WI DOR- PR	11/24/23 PR	11.24.23 PAYROLL	21,118.57
WI DOR- PR	11.10.23 PR	WI DOR 11.10.23 PR	21,046.92
Healthequity	11.24.23 PR	HSA 11.24.23 PR	20,465.41
Healthequity	11.10.23 HSA	HSA 11.10.23 PR	20,440.41
Advanced Climate	13327	COOLER FREEZER	19,500.00
Trane	314117344	TRACER SC UPGRADE	14,093.36
Lumen	664288948	PHONE BILL	12,404.06
Symetra	A094988 12.1-12.31	12/1-12/31/23	10,628.21
Container	5564	CONTAINER	10,130.00
Great West	11.10.23 PR	WI DEFERRED COMP	10,014.89
Great West	11.24.23 PR	11.24.23 PAYROLL	9,991.46
PCARD - Jones	802896	FIRE OFFICER BOOKS	7,796.25
Franklin Covey	IS10752989	SPEED OF TRUST MATERIAL	7,732.19
PCARD - Fire	251757	FIRE BOOKS	7,600.00
Hillyard	340104	SUPPLIES	7,253.25
US Omni	VANGUARD 11.24.23	VANGUARD	6,009.95
Workspace Inc	149168	CERAMIC STEEL	5,899.20
Typhon	3205-112223	STUDENT TRACKING SYSTEM	5,850.00
US Omni	VANGUARD 11.10.23	11.10.23 PR	5,778.94

Vendor	Invoice #	Description	Amount
Delta	741198	DENTAL CLAIMS	5,505.92
Student Refund	Student Refund	Student Refund	5,137.63
ARC/STSA	3747SV11.23	INITIAL SITE VISIT	5,000.00
Delta	735313	DENTAL CLAIMS	4,998.74
Student Refund	Student Refund	Student Refund	4,689.00
WageWorks	INV5876873	HCFSA/HRA 2021	4,431.00
WageWorks	INV5810086	HRA 2021	4,372.62
Constellation	3893578	UTILITIES	4,365.89
Campus Works	11817	AMENDMENT #8	4,268.04
Pioneer Roofing	4201834	1500 LEAK REPAIR	4,213.00
Gordon Flesch	IN14446075	MAINTENANCE	4,198.24
TeamViewer	R02644550	TEAMVIEWER	4,050.88
Bettermynd	23-24 FEES	11.1.23-10.31.24 FEES	4,000.00
PCARD - LIGHTOLOGY	1027735	Mini Track Fixture	3,931.20
Delta	742453	DENTAL CLAIMS	3,631.75
WTA Properties	DEC '23 RENT	RENT	3,607.06
MayJe	50% DOWN	ENGINE STANDS	3,585.00
Student Refund	Student Refund	Student Refund	3,395.21
J&N	19628	EXCAVATING	3,374.48
PCARD - CAHIIM	ANL4502	2024 ACCREDITATION MAINTENANCE FEE	3,300.00
Student Refund	Student Refund	Student Refund	3,292.22
Student Refund	Student Refund	Student Refund	3,194.00
Performance Food Gro	566651	CAFE	3,050.26
Bettermynd	23-24 FEE	11.1-10.30.24 FEES	3,000.00
WE	4807224685	UTILITY BILL	2,956.00
Student Refund	Student Refund	Student Refund	2,834.80
Student Refund	Student Refund	Student Refund	2,771.00
Student Refund	Student Refund	Student Refund	2,755.66
Student Refund	Student Refund	Student Refund	2,700.00
Delta	734065	DENTAL CLAIMS	2,671.84
Performance Food Gro	568639	CAFE	2,558.17
Student Refund	Student Refund	Student Refund	2,500.00
Student Refund	Student Refund	Student Refund	2,500.00
Student Refund	Student Refund	Student Refund	2,500.00
Total Invoices			\$1,995,264.33

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
HASLER ADVANCE ADVANCE	11/9/2023	GNJL008703	5,000.00
Total Bank Withdrawals			\$5,000.00
Payroll			
Payroll Period	Payroll Date		Amount
11/10/2023 Payroll	11/10/2023		411,897.58
11/24/2023 Payroll	11/24/2023		408,969.32
Total Payroll			\$820,866.90
Total Purchases >= \$2,500			\$2,821,131.23

