

Southwest Wisconsin Technical College District Board Meeting

Regular Meeting

February 27, 2025

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

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Annotated Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, February 27, 2025 5:00 p.m. – Regular Board Meeting Southwest Tech ~ Conference Room 430 1800 Bronson Boulevard, Fennimore, WI 53809

ANNOTATED AGENDA

5:00 P.M. MEETING BEGINS — OPEN MEETING

6:30 -7:00 BOARD DINNER

7:00 P.M. CLOSED SESSION, FOLLOWED BY OPEN MEETING

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's February 27, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore's City Office, and on the College's website at www.swtc.edu/about/board/meetings in an attempt to make the general public aware of the time, place, and agenda."

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

CONSENT AGENDA

A. Approval of Agenda

The February 27, 2025, regular board meeting agenda is included in the electronic Board material.

B. Minutes of the January 23, 2025, Regular Board Meeting

The minutes of the January 23, 2025, 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 within the Board material. Kelly Kelly, Director of Fiscal Services/Controller, will be available for questions.

D. Contract Revenue

18 contracts totaling \$94,821.02 in January 2025 are presented for Board approval. The Contract Revenue Report is included within the electronic Board packet of material.

E. Personnel Items

The Personnel Report includes two new hires, one retirement, and two resignations. The report is included in the electronic Board packet.

<u>Recommendation</u> – Approve, as presented, the February 27, 2025, Consent Agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. Award RFP – Facilities Maintenance and Repair Services

Proposals were sought to establish a contract for on-call repair and maintenance services. The public opening for the request for proposals was held on February 4, 2025, with seven vendors submitting the required documentation. The summary is included within the electronic Board packet of materials. Caleb will be available for questions.

<u>Recommendation</u> – Award the RFP for Facilities Maintenance & Repair Services to all vendors that submitted a valid RFP response for a three-year term with the option to extend for one (1) additional year. An award is no guarantee of work. The awarded vendors are as follows: Baus Electric, Lancaster, WI; Energy Management Consultants, Fennimore, WI; H&N, Fennimore, WI; Hall Ceilings, Steuben, WI; Helm Mechanical/Helm Service, Freeport, IL; Jim's Building Center, Fennimore, WI; and Pioneer Roofing, LLC, Johnson Creek, WI.

B. Approval of 2023-24 Single Audit Report

Caleb will present the single audit report. The report is available electronically with all other Board material.

<u>Recommendation</u> – Approve, as presented, the 2023-24 Single Audit Report.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Staffing Update

Ross Martin, Director of Human Resources, will provide an update on College staffing. A summary is included in the electronic packet of materials.

B. Review of Employee Benefits Package

Included in the electronic board packet is a summary of the College's benefits package. Ross will be available for questions.

C. SWTC Foundation 2nd Quarter Report

Dennis Cooley, Executive Director of Advancement, will update the District Board on recent Foundation activities and results of fundraising efforts and other initiatives. The FY 2025 2nd Quarter is included in the electronic packet of meeting materials.

D. SWTC Real Estate Foundation 2nd Quarter Report

The Real Estate Foundation's FY2025 2nd Quarter report is included in the electronic board packet. Dennis will be present for questions on the report, which highlights student resident life, board members, and future investments.

E. College Budget Update

Caleb will provide an update on the state of the College's 2025-26 budget process.

F. Review of Compensation Proposal

The Board will deliberate on a 3% cost-of-living increase for employees and a minimal investment in the reclass process. Given the uncertainty of the timing for the state budget, Jason will walk through a few scenarios for the Board to consider. The Board will offer their feedback on the proposal.

G. Application Report

The electronic board meeting packet includes a summary of recent and upcoming recruiting efforts. Katie Glass, Chief Communications Officer, will be present to answer board questions.

INFORMATION AND CORRESPONDENCE

A. Enrollment Reports and Student Success Scoreboard

- 1. Program Application Comparison: 2024-25 vs. 2025-26
- 2. 2024-25 Year-Over-Year FTE Comparison

3. Student Success Scoreboard

Katie will present and answer questions on the reports. The reports are included in the electronic Board packet.

B. Chairperson's Report

1. District Boards Association Update

2. District Boards Association Nominations for Officer Elections

The DBA seeks nominations for the 2025-26 board of director officers. The electronic packet of board material includes a memo with the current executive board makeup,

notes on the process, descriptions of the executive officer positions, and a blank nomination form.

- 3. ACCT National Legislative Summit Update
- 4. ACCT Awards
- C. College President's Report
 - 1. Funding Update
 - 2. Faculty, Staff, Student Outreach Update
 - 3. College Happenings
- **D.** Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report Quality Teaching & Learning
 - 2. Academic Master Plan Update
 - 3. Dual Enrollment Funding Update
- B. Time and Place

6:00 p.m. on Thursday, March 27, 2025, Southwest Tech, Room 430

DINNER: 6:30-7:00 P.M.

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to a closed session for the purpose of
 - **1. Discussing a lawsuit per Wis. Stats. 19.85(1)(a)** {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}
 - 2. Discussing preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. Discussing the president's employment 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 January 23, 2025

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

OPEN MEETING

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of 1st Reading: Ad Hoc Committee

The electronic packet of board material includes the 1st Reading of a new Ad Hoc Committee charter. Jason will present the 1st reading for Board approval.

<u>Recommendation</u> – Approve, as presented, the 1st Reading of the Ad Hoc Committee charter.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Student Success Policy Discussion

A Student Success Policy draft (from 2018) was provided to the Board for review before the meeting. At the meeting, the Board members will share the elements of the policy they would like to keep, discard, and amend. Board feedback and ideas will be considered as Jason updates the draft.

B. President Priority Outreach for 2025-2026

The Board will discuss priorities for outreach to employers, partners, and community agencies. Initial goals will be considered for how we will measure if the outreach is successful.

ADJOURNMENT

Open Meeting

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

Consent Agenda

A. Approval of Agenda



DISTRICT BOARD MEETING NOTICE/AGENDA

Thursday, February 27, 2025 5:00 p.m. – Regular Board Meeting Southwest Tech ~ Conference Room 430 1800 Bronson Boulevard, Fennimore, WI 53809

AGENDA

5:00 P.M. MEETING BEGINS — OPEN MEETING

6:30 -7:00 BOARD DINNER

7:00 P.M. CLOSED SESSION, FOLLOWED BY OPEN MEETING

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's February 27, 2025, regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore's City Office, and on the College's website at www.swtc.edu/about/board/meetings in an attempt to make the general public aware of the time, place, and agenda."

OPEN MEETING

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the January 23, 2025, 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

- A. Award RFP Facilities Maintenance and Repair Services
- B. Approval of 2023-24 Single Audit Report

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. Review of Employee Benefits Package
- C. SWTC Foundation 2nd Quarter Report
- D. SWTC Real Estate Foundation 2nd Quarter Report
- E. College Budget Update
- F. Review of Compensation Proposal
- G. Application Report

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports and Student Success Scoreboard
 - 1. Program Application Comparison: 2024-25 vs. 2025-26
 - 2. 2024-25 Year-Over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. District Boards Association Update
 - 2. District Boards Association Nominations for Officer Elections
 - 3. ACCT National Legislative Summit Update
 - 4. ACCT Awards
- C. College President's Report
 - 1. Funding Update
 - 2. Faculty, Staff, Student Outreach Update
 - 3. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Approval of Board Monitoring Report Quality Teaching & Learning
 - 2. Academic Master Plan Update
 - 3. Dual Enrollment Funding Update
- B. Time and Place

6:00 p.m. on Thursday, March 27, 2025, Southwest Tech, Room 430

DINNER: 6:30-7:00 P.M.

ADJOURN TO CLOSED SESSION

- C. Consideration of adjourning to a closed session for the purpose of
 - 1. <u>Discussing a lawsuit per Wis. Stats. 19.85(1)(a)</u> {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}
 - 2. <u>Discussing preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c)</u> {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
 - 3. <u>Discussing the president's employment per Wisconsin Statutes 19.85(1)(c)</u> {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- D. Approval of Closed Session Minutes from January 23, 2025

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

OPEN MEETING

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of 1st Reading: Ad Hoc Committee

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student Success Policy Discussion
- B. President Priority Outreach for 2025-2026

ADJOURNMENT

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL **608-822-2632** OR E-MAIL <u>DISABILITYSERVICES@SWTC.EDU.</u>}

B. Approval of Minutes from the January 23, 2025, Regular Board Meeting



MINUTES OF REGULAR MEETING FOR THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE JANUARY 23, 2025

The Board of Southwest Wisconsin Technical College met in an open session of a regular meeting commencing at 6:01 p.m. on January 23, 2025, 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 (attended virtually until 6:57 p.m.), Jeanne Jordie, Chris Prange, Don Tuescher, and Steve Williamson. Absent: Jane Wonderling

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

Jason Wood, President, and College Staff: Heath Ahnen, Holly Clendenen, Dennis Cooley, Katie Glass, Dan Imhoff, Cynde Larsen, Lori Needham, Krista Weber, Caleb White, Kris Wubben

Criminal Justice student Kira Brownlee, IT-Cybersecurity & Network Administration students: Carter Mowry and Logan Shedivy

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:



DISTRICT BOARD REGULAR MEETING NOTICE/AGENDA

Thursday, January 23, 2025
6:00 p.m. – Regular District Board Meeting
Southwest Tech
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The Southwest Wisconsin Technical College District Board's January 23, 2025, meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice has been sent to the press, posted on campus, CESA 3, Fennimore's City Office, and on the College's website at www.swtc.edu/about/board/meetings in an attempt to make the general public aware of the time, place, and agenda."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the December 19, 2024, 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

A. Approval of Board Monitoring Report: Safety and Security

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update
- B. Budget Planning Considering Compensation Options

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports and Student Success Scoreboard
 - 1. Program Application Comparison: 2024-25 vs. 2025/26
 - 2. 2024-25 Year-Over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
 - 1. New Year's Message from Layla Merrifield, WTCS President
 - 2. District Boards Association Update
 - 3. April's District Board Meeting
- C. College President's Report
 - 1. ERP Project RISE Update
 - 2. Applications
 - 3. Legal Representation
 - 4. Audit Update
 - 5. ACCT National Legislative Summit, February 9-12, 2025, Washington D.C.
 - 6. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING (REGULAR MEETING)

- A. Agenda
 - 1. Aspen's College Excellence Program- Professional Development
 - 2. SWTC Foundation and Real Estate Foundation's 2nd Quarter Reports
 - 3. Budget Assumptions and Parameters
- B. Time and Place

Thursday, February 27, 2025, Southwest Tech, Room 430

Professional Development 1:00 – 5:00 with Board Meeting to follow at 5:30 p.m.

ADJOURN TO CLOSED SESSION

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

- 1. Discussing personnel issues 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.}
- 2. Discussing the president's employment per Wisconsin Statutes 19.85(1)(c) {Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes from November 14 and December 19, 2024.

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items
- B. Consideration of Ad Hoc Committee

ADJOURNMENT

{FACILITIES AT SOUTHWEST TECH ARE HANDICAP ACCESSIBLE. FOR ALL ACCOMMODATIONS, CALL **608-822-2632** OR E-MAIL <u>DISABILITYSERVICES@SWTC.EDU.</u>}

After a review of the Consent Agenda, including the January 23, 2025, agenda; December 19, 2024, Board meeting minutes; financial reports; 23 contracts totaling \$249,092 in December 2024; the transfer Roberta Koch from Advisor to Adult Education Instructor-Richland Center; the resignation of Jill Henry, Nursing Assistant Instructor; and the retirement of Louise Bradley, Prior Learning/Testing Specialist, Mr. Tuescher moved, seconded by Mr. Blume, to approve the Consent Agenda, as presented. Motion adopted.

Heath Ahnen, Executive Director of Information Technology Services, and Dan Imhoff, Executive Director of Facilities, Safety & Security, presented the January 23, 2025, Board Monitoring Report - Safety and Security. In addition, Kira Brownlee, a Criminal Justice student, spoke about her experience as a student security officer on campus. IT Cybersecurity students Carter Mowry and Logan Shedivy, reported on simulated security activity done in collaboration with the college's IT staff. Mr. Tuescher moved, seconded by Ms. Jordie, to approve the January 23, 2023, Board Monitoring Report – Safety and Security, as presented. The motion unanimously carried.

A staffing summary was provided by Krista Weber, Chief Human Resources Officer. The stages of the hiring process for open positions were reviewed.

Ms. Weber and Caleb White, Vice President of Administrative Services, led the Board members in a budget planning discussion and a scenario activity regarding compensation options. Cost of Living (CPI) adjustments and Pay for Performance were compared. The Board members shared perspectives and thoughts on the pros and cons of each. It was agreed by all members that changes in compensation are a very intentional and thoughtful process. College-wide listening sessions are scheduled, and feedback will be collected. Options will be introduced to the Board in February. More refined plans will be brought to the Board in March, April, and May.