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 11/30/2023			
Receipts			
Fund			
1 General	1,054,261.00		
2 Special Revenue	-		
3 Capital Projects	81,979.00		
4 Debt Service	-		
5 Enterprise	124,209.00		
6 Internal Service	313,786.00		
7 Financial Aid/Activities	32,782.00		
Total Receipts		1,607,017.00	
Expenses			
Fund			
1 General	1,882,789.00		
2 Special Revenue	-		
3 Capital Projects	837,780.00		
4 Debt Service	345,675.00		
5 Enterprise	122,164.00		
6 Internal Service	34,189.00		
7 Financial Aid/Activities	185,998.00		
Total Expenses		3,408,595.00	
Net cash change - month			(1,801,578.00)
EOM Cash Balances			
-Midwest One Operating 0356	2,986,088.00		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	7,625,145.75		
Ending Cash/Investment Balance		10,614,173.75	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 5 Months ended November 2023							
	2023-24	2023-24	2023-24	2022-23	2021-22	2020-21	2019-20
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	24,772,300.00	7,125,103.12	28.76	25.08	25.63	28.86	27.04
General Fund Expenditures	25,409,000.00	10,463,550.55	41.18	39.47	35.06	41.95	38.71
Capital Projects Fund Revenue	5,471,000.00	106,067.00	1.94	2.47	0.47	0.22	0.06
Capital Projects Fund Expenditures	5,947,000.00	2,644,359.35	44.47	8.90	5.25	20.81	10.96
Debt Service Fund Revenue	6,656,000.00	-	-	1.22	-	-	-
Debt Service Fund Expenditures	6,710,000.00	345,675.00	5.15	-	16.34	17.75	8.01
Enterprise Fund Revenue	1,300,000.00	681,179.51	52.40	37.67	41.62	51.45	46.48
Enterprise Fund Expenditure	1,905,300.00	664,302.60	34.87	35.80	82.52	40.25	47.00
Internal Service Fund Revenue	4,455,000.00	1,595,304.50	35.81	37.53	37.29	36.54	35.17
Internal Service Fund Expenditures	4,455,000.00	1,428,840.29	32.07	38.79	37.33	38.70	37.18
Trust & Agency Fund Revenue	8,525,500.00	2,962,605.59	34.75	30.91	40.88	26.20	31.01
Trust & Agency Fund Expenditures	7,830,500.00	3,232,537.07	41.28	40.40	34.18	32.75	36.87
Grand Total Revenue	51,179,800.00	12,470,259.72	24.37	22.49	24.90	23.78	23.80
Grand Total Expenditures	52,256,800.00	18,779,264.86	35.94	30.75	31.57	34.46	32.09

D. Contract Revenue

There were 27 contracts totaling \$90,896.23 in November 2023 being presented for Board approval:

2023-2024 CONTRACTS 11/1/2023 to 11/30/2023									
							INDIRECT COST FACTOR		
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WI Department of Corrections	03-2024-0054-I-32	Equipment Safety	Dennis Cooley	7	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	Blueprint Reading	Dennis Cooley	6	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	GMAW Equipment	Dennis Cooley	7	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	GMAW Carbon Steel S Process	Dennis Cooley	7	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	GMAW Carbon Steel Spray Transfer	Dennis Cooley	6	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	FCAW Equipment	Dennis Cooley	6	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	FCAW Carbon Steel Gas Shielded	Dennis Cooley	6	\$ 8,050.00	No		X	
WI Department of Corrections	03-2024-0054-I-32	AWS Certification Tests	Dennis Cooley	4	\$ 3,400.00	No		X	
Cummins, Inc	03-2024-0055-I-41	Leadership Academy 36 (WIG Grant)	Dennis Cooley	11	\$ 3,730.00	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - September	Caleb White		\$ 500.00	No		X	
USA Clay Target League	03-2024-0056-T-42	League Director Duties - October	Caleb White		\$ 500.00	No		X	
Vortex Optics	03-2024-0057-I-41	5 Behaviors of a Cohesive Team	Dennis Cooley	10	\$ 1,811.25	No		X	
Vortex Optics	03-2024-0057-I-41	Courageous Conversations	Dennis Cooley	14	\$ 962.50	No		X	
Truvant	03-2024-0059-I-41	Intro to PLCs (WIG Grant)	Dennis Cooley	8	\$ 1,704.50	No		X	
Lands End	03-2024-0061-I-41	Introduction to PLCs (WIG Grant)	Dennis Cooley	17	\$ 3,937.50	No		X	
Imperia Foods	03-2024-0065-I-41	Project Management (WIG Grant)	Dennis Cooley	5	\$ 385.00	No		X	
Imperia Foods	03-2024-0065-I-41	Lean White Belt (WIG Grant)	Dennis Cooley	5	\$ 490.00	No		X	
Imperia Foods	03-2024-0065-I-41	Servant Leadership (WIG Grant)	Dennis Cooley	5	\$ 210.00	No		X	

						INDIRECT COST FACTOR			
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Critical Impact Group	03-2024-0099-I-41	Law Enforcement In-Service 8 Hr Training	Kris Wubben	10	\$ 337.40	Yes		X	
Rockwell Automation	03-2024-0105-I-41	Heartsaver CPR/AED with First Aid Training	Gin Reynolds	16	\$ 1,600.00	No		X	
Seats Inc.	03-2024-0113-I-41	Spanish for the Workplace (WIG Grant)	Dennis Cooley	15	\$ 595.00	No		X	
Muscoda EMS	03-2024-0115-I-42	BLS for Healthcare Provider-CPR Recertification	Gin Reynolds	11	\$ 720.00	No		X	
Southwest WI Workforce Development	03-2024-0116-I-23	Leadership Academy	Dennis Cooley	12	\$ 10,650.00	No		X	
Rockwell Automation	03-2024-0117-I-41	Heartsaver CPR/AED w/ First Aid and Online Skills Check	Gin Reynolds	5	\$ 500.00	No		X	
Dickeyville Fire Department	03-2024-0119-I-42	Heartsaver CPR/AED w/ First Aid	Gin Reynolds	14	\$ 650.02	Yes		X	
Dickeyville EMS	03-2024-0120-I-42	BLS for Healthcare Provider-CPR Recertification	Gin Reynolds	26	\$ 463.06	Yes		X	
WI Technical College Board Association	03-2024-0124-T-18	Strategic Planning	Dennis Cooley		\$ 1,400.00	No		X	
TOTAL of all Contracts				233	\$ 90,896.23				
Exchange of Services				50	\$ 1,450.48				
For Pay Service				183	\$ 87,741.25				