Katie Glass, Chief Communications Officer, presented the Program Application Comparison and the FTE Year Over Year Comparison Reports. Fall applications are significantly down again this month, indicating a reduction of 40% compared to last year at this time. This month's FTE report shows a decrease of .4% from last year's report. Advisors, recruiters, the dual credit team, and instructors are visiting the high schools. The internal intricacies of the application process are extensively being reviewed. A shift to focus on non-high school students as applicants is at the forefront, as well.

Holly Clendenen, Chief Student Services Officer, presented an update on the advancement made in Student Success Plans. As of January 15, 2025, the following portions have been completed: 1,691 career assessments, 1,625 academic maps with supports and services, and 958 financial budgets. Of the 958 completed financial budgets, 437 students have a financial gap. The current average 2024/25 student financial gap is \$6,540. 876 students have a completed plan. There are 381 special population students with a completed plan.

Under the Chairperson's Report:

- A video was played featuring WTCS president, Layla Merrifield. Her message reflected on the great things the WTCS system does.
- The DBA January meeting consisted of legislative visits at the state capitol.
- After discussion, the Board made a change to the April meeting. There will no longer be a retreat. The Board will plan a regular meeting on Thursday, April 24, at 6:00 p.m.
- The Board appointment process is underway. The Appointment Committee hearing and meeting will be on Thursday, March 6, 2025. Upcoming vacancies effective June 30, 2025, are Chuck Bolstad, Jeanne Jordie, and Tracy Fillback.

Under the College President's Report:

- ERP-Project RISE update: December and early January were full of tense discussions on accountability. Anthology indicates an ongoing commitment to strive for success. Incidents being closed are still outpacing the incidents being opened. Holly Clendenen's positive leadership is noteworthy.
- Decrease in applications: The importance of accountability and transparency to the Board is critical.
- Legal Representation: A reminder to the Board that there were not any applications for local legal counsel. A recommendation to forgo an RFP was made and letters of engagement be sent to the same counsels again this year. The Board offered their support towards this recommendation.
- Audit Update: A single audit report revealed one significant finding relating to timeliness. This finding is less severe than a material finding. The remedy is to submit a corrective action plan.

- ACCT National Legislative Summit, February 9-12, 2025, in Washington DC:
 President Wood, Chuck Bolstad, David Blume, Kent Enright, Katie Glass, and Riley Klein will be attending.
- College Happenings
 - Briefing about president outreach:
 - Recent visits with future students, current students, and graduates.
 - Recent networking with employers and developing partnerships to help students get jobs or transfer.
 - Time spent researching what is going on locally, regionally, and nationally – changes politically, and society.
 - Overview of the three most important items as the budget unfolds: 1.) What is real versus what is artificial; 2.) Being able to reposition, shift, and adapt to political shifts; and 3.) Burnout, both societal and personal. In all these threats, there are also opportunities.

Under the Other information agenda item Dr. Wood informed the Board that the Real Estate Foundation is working towards finalizing the property purchase in Dodgeville.

Mr. Tuescher moved, seconded by Mr. Blume, to adjourn to a closed session to discuss 1) personnel issues and 2) the president's employment 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.} Upon roll call vote, all present members voted affirmatively to move to closed session: Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Mr. Enright, Mr. Blume, and Mr. Bolstad. The motion carried, and the meeting moved to a closed session at 8:32 p.m.

No action was taken during the closed session. The Board reconvened to open session at 9:50 p.m.

The agenda item to consider an ad hoc committee was discussed. Chairperson Bolstad and Dr. Wood will work within the parameters and bring a recommendation to the Board next month.

With no further business, Mr. Enright moved to adjourn the meeting, with Mr. Blume seconding the motion. The motion carried, and the meeting adjourned at 9:57 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 01/01/2025 - 01/31/2025

	Expenditure		
Vendor	Invoice #	Description	Amount
Sikich	1.1.25 STMT	JANUARY STATEMENT	281,401.54
IRS	1.3.25 PR	IRS	111,514.61
SHI	B19234592	YEAR 1 PROTECTION MDR	107,711.00
SWTC REF	FALL 2024 HOUSING	HOUSING PAYMENTS	63,362.81
Fennimore Utilities	1.30.25 STMT	UTILITIES	28,417.71
CESA 3	1.15.25 REQUEST	10.1-12.31.24 SALARY/FRINGE WIG	28,416.69
Fennimore Utilities	1.2.25 STMT	UTILITIES	25,795.41
WI DOR- PR	1.3.25 WI DOR	WI DOR	18,881.77
Associated - PAYROLL	1.3.25 PR	HSA PMT	18,320.53
Power Test	D2-34348-19830	2ND INSTALLMENT	17,137.75
WeVideo	CINV11343	LICENSE PLAYPOSIT	16,753.00
Complex	946685	CAMERAS	13,779.27
Great West	1.3.25 DEF COMP	DEFERRED COMP	11,345.07
Constellation	4213378	UTILITY BILL	10,306.88
McDonald Supply	S021083576.001	WATER HEATER	9,123.79
Hillyard	605727101	TRIDENT	8,869.20
Tiles	7 957	WEATHER STATION	8,329.00
WE	5330050761	UTILTITY BILL	8,220.98
eCampus.com	6557-250131-430	SCHOOL DISTRICTS	6,935.83
Delta	882071	DENTAL CLAIMS	6,515.56
Symetra	A132022 RETIREMENT	RETIREMENT	5,119.83
Carolina	52806605 RI	MICROBIOLOGYGYVHR	4,872.00
Les Mack Chevy	133429	WO# 940	4,743.99
Wolter	522545376	REPAIR	4,528.83
US Omni	1.3.25 VANGUARD	VANGUARD	4,517.70
Associated - PAYROLL	1.16.25 HRA	HRA	4,192.80
Express	31841833	BUSINESS ANALYSTS	4,180.15
Associated - PAYROLL	1.7.25 HRA/DEP CARE	DEPENDENT CARE/HRA	4,179.04
Madison National	1667602	LIFE INSURANCE	4,161.31
Delta	880787	DENTAL CLAIMS	4.159.69