E. Personnel Items

The Personnel Report includes two resignations and one retirement:



PERSONNEL REPORT December 21, 2023

EMPLOYMENT: NEW HIRE

None	
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PROMOTIONS/TRANSFER

NEW POSITION

None	
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RETIREMENTS / RESIGNATIONS

Denise Dixon (Last Day 01/05/2024)	Administrative Assistant – Academic Division
Katie Garrity (Retirement 12/31/2023)	Executive Advisor to the President
Akshay Sukhwal (Last Day 11/30/2023)	Student Success Coach

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

Other Items Requiring Board Action

There are not additional agenda items that require Board Action at this meeting.

Board Monitoring of College Effectiveness

A. Staffing Update


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

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Sustainable Energy Management Instructor/Energy Coordinator	Ashley Wojtalewicz	7/31/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 - \$88,385 Hired at \$70,000
2	Replacement	Communication Instructor	Sarah Gleisner	8/9/2023	MS: \$56,533 - \$89,888 Hired at \$65,000
3	Replacement	Disability Services Specialist	Tracy Allen	7/17/2023	C4 \$51,471-\$72,438 Hired at \$68,000
4	Replacement	IT Systems Analyst (Student Services, Fin Aid, Student Accounts)	Posted Reposted 9/8 Put on Hold 11/8	7/1/2023	C42: \$24.88 - \$34.83
5	Replacement	Accounting Instructor	Julie Johl	8/7/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$63,000
6	Replacement	Web Designer	Eesha Gongula	10/4/2023	C43 \$54,575- \$76,406 Hired at \$66,560
7	Replacement	Multicultural Success Coach	Karla Escobar	8/28/2023	C41: \$48,908 - \$68,472 Hired at \$63,000
8	Replacement	Student Engagement Coordinator	Brittany Sherman	8/1/2023	C41: \$48,908 - \$68,472 Hired at \$56,000
9	Replacement	Child Care Aide - Part-time	Abby Meier	8/28/2023	A12: \$19.56 -\$22.87 Hired at \$19.56/hour
10	Replacement	Director of Development and Major Gifts	Angela Herting	10/18/2023	D61: \$64,582 - \$93,645 Hired at \$79,000
11	Replacement	Academic Success Coach	JoLynn Moss	10/11/2023	B24: \$22 - 28.61/hourly Hired at \$26/hour
12	Replacement	Advisor	Beth Cummins	10/17/2023	C42: \$51,742 - \$72,438 Hired at \$67,477
13	Replacement	Associate Degree Nursing Instructor	Posted	10/27/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888
14	New	Radiography Program Director & Instructor	Interviews Scheduled	10/31/2023	MS: \$56,533 - \$89,888
14	Replacement	Administrative Assistant - Academic Division	Posted	11/28/2023	B22: \$19.56 - \$25.37/hourly