V	endor	Expenditure Invoice #	Description	Amount
US Omni	Cildoi	1.21.25 VANGUARD	VANGUARD	4,051.80
Hinge Properties		FEB 25 RENT	RENT	3,715.27
McDonald Supply		S01136180.001	MILWAUKEE TOOLS	3,653.83
Associated - PAYROLL		1.12.25 HRA	HRA	3,586.53
LTC/CTSO/PAS		PAS STUDENTS	AG BUSINESS STUDENTS	3,240.00
City of Fennimore		5 17	2024 FALL LIASON	3,232.88
Hallada M		249139	WO# 939	3,217.77
Performance Food Gro		8 75432	CAFE	3,056.20
J.F. Ahern		707620	SPRINKLER INSTALL	3,055.00
MEP Health		INV1677	EMS MEDICAL DIR SVCS	3,000.00
Poverty Informed Pra		89	KEYNOTE/WORKSHOP	3,000.00
Scorebuilders LLC		IN50-156	PTA COURSE	3,000.00
Les Mack Chevy		23494	2017 JOURNEY	2,931.10
Tiles		7 937	22 SUPPLY PROJECT	2,786.00
Delta		888668	DENTAL CLAIMS	2,755.60
ARC/STSA		3747AF2025	2025 ANNUAL ACCRED FEE	2,750.00
Hallada		249138	WO# 936	2,579.99
Performance Food Gro		873176	CAFE	2,543.56

Total Invoices \$901,949.27

	Bank Withdrawals		
Vendor	Transaction Date	Audit Trail	Amount
OUTGOING WIRE TRANSFER State of Wisconsin Local Govt Inve	1/28/2025	GNJL012281	2,000,000.00
OUTGOING WIRE TRANSFER 3B Scientific Canada Inc	1/31/2025	GNJL012291	9,379.43

Total Bank Withdrawals \$2,009,379.43

	Payroll	
Payroll Period	Payroll Date	Amount
01/17/2025 Payroll	1/17/2025	374,913.75
01/03/2025 Payroll	1/3/2025	343,640.01

Total Payroll \$374,913.75

Total Purchases >= \$2,500 \$3,286,242.45

2. Treasurer's Cash Balance

	sconsin Technical C	•					
Report of Treasurers Cash Balance 01/31/2025							
Receipts							
Fund							
1 General	4,157,120.68						
2 Special Revenue	-						
3 Capital Projects	17,256.00						
4 Debt Service	1,793,158.25						
5 Enterprise	467,714.00						
6 Internal Service	306,865.00						
7 Financial Aid/Activities	141,916.00						
Total Receipts		6,884,029.93					
Expenses							
Fund							
1 General	2,356,456.00						
2 Special Revenue							
3 Capital Projects	136,773.00						
4 Debt Service	475.00						
5 Enterprise	130,767.00						
6 Internal Service	313,265.00						
7 Financial Aid/Activities	64,779.00						
Total Expenses		3,002,515.00					
Net cash change - month			3,881,514.93				
EOM Cash Balances							
-Midwest One Operating 0356	25,504.24						
-Midwest One Investment 7167	1,611,620.50						
-Cash on Hand	2,700.00						
-Local Government Investment Pool	11,010,130.05						
Ending Cash/Investment Balance		12,649,954.79					

3. Budget Control

Southwest Wisconsin Technical College								
YTD Summary for Funds 1-7								
For 7 Months ended January 2025								
	2024-25	2024-25	2024-25	2023-24	2022-23	2021-22	2020-21	
	Budget	YTD Actual	Percent	Percent	Percent	Percent	Percent	
General Fund Revenue	27,411,400.00	11,084,549.32	40.44	47.65	42.05	40.30	46.96	
General Fund Expenditures	27,661,650.00	14,624,088.55	52.87	56.58	54.95	49.75	55.96	
Capital Projects Fund Revenue	4,729,400.00	4,092,521.60	86.53	74.24	101.66	2.40	2.62	
Capital Projects Fund Expenditures	3,810,365.00	967,770.02	25.40	54.84	24.59	16.49	31.90	
Debt Service Fund Revenue	6,760,000.00	1,793,158.25	26.53	26.54	28.45	48.23	29.17	
Debt Service Fund Expenditures	6,747,389.00	372,450.00	5.52	5.75	16.03	16.35	17.77	
Enterprise Fund Revenue	2,300,000.00	1,569,293.04	68.23	95.48	49.06	62.34	77.61	
Enterprise Fund Expenditure	2,400,000.00	963,395.39	40.14	45.66	49.28	109.92	56.76	
Internal Service Fund Revenue	4,455,000.00	2,076,366.20	46.61	49.94	52.03	52.16	51.68	
Internal Service Fund Expenditures	4,455,000.00	2,236,158.65	50.19	54.01	53.92	53.70	55.25	
Trust & Agency Fund Revenue	9,100,000.00	3,154,675.89	34.67	36.45	38.59	42.94	28.37	
Trust & Agency Fund Expenditures	9,125,000.00	3,975,664.79	43.57	43.19	42.49	49.51	34.67	
Grand Total Revenue	54,755,800.00	23,770,564.30	43.41	47.30	45.91	40.26	39.10	
Grand Total Expenditures	54,199,404.00	23,139,527.40	42.69	47.23	44.23	44.67	44.65	

D. Contract Revenue

There are 18 contracts totaling \$94,821.02 in January 2025 being presented for Board approval:

2024-2025 CONTRACTS 1/1/2025 to 1/31/2025

			1/1/2025 to 1/31/2025				INDIR	ECT COST F	ACTOR
Contract Holder	Contract#	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
USA Clay Target League	03-2025-0037-T-42	Wisconsin League director duties December	Caleb White		\$ 500.00	No			
People's State Bank	03-2025-0091-I-41	Becoming CFO of Your Farm	Holly Straka	17	\$ 3,900.00	No		X	
People's State Bank	03-2025-0091-T-41	Excel Financial Document Navigation	Holly Straka		\$ 410.00	No		X	
Truvant (Texas)	03-2025-0092-1-41	Leadership Academy 24	Holly Straka	13	\$ 24,334.00	No		X	
Lactalis	03-2025-0098-I-41	OSHA 10 (WIG)	Holly Straka	1	\$ 665.00	No		X	
UW-Platteville	03-2025-0100-1-18	Serv Safe	Holly Straka	15	\$ 3,246.00	No		X	
Glen Haven First Responders	03-2025-0104-1-42	First Responder Refresher	Kris Schoville	8	\$ 800.00	No		X	
Belmont School District	03-2025-0460-1-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 3,801.89	No			N/A
Benton School District	03-2025-0442-I-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 3,652.98	No			N/A
Boscobel School District	03-2025-0402-1-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 1,033.10	No			N/A
Fennimore School District	03-2025-0408-I-13	WI Statute 118,15 Fall 24/25	Chantel Hampton	3	\$ 6,717.22	No			N/A
lowa Grant School District	03-2025-0410-1-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	2	\$ 4,906.19	No			N/A
Lancaster School District	03-2025-0412-I-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 1,725.43	No			N/A
Platteville School District	03-2025-0416-I-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	15	\$ 29,734.99	No			N/A
Potosi School District	03-2025-0418-1-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 1,216.67	No			N/A
River Ridge School District	03-2025-0444-1-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	2	\$ 5,025.35	No			N/A
River Valley School District	03-2025-0456-I-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1.	\$ 1,904.00	No			N/A
Wauzeka Steuben School District	03-2025-0434-I-13	WI Statute 118.15 Fall 24/25	Chantel Hampton	1	\$ 1,248.20	No			N/A
			TOTAL of all Contracts Exchange of Services		\$ 94,821.02				