Information and Correspondence

A. Enrollment Reports

1. 2023-24 FTE Year-Over-Year Comparison Report

		December 11 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison									
Program Code	Program Title	SY 21-22 12/06/21 Students	SY 22-23 12/12/22 Students	SY 23-24 12/11/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 12/06/21 FTE	SY 22-23 12/12/22 FTE	SY 23-24 12/11/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
10-101-1	Accounting	61	52	43	(18)	(9)	35.97	27.70	24.50	(11.47)	(3.20)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	12	15	15	3	-	11.70	14.83	13.47	1.77	(1.37)
10-006-5	Agribusiness Science & Technology - Agronomy	11	11	11	-	-	10.37	10.93	10.37	-	(0.57)
10-006-6	Agribusiness Science & Technology - Animal Science	29	34	30	1	(4)	21.60	29.30	27.20	5.60	(2.10)
10-102-3	Business Management	102	92	95	(7)	3	61.43	59.70	58.47	(2.97)	(1.23)
10-530-X	Cancer Information Management	80	59	82	2	23	49.80	34.13	39.67	(10.13)	5.53
10-504-X	Criminal Justice	40	33	40	-	7	29.83	26.83	28.40	(1.43)	1.57
10-316-1	Culinary Arts	5			(5)	-	4.73			(4.73)	-
10-102-1	Data Analytics	1	5	7	6	2	0.50	2.83	4.53	4.03	1.70
10-510-6	Direct Entry Midwife	121	132	136	15	4	56.50	62.23	64.63	8.13	2.40
10-307-1	Early Childhood Education	46	50	59	13	9	29.43	30.00	38.70	9.27	8.70
10-620-1	Electro-Mechanical Technology	26	22	22	(4)	-	22.63	19.80	21.60	(1.03)	1.80
10-325-1	Golf Course Management	12	15	17	5	2	11.13	13.13	14.37	3.23	1.23
10-201-2	Graphic And Web Design	26	25	40	14	15	20.10	22.17	33.43	13.33	11.27
10-530-1	Health Information Technology	46	44	37	(9)	(7)	24.20	21.83	18.07	(6.13)	(3.77)
10-520-3	Human Services Associate	31	36	24	(7)	(12)	27.17	28.90	20.20	(6.97)	(8.70)
10-620-3	Instrumentation and Controls Technology		2	1	1	(1)		2.30	1.07	1.07	(1.23)
10-151-2	IT-Cybersecurity Specialist			13	13	13			13.17	13.17	13.17
10-150-2	IT-Network Specialist	25	23	5	(20)	(18)	17.33	17.67	3.67	(13.67)	(14.00)
10-196-1	Leadership Development	10	12	12	2	-	5.27	5.60	6.40	1.13	0.80
10-513-1	Medical Laboratory Technician	19	13	10	(9)	(3)	13.87	9.43	7.53	(6.33)	(1.90)
10-196-6	Nonprofit Leadership	5	10	9	4	(1)	2.77	5.73	6.47	3.70	0.73
10-543-1	Nursing-Associate Degree	202	202	189	(13)	(13)	102.20	112.57	103.73	1.53	(8.83)
10-524-1	Physical Therapist Assistant	18	19	15	(3)	(4)	13.33	9.70	9.67	(3.67)	(0.03)
10-182-1	Supply Chain Management	32	29	25	(7)	(4)	15.33	16.93	15.10	(0.23)	(1.83)
10-512-1	Surgical Technology		9	18	18	9		6.80	13.00	13.00	6.20
10-481-3	Sustainable Energy Management			3	3	3			3.00	3.00	3.00
10-499-5	Technical Studies-Journeyworker	1	2	1	-	(1)	0.30	0.30	0.10	(0.20)	(0.20)
	Total Associate Degree	961	946	959	(2)	13	587.50	591.37	600.50	13.00	9.13

December 11 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 12/06/21 Students	SY 22-23 12/12/22 Students	SY 23-24 12/11/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 12/06/21 FTE	SY 22-23 12/12/22 FTE	SY 23-24 12/11/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-101-1	Accounting Assistant	9	10	8	(1)	(2)	4.00	4.70	4.87	0.87	0.17
30-531-6	EMT-IV (Advanced EMT)	12	3	4	(8)	1	1.97	0.40	0.53	(1.43)	0.13
31-006-3	Agribusiness Science & Technology - Agronomy Tech	1		2	1	2	0.10		2.03	1.93	2.03
32-070-1	Agricultural Power & Equipment Technician	36	29	36	-	7	33.73	25.03	30.70	(3.03)	5.67
30-316-3	Artisanal Modern Meat Butchery			13	13	13			2.47	2.47	2.47
31-405-1	Auto Collision Repair & Refinish Technician	9	9	6	(3)	(3)	9.53	7.10	5.47	(4.07)	(1.63)
32-404-2	Automotive Technician	19	19	29	10	10	13.60	16.03	24.33	10.73	8.30
31-408-1	Bricklaying & Masonry	1	1	1	-	-	0.03	0.57	0.07	0.03	(0.50)
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	9	5	20	11	15	7.90	3.73	17.70	9.80	13.97
31-307-1	Child Care Services	3	5	4	1	(1)	1.40	1.80	2.80	1.40	1.00
31-444-1	CNC Machine Operator/Programmer	6	4		(6)	(4)	4.60	2.73		(4.60)	(2.73)
31-502-1	Cosmetology	26	33	46	20	13	17.73	24.27	32.00	14.27	7.73
30-504-2	Criminal Justice-Law Enforcement 720 Academy	7	10		(7)	(10)	5.13	8.00		(5.13)	(8.00)
31-091-5	Dairy and Livestock Technician			1	1	1			0.20	0.20	0.20
30-508-2	Dental Assistant	19	18	13	(6)	(5)	9.43	9.20	6.63	(2.80)	(2.57)
30-812-1	Driver and Safety Education Certification	7	12	17	10	5	1.10	2.50	3.30	2.20	0.80
31-413-2	Electrical Power Distribution	44	43	45	1	2	36.83	38.53	40.77	3.93	2.23
50-413-2	Electricity (Construction) Apprentice	23	23	27	4	4	1.93	1.60	3.33	1.40	1.73
30-531-3	Emergency Medical Technician	29	45	34	5	(11)	5.63	7.60	4.73	(0.90)	(2.87)
32-080-4	Farm Operations & Management - Ag Mechanics	11	6	1	(10)	(5)	9.30	4.53	1.03	(8.27)	(3.50)
32-080-3	Farm Operations & Management - Dairy	8	6	2	(6)	(4)	6.57	5.87	2.00	(4.57)	(3.87)
31-080-3	Farm Operations & Management - Dairy Technician	2	4	1	(1)	(3)	1.47	2.17	0.73	(0.73)	(1.43)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	3	3	1	-	0.20	2.00	0.30	0.10	(1.70)
32-080-6	Farm Operations & Management - Livestock	3	5	3	-	(2)	2.73	4.30	3.10	0.37	(1.20)
31-080-7	Farm Operations & Management - Livestock Tech	1	1		(1)	(1)	0.77	0.93		(0.77)	(0.93)
50-413-1	Industrial Electrician Apprentice	6	11	9	3	(2)	0.60	1.40	0.87	0.27	(0.53)
31-620-1	Industrial Mechanic	2	2	4	2	2	1.00	1.33	3.57	2.57	2.23
31-154-6	IT-Computer Support Technician	7	3	5	(2)	2	2.17	1.57	3.13	0.97	1.57
31-513-1	Laboratory Science Technician	10	6	2	(8)	(4)	3.37	0.93	0.43	(2.93)	(0.50)
31-509-1	Medical Assistant	30	25	22	(8)	(3)	22.13	20.80	15.10	(7.03)	(5.70)

December 11 2023: School Years 2021-22, 2022-23, and 2023-24 FTE Comparison

Program Code	Program Title	SY 21-22 12/06/21 Students	SY 22-23 12/12/22 Students	SY 23-24 12/11/23 Students	22 to '24 Student Change	23 to '24 Student Change	SY 21-22 12/06/21 FTE	SY 22-23 12/12/22 FTE	SY 23-24 12/11/23 FTE	22 to '24 FTE Change	23 to '24 FTE Change
31-530-2	Medical Coding Specialist	84	59	63	(21)	4	48.07	28.10	31.50	(16.57)	3.40
30-504-4	Nail Technician	1	7	5	4	(2)	0.17	1.97	1.33	1.17	(0.63)
30-543-1	Nursing Assistant	126	136	144	18	8	12.23	16.53	17.30	5.07	0.77
50-427-5	Plumbing Apprentice	21	23	24	3	1	2.22	2.99	4.40	2.18	1.41
31-182-1	Supply Chain Assistant	1	3	3	2	-	0.13	1.57	1.30	1.17	(0.27)
31-442-1	Welding	40	45	35	(5)	(10)	27.80	34.27	25.43	(2.37)	(8.83)
	Total Technical Diploma	616	615	633	17	18	295.65	285.13	293.53	(2.12)	8.41
20-800-1	Liberal Arts - Associate of Arts	42	36	38	(4)	2	13.17	9.63	19.77	6.60	10.13
20-800-2	Liberal Arts - Associate of Science	8	8	14	6	6	3.30	2.33	8.03	4.73	5.70
	Undeclared Majors	492	652	643	151	(9)	72.73	107.07	109.27	36.53	2.20
	Total Liberal Arts & Undeclared Majors	542	696	695	153	(1)	89.20	119.03	137.07	47.87	18.03
	Total	2,119	2,257	2,287	168	30	972.35	995.52	1,031.10	58.75	35.58
	Percent of Change									6.04%	3.57%
	Vocational Adult (Aid Codes 42-47)	2,125	2,391	2,416	291	25	43.35	44.49	42.67	(0.68)	(1.82)
	Community Services (Aid Code 60)	-	13	-	-	(13)	-	0.04	-	-	(0.04)
	Basic Skills (Aid Codes 73,74,75,76)	209	269	294	85	25	30.20	36.47	29.23	(0.97)	(7.23)
	Basic Skills (Aid Codes 77 & 78)	55	117	151	96	34	1.23	0.23	1.47	0.23	1.23
	Grand Total	4,508	5,047	5,148	640	101	1,047.13	1,076.75	1,104.47	57.34	27.71
	Total Percent of Change									5.48%	2.57%
					Budgeted/Goal FTEs		1,250	1,250	1,300		
					% of Budgeted/Goal FTEs Achieved to date		83.8%	86.1%	85.0%		
					Final Actual FTEs Achieved		1,253	1,304			
					% of Final Actual FTEs Achieved to date		83.6%	82.6%			
					23/24 Projected Ending FTEs using historical trend		1,322	1,338			
					Will budget be met		YES	YES			