E. Personnel Items

The Personnel Report includes two new hires, one retirement, and two resignations:



PERSONNEL REPORT February 27, 2025

EMPLOYMENT: NEW HIRE

Name:	Laura Sturtz
Title:	Human Resource Generalist
How many applicants & interviewed	Internal Transfer
Start Date:	02/10/2025
Salary/Wages:	\$25.49/hour
Classification:	Full-Time
Education and/or Experience:	BS from UW-Platteville in Professional Studies, in
	progress of Master's Degree in Management with
	emphasis in HR.

Name:	Erika Brunson
Title:	Student Success Coach
How many applicants & interviewed	2 applicants; 1 interviewed
Start Date:	02/10/2025
Salary/Wages:	\$27.00
Classification:	Part-Time LTE
Education and/or Experience:	Master of Science in Education. 14 years of experience
	as a K12 counselor. Experience in working with
	special populations students.

PROMOTIONS/TRANSFER	NEW POSITION
None	

RETIREMENTS / RESIGNATIONS

Connie Haberkorn (February 7, 2025)	Director of HR
Kyle Bennett (February 21, 2025)	Recruitment/Student Success Manager
Tina Stoeffler (February 20, 2025)	WIG Grant Coordinator-LTE

Recommendation: Approve, as presented, the February 27, 2025, Consent Agenda.

Other Items Requiring Board Action

A. Award RFP - Facilities Maintenance and Repair Services

Proposals were sought to establish a contract for on-call repair and maintenance services. The public opening for the request for proposals was held on February 4, 2025, with seven vendors submitting the required documentation. Caleb will be available for questions. The summary follows.

<u>Recommendation</u> – Award the RFP for Facilities Maintenance & Repair Services to all vendors that submitted a valid RFP response for a three-year term with the option to extend for one (1) additional year. An award is no guarantee of work. The awarded vendors are as follows: Baus Electric, Lancaster, WI; Energy Management Consultants, Fennimore, WI; H&N, Fennimore, WI; Hall Ceilings, Steuben, WI; Helm Mechanical/Helm Service, Freeport, IL; Jim's Building Center, Fennimore, WI; and Pioneer Roofing, LLC, Johnson Creek, WI.

Facilities Maintenance & Repair Services RFP #2425-02

The public opening of the request for proposals (RFP) for Facilities Maintenance & Repair Services for the college was held on Tuesday, February 4, 2025, at 1:00 p.m. CST.

Purpose

Southwest Wisconsin Technical College (Southwest Tech) seeks to establish a contract for on-call repair and maintenance services.

This includes servicing:

- HVAC systems
- Plumbing
- Electrical systems
- · General carpentry and other related tasks
- · Roofing repairs
- Building materials

All work must comply with all applicable state and federal building codes, including the National Electrical Code (NEC) and the Uniform Plumbing Code (UPC).

Southwest Wisconsin Technical College intends to award for a three (3) year contract, with the option to extend for one (1) additional year. We reserve the right to award multiple vendors in each category. An award is no guarantee of work.

Scope

- Under this agreement, the contractor will perform repairs and maintenance on-call as specified and in accordance with the defined conditions.
- The contractor must assign a competent service technician, specifically qualified for each task, to respond to service calls.
- The contract includes provisions for diagnostic calls, nuisance calls, emergency calls, and all tools and parts required to inspect and repair defective equipment.

Evaluation Team/Criteria

Evaluation team members: Josh Bedward, Amy Campbell, Morgan Zach, Toby Washburn, Brandon Wallin, and Tim Hoffman.

Submitted proposals were reviewed and evaluated in accordance with the evaluation criteria established below:

- 1. 25% Experience and Professional References
- 2. 25% Rates and fees
- 3. 25% Supply discount
- 4. 25% Response time and availability

Southwest Tech solicited 26 vendors. 8 Vendor Proposals were submitted and 7 of the vendors submitted all the required documentation. The evaluation team's composite score ranking is as follows:

Evaluation Attributes	Max Points	Baus Electric Lancaster, W	Energy Management Consultants Fermimore, Wi	H&N Fennimore, Wi	Hall Ceilings Stauberr, Wi	Heim Mechanical Helm Service Freeport, IL	Jim's Building Center, Inc. Fennimore, Wi	Ploneer Roofing, LLC Johnson Greek, WI
Experience and Professional Relevances	9	18	2	34	20	20	17	19.
Rates and Fews	-84	219	- 21	18	19	17	71	14
Supply Discount	34	7	· fs	14	12-	0	a.	-10.
Response sime and availability	- 63	-19	Di .			- 1	4.	70
TOTAL Average Score	100	12	75.	57	-57	57	60	72

Recommendation: Award the RFP for Facilities Maintenance & Repair Service to all vendors that submitted a valid RFP response for a three-year term with the option to extend for one (1) additional year. An award is no guarantee of work.

B. Approval of 2023-24 Single Audit Report

Caleb will present the single audit report. The report is available electronically with all other Board material.

Recommendation – Approve, as presented, the 2023-24 Single Audit Report.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SINGLE AUDIT REPORT
YEAR ENDED JUNE 30, 2024



SOUTHWEST WISCONSIN TECHNICAL COLLEGE TABLE OF CONTENTS YEAR ENDED JUNE 30, 2024

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Southwest Wisconsin Technical College Fennimore, Wisconsin

We have audited in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business type activities and the discretely presented component unit of the Southwest Wisconsin Technical College (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 20, 2024.

The consolidated financial statement of the Southwest Wisconsin Technical College Foundation, Inc. (the Foundation) were not audited in accordance with *Government Auditing Standards*, and, accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Board of Directors Southwest Wisconsin Technical College

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Middleton, Wisconsin December 20, 2024



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND STATE PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS REQUIRED BY THE UNIFORM GUIDANCE AND THE WISCONSIN STATE SINGLE AUDIT GUIDELINES

Board of Directors Southwest Wisconsin Technical College Fennimore, Wisconsin

Report on Compliance for Each Major Federal and State Program Opinion on Each Major Federal and State Program

We have audited the Southwest Wisconsin Technical College (the District)'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement and the Wisconsin State Single Audit Guidelines that could have a direct and material effect on each of the District's major federal and state programs for the year ended June 30, 2024. The District's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and the Wisconsin State Single Audit Guidelines. Our responsibilities under those standards and the Uniform Guidance and the Wisconsin State Single Audit Guidelines are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal and state programs.