2. Program Application Comparison 2023/24 vs. 2024/25

Program Application Comparison 2023/24 vs. 2024/25								
Fall 2024 Starts		12/05/22			12/11/23			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting		5	1	6	20	0	20	14
Accounting Assistant		2	0	2	3	1	4	2
Agribusiness Science & Technology - Agbus Mgmt			15	15		23	23	8
Agribusiness Science & Technology - Agronomy			6	6		6	6	0
Agribusiness Science & Technology - Agronomy Tech			3	3		1	1	-2
Agribusiness Science & Technology - Animal Science			23	23		19	19	-4
Agricultural Power & Equipment Technician	22		20	20		18	18	-2
Artisanal Modern Meat Butchery	15					4	4	4
Auto Collision Repair & Refinish Technician	22		12	12		6	6	-6
Automotive Technician	22		17	17		17	17	0
Building Trades-Carpentry			11	11		8	8	-3
Building Performance Technician					1	0	1	1
Business Management		27	5	32	21	9	30	-2
Cancer Information Management		15	16	31	9	12	21	-10
Cancer Information Management (ATC)					6	5	11	11
Child Care Services		3	1	4	2	2	4	0
CNC Machine Operator/Programmer	15		0	0		0	0	0
Cosmetology	24		30	30		38	38	8
Criminal Justice Studies		7	1	8	5	3	8	0
Criminal Justice-Law Enforcement 2		12	9	21	3	11	14	-7
Data Analytics		2	0	2		0	0	-2
Dental Assistant		2	5	7	5	6	11	4
Driver and Safety Education Certification			0	0	1	0	1	1
Early Childhood Education		28	10	38	9	16	25	-13
Electrical Power Distribution	44		44	44		55	55	11
Electro-Mechanical Technology	24		11	11		5	5	-6
Golf Course Management			6	6		10	10	4
Graphic and Web Design	25		14	14		19	19	5
Health Information Technology		3	10	13	8	3	11	-2
Human Services Associate			12	12		6	6	-6
Industrial Mechanic	6		1	1		1	1	0
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			7	7			0	-7
IT-Cybersecurity Specialist						12	12	12

Fall 2024 Starts		12/05/22			12/11/23			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
IT-Network Specialist			4	4			0	-4
IT-Network Systems Technician						4	4	4
Laboratory Science Technician			0	0		0	0	0
Leadership Development		2	0	2	1	0	1	-1
Liberal Arts - Associate of Arts		12	0	12				-12
Liberal Arts - Associate of Arts (SWTC)					9	8	17	17
Liberal Arts - Associate of Science		11	0	11				-11
Liberal Arts - Associate of Science (SWTC)					9	1	10	10
Medical Assistant	32		9	9		18	18	9
Medical Coding Specialist		7	9	16	5	18	23	7
Medical Laboratory Technician	16	6	1	7	3	0	3	-4
Nail Technician			6	6		6	6	0
Nonprofit Leadership		1	0	1		0	0	-1
Nursing-Associate Degree	54	90	16	106	70	16	86	-20
Nursing-Associate Degree-Part-time	28		1	1		6	6	5
Pharmacy Tech (Shared)			0	0		0	0	0
Physical Therapist Assistant	18	11	5	16	9	3	12	-4
Purchasing Agent/Buyer Certificate			0	0		1	1	1
Radiography	10				9	1	10	10
Solar Installation Technician						1	1	1
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management		2	1	3	2	0	2	-1
Surgical Technology	10	10	4	14	7	6	13	-1
Technical Studies-Journeyworker		2	0	2	3	0	3	1
Undecided		16	0	16	25	0	25	9
Welding	40		26	26		31	31	5
TOTAL	433	276	372	648	245	436	681	33

Spring 2024 Starts

PROGRAM	CAP	12/05/22			12/11/23			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			7	7		6	6	-1
Accounting Assistant			2	2		2	2	0
Agribusiness Science & Technology - Agbus Mgmt			2	2		3	3	1
Agribusiness Science & Technology - Agronomy			0	0		1	1	1
Agribusiness Science & Technology - Agronomy Tech			0	0		1	1	1
Agribusiness Science & Technology - Animal Science			2	2		3	3	1
Agricultural Power & Equipment Technician			0	0		1	1	1
Artisanal Modern Meat Butchery						20	20	20
Business Management			6	6		9	9	3
Cancer Information Management			11	11		12	12	1
Cancer Information Management (ATC)					3	5	8	8
Child Care Services			0	0		1	1	1
Criminal Justice-Law Enforcement 2			2	2		3	3	1
Data Analytics			0	0		1	1	1
Direct Entry Midwife	40	98	46	144	124	94	218	74
Driver and Safety Education Certification		2	0	2		2	2	0
Early Childhood Education			7	7		11	11	4
Electro-Mechanical Technology			3	3		1	1	-2
Emergency Medical Technician			0	0		1	1	1
Golf Course Management			1	1		1	1	0
Graphic and Web Design			4	4		5	5	1
Health Information Technology			9	9		3	3	-6
Human Services Associate			7	7		1	1	-6
Individualized Technical Studies			1	1		0	0	-1
Industrial Mechanic			1	1		1	1	0
IT-Computer Support Technician			3	3				-3
IT-Cybersecurity Specialist						2	2	2
IT-Network Specialist			3	3		0	0	-3
IT-Network Systems Technician						1	1	1
Leadership Development			0	0		2	2	2
Liberal Arts - Associate of Arts			2	2				-2
Liberal Arts - Associate of Arts (SWTC)						7	7	7
Liberal Arts - Associate of Science			0	0				0
Medical Assistant			1	1		5	5	4
Medical Coding Specialist			7	7		18	18	11
Medical Laboratory Technician			0	0		0	0	0
Nail Technician			2	2		0	0	-2
Nonprofit Leadership			0	0		0	0	0
Nursing-Associate Degree			14	14		16	16	2
Nursing-Associate Degree-Part-time			9	9		14	14	5
Physical Therapist Assistant			3	3		1	1	-2
Production Planner Certificate			0	0		1	1	1
Supply Chain Assistant			0	0		1	1	1
Supply Chain Management			2	2		1	1	-1
Surgical Technology			1	1		5	5	4
Technical Studies-Journeyworker			0	0		0	0	0
Welding (January Start)			8	8		2	2	-6
TOTAL		100	166	266	127	264	391	125