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Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, the Uniform Guidance, and the Wisconsin State Single Audit Guidelines will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, the Uniform Guidance, and the Wisconsin State Single Audit Guidelines, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and
 design and perform audit procedures responsive to those risks. Such procedures include
 examining, on a test basis, evidence regarding the District's compliance with the compliance
 requirements referred to above and performing such other procedures as we considered
 necessary in the circumstances.
- obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the Wisconsin State Single Audit Guidelines, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and the Wisconsin State Single Audit Guidelines and which is described in the accompanying schedule of findings and questioned costs as item 2024-001. Our opinion on each major federal and state program is not modified with respect to this matter.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Board of Directors Southwest Wisconsin Technical College

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal and state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal and state program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal and state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2024-001, to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal and State Awards Required by the Uniform Guidance and the Wisconsin State Single Audit Guidelines

We have audited the financial statements of the business-type activities and the discretely presented component unit of the District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We have issued our report thereon, dated January 13, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by the Uniform Guidance and the Wisconsin State Single Audit Guidelines and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

CliftonLarsonAllen LLP

Clifton Larson Allen LLP

Middleton, Wisconsin January 13, 2025

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS AND OTHER AUDITORS' REPORTS

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS JUNE 30, 2024

Federal Grantor/Pass-Through	Assistance Listing	Project Identification	Federal Grant		Passed Through to				xpenditures			Total
Grantor/Program or Cluster Title	Number	Number		Amount	Sı	ubrecipients	_	Federal	_	Match	E	xpenditures
Department of Agriculture Direct Awards:												
Farm Business Management and Benchmarking Competitive Grants	10.319	GRA-2324-114	\$	9,662	\$		\$	9,662	\$	-	\$	9,662
Cooperative Extension Service	10.937	GRA-2324-112		163,100				12,744				12,744
Pass-Through Program from Wisconsin Department of Agriculture,												
Trade, and Consumer Protection:												
Nutrient Management 2022 Funds	10.459	GRA-2223-105	_	19,451	_	<u> </u>	_	19,451	_	<u> </u>	_	19,451
Total Department of Agriculture			\$	192,213	\$		\$	41,857	\$		\$	41,857
Department of Labor												
Pass-Through Wisconsin Technical College System												
Registered Apprenticeship												
Apprenticeship USA Grant - FY2024 Statewide Apprenticeship Expansion	17.285	03-199-155-234	\$	15,222	\$		\$	15,222	\$		\$	15,222
Department of the Treasury												
Pass-Through Program from Wisconsin Department of Workforce Development:												
(COVID-19) Coronavirus State and Local Fiscal Recovery Funds:												
Workforce Innovation Grant	21.027	GRA-2223-214	s	731,938	\$	331.025	S	699,461	S	72,644	S	772,105
Pass-Through Program from Wisconsin Technical College System:				,						,		,
(COVID-19) Coronavirus State and Local Fiscal Recovery Funds:												
Meat Talent	21.027	03-215-138-253		208,257				95,246		Ψ,		95,246
Total Department of Treasury			\$	940,195	\$	331,025	\$	794,707	\$	72,644	\$	867,351
Department of the Veteran Affairs												
Direct Awards:												
Post - 9/11 Veterans Educational Assistance Reporting Fee	64.028	Not Available	\$	72,044	\$		ŝ	72,044	S		\$	72,044
			_	,			_	,				,
Environmental Protection Agency									. 2		. 2	
Gulf of Mexico - Watershed	66.475	GRA-2223-105	\$	16,419	\$		\$	1,303	\$		\$	1,303
Department of Education												
Direct Awards:												
Department of Education Direct Programs												
Student Financial Assistance Cluster												
Federal Supplemental Education												
Opportunity Grant	84.007	Not Available	\$		\$		\$	60,746	\$		\$	60,746
Federal College Work Study	84.033	Not Available		-				63,221				63,221
Federal Pell Grant	84.063	Not Available		-				2,719,319				2,719,319
Direct Student Loans	04.000	Not Available						1 200 005				1 200 005
Federal Student Stafford Loans - Subsidized Federal Student Stafford Loans - Unsubsidized	84.268 84.268	Not Available		-		-		1,300,695 947,882				1,300,695 947,882
Federal Student Stafford Loans - PLUS	84.268	Not Available						8.669				8.669
Total Direct Student Loans	04.200	71017174114510			_			2.257,246	_		_	2.257,246
Total Student Financial Assistance Cluster								5,100,532				5,100,532
Pass-Through Program from Wisconsin Technical College System:												
Adult Education Act	04.000	02 440 446 424		140.550				67.000		00.503		440 550
Adult Education - Basic Grants to States	84.002	03-110-146-124	_	148,552	_	<u>-</u>	_	67,989	_	80,563	_	148,552

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (CONTINUED) JUNE 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Project Identification Number		Federal Grant Amount	Th	Passed rough to recipients	_	Exper Federal	diture	s Match	_	Total spenditures
Granion/Flograni of Cluster Title	Idulipei	Nullibel		Alliouni		recipierits	_	reuerai	_	IVIAICII		kpenditures .
Department of Education (Continued)												
Pass-Through Program from Wisconsin Technical College System:												
Career and Technical Education Basic Grants to States												
Career Prep	84.048	03-106-150-214	\$	44,804	\$		\$	44,804	\$		\$	44,804
Capacity Building	84.048	03-119-150-224		28,695				25,288				25,288
High School to College Transition	84.048	03-137-150-244		62,849				62,849		-		62,849
Strengthening CTE Programs	84.048	03-193-150-254		50,279				43,578				43,578
Non-Traditional Occupations (NTO)	84.048	03-194-150-265		12,570		-		12,570		-		12,570
Student Success	84.048	03-198-150-234		292,504		-		135,998		154,603		290,601
Total Career and Technical Education Basic Grants to States				491,701		*	_	325,087		154,603		479,690
Pass-Through Program from the Wisconsin Department of Workforce Development:												
Rehabilitiation Services Vocational Rehabilitation Grants to States	84.126	Not Available	_	54,224	_		_	54,224		-		54,224
Total Department of Education			\$	694,477	\$		\$	5,547,832	\$	235,166	\$	5,782,998
Department of Health and Human Services												
Direct Awards:												
Child Care and Development Block Grant												
Stabilization Payment Program: Funding Workforce												
Recruitement and Retention	93.575	GRA-2324-144	\$	4,401	\$	-	\$	4,401	\$	-	\$	4,401
Stabilization Payment Program: Funding Workforce												
Recruitement and Retention	93.575	GRA-2223-144		13,530				13,530				13,530
Stabilization Payment Program: Increasing Access to High-Quality Care	93.575	GRA-2324-143		11,933				11,933				11,933
Stabilization Payment Program: Increasing Access to High-Quality Care	93.575	GRA-2223-143		20,283				20,283				20,283
Total Department of Health and Human Services			\$	50,147	\$	-	\$	50,147	\$	-	\$	50,147
Department of Homeland Security												
Pass-Through Program from Wisconsin Technical College System:												
Assistance to Firefighters Grant- Extrication Equipment	97.044	03-113-153-114	\$	19,469	\$		\$	17,425	\$	2,614	\$	20,039
Total Federal Awards			\$	2,000,186	\$	331,025	\$	6,540,537	\$	310,424	\$	6,850,961

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (CONTINUED) JUNE 30, 2024

State Grant/Program	State Identifying Number	Project Identification Number	Gra Amo		_	Expend State	s Match		Total Expenditures
Wisconsin Higher Education Board									
Wisconsin Higher Education Grant	235,102	Not Available	\$ 58	38.150	\$	588,150	\$ 	\$	588,150
Remissions of Fees for Veterans and Dependents	235.105	Not Available		-		9,674			9,674
Minority Undergraduate Retention Grant	235.107	Not Available		1,010		1,010			1,010
Academic Excellence Scholarship	235.109	Not Available		51,094		51,094			51,094
Talent Incentive Program Grant	235.114	Not Available		15,200		15,200			15,200
Nursing	235.117	Not Available		15,000		15,000			15,000
Total Wisconsin Higher Education Board			\$ 67	70,454	\$	680,128	\$ -	\$	680,128
Wisconsin Department of Transportation									
Motorcycle Safety	266.735	GRA-2324-123(1)	\$	11,852	\$	2,770	\$ 	5	2,770
Motorcycle Safety	266.735	GRA-2324-123(2)		12,671		5,097			5,097
Total Wisconsin Department of Transportation			\$ 2	24,523	\$	7,867	\$	\$	7,867
Wisconsin Technical College Systems Board									
Emergency Assistance	292.104	03-124-104-114	\$ 1	2,563	\$	11,863	\$ 	\$	11,863
State Aids for Vocation Technical and Adult Education	292.105	Not Available	2.23	35.300		2,235,300			2,235,300
Performance Based Aid	292.105	Not Available	1,10	0,943		1,100,943	-		1,100,943
State Aids Prior Years	292.105	Not Available	26	2,869		262,869	9		262,869
Total State ID 292.105			3,59	9,112	_	3,599,112		_	3,599,112

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (CONTINUED) JUNE 30, 2024

	State Identifying	Project Identification		Grant	_	Expend				Total
State Grant/Program	Number	Number	-	Amount	_	State	_	Match	E	xpenditures
Incentive Grants:										
Leadership: AAC&U Conference	292.124	03-107-124-143	\$	5.000	\$	4.880	S	-	\$	4.880
Developing Markets: Surgical Technology	292.124	03-133-124-143	•	86,763	•	86,762	•	_	•	86,762
Professional Growth	292.124	03-161-124-154		69,818		46,545		23,273		69,818
Leadership: Universal Design	292.124	03-217-124-193		52,977		52,977				52.977
Articulation	292.124	03-218-124-183		59,723		59,723				59,723
Enrollment	292.124	03-219-124-194		199,999		190,270				190,270
Hybrid and EV Training	292.124	GRA-2223-160		8,906		8,906		-		8,906
.,,		13-160-124-183		0,000		0,000				0,000
Core Industries - Electric Vehicle	292.124	03-103-124-134		500.000		116,177				116,177
Developing Markets	292.124	03-132-124-144		200.000		101,021				101.021
Completion	292.124	03-190-124-164		300,000		225,000		75,000		300,000
Manufacturing Month Project	292.124	GRA-2324-177		5,000		4,973		,		4,973
,		02-821-124-184				.,				.,
Open Educational Resources	292,124	03-132-124-144		44,505		19,491		-		19,491
Total Incentive Grants				1,532,691	_	916,725		98,273		1,014,998
								,		
Fire Fighter Training 2%	292.137	Not Available		29,363		29,363		-		29,363
Property Tax Relief Aid	292.162	Not Available		7,219,602		7,219,602				7.219,602
Hazmat	292.372	Not Available		2.300		2,300		-		2,300
					_					
Total Wisconsin Technical College Systems Board			\$	12,395,631	\$	11,778,965	\$	98,273	\$	11,877,238
Wisconsin Department of Natural Resources									_	
DNR Payment in Lieu of Taxes	370.503	Not Available	\$	31,191	\$	31,191	\$	<u> </u>	\$	31,191
Wisconsin Department of Worforce Development										
Vocational Rehabilitiation Program	445.509	Not Available	s	10,915	•	10,915	•		S	10,915
Vocational Renabilitation Program	445.509	Not Available	-	10,815	-	10,815	-		-	10,815
Wisconsin Department of Revenue										
Personal Property Aid	835.103	Not Available	\$	74,513	\$	74,513	\$	-	\$	74,513
State Aid computers	835.109	Not Available		43,736		43,736				43,736
Total Wisconsin Department of Revenue			\$	118,249	\$	118,249	\$	-	\$	118,249
0.2 3 2023 10 2			-			1750 TO - TO			50	
Total State Awards			\$	13,250,963	\$	12,627,315	\$	98,273	\$	12,725,588

SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOTES TO EXPENDITURES OF FEDERAL AND STATE AWARDS YEAR ENDED JUNE 30, 2024

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes the federal and state award activity of the Southwest Wisconsin Technical College (the District) under programs of the federal government and state agencies for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Wisconsin State Single Audit Guidelines. Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position, or cash flows of the District.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and the Wisconsin State Single Audit Guidelines for all awards. Under these principles, certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

NOTE 3 INDIRECT COST RATE

The District has elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 OVERSIGHT AND COGNIZANT AGENCIES

The District's federal oversight agency for audit is the U.S. Department of Education. The District's state cognizant agency is the Wisconsin Higher Education Aids Board.