B. Chairperson's Report

- 1. Board Member Reflection: What it Means to be a SWTC Board Trustee**
- 2. District Boards Association Meeting Update**
- 3. District Boards Association Board Member of the Year – 2024 Information**
- 4. Board Professional Development Update**
- 5. Material for Prospective Applicants to the SWTC District Board**

C. College President's Report

- 1. College Happenings**

D. Other Informational Items

Establish Board Agenda Items for Next Meeting

A. Agenda


- 1. Approval of Fund & Account Transfers (2022-23 Budget Modifications)**
- 2. Approval of Board Monitoring Report – Safety and Security**
- 3. Financial Audit Update**
- 4. SWTC Foundation Quarterly Update**
- 5. SWTC Real Estate Foundation Quarterly Update**

B. Date, Time, & Place

- 1. Thursday, January 25, 2024, 7:00 p.m., Southwest Tech, Room 430**


Adjournment

Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2023 - 2026)

 **Southwest Wisconsin
TECHNICAL COLLEGE**

STRATEGIC DIRECTIONS

2023–2026



For seven years in a row, Southwest Tech ranks
among the best two-year colleges in the nation!

THIS IS WHERE
Everyone Belongs

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.



Lori Needham, executive assistant, is known around campus for her unwavering kindness and infectious positivity. She extends trust generously and helps the entire campus community to feel like they belong here.

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.

Kelly Kelly, Director of Fiscal Services, regularly seeks opportunities to provide work-based learning opportunities for students in the accounting program. She considers them an essential part of her team and holds them accountable for demonstrating professional behavior, communication, and the technical skills needed for today's workforce.



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.

Stacey Place, Physical Therapist Assistant program instructor, recently took on the role of academic lead for several health science

programs. The primary role of academic leads is to serve as coaches, mentors, and guides on a peer-to-peer basis, with the overarching goal of enhancing student learning outcomes.

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.

Holly Straka, Workforce Innovation Grant coordinator, is working on her masters degree while also leading the \$2.9 million Workforce Innovation Grant which funds Southwest Tech's Advance Southwest Wisconsin project. The project helps the Southwest Wisconsin workforce excel and increase their career potential in the post-pandemic manufacturing sector by providing job site training, educational pathways, and advanced support.



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.



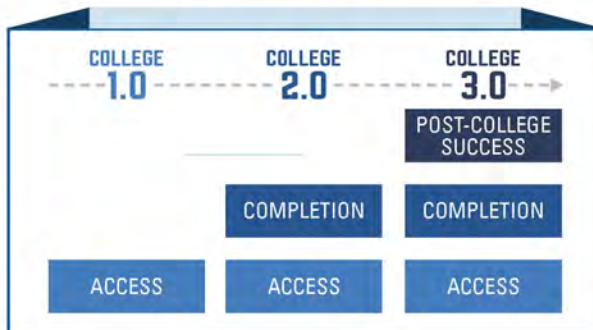
Matt Nation, evening custodian, regularly seeks opportunities to support students who need it the most by hiring them for the evening custodian crew. Matt makes adjustments to job duties to make sure students feel confident and supported. Matt answers many after-hours calls and is the first to extend a helping hand.



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, a non-traditional occupation student in the Building Trades-Carpentry program, and the first cohort of students in the high wage Surgical Technology program.

College Health Indicators



COLLEGE HEALTH INDICATORS (CHI)		2023 ACTUAL	2024 GOAL
CHI 1A.	Promoting Equity in Student Learning-Graduation Rate Comparison:		
	For Special Population* Students	42%	70%
	For Non-Special Population Students	60%	
CHI 2A.	Course Completion Rate	91%	95%
CHI 3A.	Year-to-Year Graduate Wage Growth	8%	10%
CHI 4A.	5-Year Graduate Wage Growth	67%	75%

*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.

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.

Each year, the Wisconsin Technical College District Boards Association recognizes individuals and business leaders in the state who exemplify the very best of Wisconsin's technical education system and colleges. The Association also recognizes partners in our communities who promote the value of a technical college education. For the last two years in a row, Southwest Tech District Board



▲ Charles Bolstad
Donald Tuescher ▶

Chairs Donald Tuescher and Charles Bolstad were honored as the Wisconsin Technical College System Board Member of the Year.



College Governance



Executive Team

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

The Aspen Institute College Excellence Program selected Holly Clendenen as one of 35 leaders for the 2023-24 class of the Aspen Rising Presidents Fellowship.



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*.

Cynde Larsen, Ph.D., chief academic officer and 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.

COLLEGE 1.0-ACCESS

STRATEGIC DIRECTION: Create transformational student success plans to improve access for all students.

This Is Where People Care. At Southwest Tech we want every person to know we care about their success. Faculty and staff unite to help students design plans to achieve their goals. Student success plans include: career goals, an academic map, financial planning and budgeting, and a network of professionals to ensure supports and services are inevitable.

PERFORMANCE

We know we will be successful when more people chose to be students at Southwest Tech, especially if they live in the college's five-county district.

GOALS

- 50 Adult Basic Education and English Language Learners students will have a student success plan by the end of the spring 2024 semester.
- 150 dual enrollment high school students will have a student success plan by the end of the spring 2024 semester.
- 300 special population* degree-seeking students will have a student success plan by the end of the spring 2024 semester.
- 50 university transfer students have a student success plan by the end of the spring 2024 semester.
- All program students will have a success plan before their first course begins in the 2024 fall term.



An eager group of adults in Darlington is on their way to learning English. A partnership between Southwest Wisconsin Technical College and the Darlington Community School District, has drawn approximately 60 adult learners to weekly classes since September.

Cody M. Burke completed the HSED program at our Richland Center Outreach Center. He is from Soldiers Grove, Wisconsin, and was a student at North Crawford High School. Cody will attend Southwest Tech in Fennimore this fall as a part of the Agricultural Power and Equipment Technology program. Good luck with your future, Cody!

**COLLEGE 2.0-COMPLETION**

STRATEGIC DIRECTION: Enhance high-quality work-based learning to improve course completion and graduation for all students.

This Is Where You Succeed. Graduation Matters. We help every student complete their courses and finish their degrees because we know students with degrees have more earning power and better opportunities to improve their lives.

PERFORMANCE

We know we will be successful when more students graduate and we make improvements to decrease achievement gaps for special population students. Southwest Tech emphasizes work-based learning so students learn first-hand from industry experts how to excel in the workforce or successfully transfer to a four-year university.*

GOALS

- All academic programs will incorporate or enhance at least one formal work-based learning initiative into the curriculum before the fall 2024 semester.
- During the 2023-24 academic year, all academic program advisory committees will consider student success rates and outcomes and identify curriculum or industry innovations that will increase wages.
- The Boards of Directors for the College, Foundation, and Real Estate Foundation will adopt fundraising priorities aligned with supporting needs-based scholarships and work-based learning by November of 2023 and establish fundraising goals for each of the next three years.
- Universal Design initiatives will be assessed for impact on student success with investments in the opportunities that will have the most impact on students during the 2024-25 budget development cycle.

All students are better off when they have authentic work-based learning opportunities similar to what they will experience in the workplace. The internal partnerships between marketing and the Graphic & Web Design program create meaningful experiences that align with program outcomes. Pictured are Graphic & Web Design students Sabrina Splinter and Alexa Weber whose t-shirt designs were selected to be sold in the Chargers Bookstore.



*Work-based learning is a course-based opportunity to engage and interact with industry experts while learning to demonstrate essential employability and technical skills necessary for today's workforce. Work-based learning can take various forms, such as practicum, clinical, and internship courses; apprenticeships, and other course-based learning experiences in which students interact directly with potential employers.

COLLEGE 3.0-POST-COLLEGE SUCCESS

STRATEGIC DIRECTION: Innovate the curriculum and workforce to improve wage and transfer success for all graduates.

This is Where You Excel. Southwest Tech graduates experience high levels of job placement. We seek to improve the wages they earn as our alumni increase their value to employers.

PERFORMANCE

We know we will be successful when local employers report graduates have increased knowledge, skills, and abilities and recognize the high value by increasing wages.

GOALS

- Add five new high-wage programs by 2026. We will pursue radiology technician, respiratory therapist, software developer, paramedic, and one still to-be-determined.
- Through the Team Action Plan process of Instructional Vitality, we will plan and implement curriculum modifications for at least one element of each low-wage program during the 2023-24 academic year.
- Strengthen the college's relationship with the University of Wisconsin-Platteville to help more Southwest Tech students complete their bachelor's degree.



As a Nursing student Kylie Meier participated in the Southwest Tech sponsored trip to Haiti.



While working as an LPN and working her way through the Nursing-Associate Degree program, Kylie was selected as the DRIVEN Award recipient at Southwest Health in Platteville, Wisconsin. Kylie is described as "A nurse who shows compassion for people every day." Kylie is known for her energy, empathy, flexibility in meeting others' needs, dedication, and caring nature.



After working for seven years as an LPN, ADN, and BSN, Kylie has started seeing her own patients as an Advanced Practice Nurse Prescriber in 2023.

Kylie Meier

- 2018 Nursing-Associate Degree
- 2020 Bachelor of Science in Nursing
- 2022 Advanced Practice Nurse Prescriber

COLLEGE EXCELLENCE PROGRAM

aspen institute

The Aspen Institute College Excellence Program (Aspen) and its partners at the Community College Research Center (CCRC) have launched a first-of-its-kind initiative that reflects the next wave of the two-year college student success movement: a bold focus on excellence and equity in post-completion outcomes. In the spring of 2023, Southwest Tech was selected to join a ten-college network to work closely with Aspen, CCRC, expert

coaches, and field practitioners over three years on comprehensive reforms and then three additional years of evaluation, all with one overarching goal: thousands more community college students, including students of color and those from lower-income backgrounds, entering and completing programs that lead directly to jobs that pay a family-sustaining wage or to efficient and effective completion of a bachelor's degree.