Grant monies received and disbursed by the University are for specific purposes and are subject to review and audit by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the District does not believe that such disallowances, if any, would have a material effect on the financial position of the District. As of June 30, 2024 management was not aware of any material questioned or disallowed costs as a result of grant audits in process or completed.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOTES TO EXPENDITURES OF FEDERAL AND STATE AWARDS YEAR ENDED JUNE 30, 2024

NOTE 5 FEDERAL DIRECT STUDENT LOAN PROGRAM (DIRECT LOANS)

The Direct Loans (Federal ALN 84.268) is comprised of the following types of loans:

Subsidized Stafford Loans	\$ 1,300,695
Unsubsidized Stafford Loans	947,882
PLUS Loans	 8,669
Total Direct Loans	\$ 2,257,246

NOTE 6 RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE BASIC FINANCIAL STATEMENTS

Federal revenue reported in the basic financial statements is reconciled to the Schedule as follows:

Reconciliation Federal Revenues Reported on the Schedule of Expenditures of Federal and State Awards	\$	6,540,537
Miscellaneous - Rounding	9	(1)
Revenues per basic financial statements	\$	6,540,536
Federal Revenue Reported in the Statement of Revenues, Expenses, and Changes in Net Position Operating Nonoperating	\$	1,563,971 2,719,319
Direct Student Loans Included on the Schedule of Expenditures of Federal and State Awards	_	2,257,246
Total Federal Revenues	\$	6,540,536

SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOTES TO EXPENDITURES OF FEDERAL AND STATE AWARDS YEAR ENDED JUNE 30, 2024

NOTE 6 RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE FINANCIAL STATEMENTS (CONTINUED)

State revenue reported in the financial statements is reconciled to the schedule of expenditures of federal and state awards as follows:

Reconciliation		
State Revenues Reported on the Schedule of Expenditures of Federal and State Awards	\$	12,627,315
State Revenues Not Reported on the Schedule	_	14)
Revenues per basic financial statements	\$	12,627,315
State Revenue Reported in the Schedule		
of Expenditures of Federal and State Awards		
Operating	\$	2,834,616
Nonoperating	-	9,792,699
Total State Revenues	\$	12,627,315

NOTE 7 STUDENT FINANCIAL AID INSTITUTIONAL AND PROGRAM ELIGIBILITY METRICS

The Institution is in compliance with the following institutional and program eligibility requirements under the Higher Education Act of 1965 and Federal regulations under 34 CFR 668.23:

- Correspondence courses the institution offers under 34 CFR 600.7(b) and (g)
- . Regular students that enroll in correspondence courses under 34 CFR 600.7(b) and (g)
- . Institution's regular students that are incarcerated under 34 CFR 600.7(c) and (g)
- Completion rates for confined or incarcerated individuals enrolled in non-degree programs at nonprofit institutions under 34 CFR 600.7(c)(3)(ii) and (g)
- Institution's regular students that lack a high school diploma or its equivalent under 34 CFR 600.7(d) and (g)
- Completion rates for short-term programs under 34 CFR 668.8(f) and (g)
- Placement rates for short-term programs under https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-A/section-668.8 p-668.8(f)34 CFR 668.8(e)(2).

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULES OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2024

Section I – Summary of the Auditors' Results						
Section i – Summar	y of the Auditors' Results					
Financial Statements						
Type of auditors' report issued:	Unmodified					
Internal control over financial reporting:						
Material weakness(es) identified?	yesx no					
Significant deficiency(ies) identified?	yesx none reported					
Noncompliance material to basic financial statements noted?	yesx no					
Federal Awards						
Internal control over major federal programs:						
Material weakness(es) identified?	yesx no					
Significant deficiency(ies) identified?	x yes none reported					
Type of auditors' report issued on compliance for major federal programs:	Unmodified					
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	x yes no					
ldentification of Major Federal Programs						
Assistance Listing Number(s) 21.027	Name of Federal Program or Cluster (COVID-19) Coronavirus State and Local Fiscal Recovery Funds Student Financial Assistance Cluster:					
84.007 84.033 84.063 84.268	Federal Supplemental Education Opportunity Grant Federal College Work Study Federal Pell Grant Federal Direct Student Loan Program					
Dollar threshold used to distinguish between Type A and Type B programs:	\$ <u>750,000</u>					
Auditee qualified as low-risk auditee?	X yes no					

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULES OF FINDINGS AND QUESTIONED COSTS (CONTINUED) YEAR ENDED JUNE 30, 2024

	\$2 232 225 225		- 0		
Section	I – Summary of the	Auditors' R	esults		
State Awards					
Internal control over major state pro	grams:				
Material weakness(es) identif	ied?	<u>-</u>	yes	X	no
Significant deficiency(ies) ide	ntified?		yes	X	none reported
Type of auditors' report issued or for major state programs:	ı compliance		Unmod	dified	
Any audit findings disclosed that to be reported?	are required		yes	X	no no
ldentification of major state program	s:				
State Identifying Number 292.105 292.124 292.162 Name of State Program State Aids for Vocational Technical and Adult Education Workforce Advancement Training Grant Property Tax Relief Aid					
Dollar threshold used to distinguish	between type A and	B programs:	\$25	50,000	
Auditee qualified as low-risk auditee	?	X	yes		no no
Section	on II – Financial Sta	tement Findi	ngs		

Our audit did not disclose any matters required to be reported in accordance with *Government Auditing Standards*.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULES OF FINDINGS AND QUESTIONED COSTS (CONTINUED) YEAR ENDED JUNE 30, 2024

Section III - Federal and State Award Findings and Questioned Costs

2024 - 001

Federal Agency: U.S. Department of Education

Federal Program Name: Student Financial Assistance Cluster

Assistance Listing Number: 84.063 and 84.268

Federal Award Identification Number and Year: P063P232982-2024 | P268K242982-2024

Award Period: July 1, 2023 through June 30, 2024

Type of Finding:

Significant Deficiency in Internal Control over Compliance

Other Matters

Criteria or specific requirement: 34 CFR 685.309(b)(2) requires schools must report status changes within 30 days of determination. If a student did not make the roster report cut off and another roster is being updated within the next 60 days, the school may report the student change on that next roster. At a minimum, schools are required to certify enrollment every 60 days. Verify by reviewing Certification Date column in NSLDS and ensure student was reported at least every 60 days during the fiscal year.

Condition: The District processes failed to timely report the appropriate status for a student to NSLDS in accordance with the stated criteria.

Questioned costs: Known: None

Context: We noted four (4) out of (40) forty students selected for testing, where the District failed to comply with the stated criteria.

Cause: The District's internal control failed to detect the noncompliance with respect to compliance with the stated criteria.

Effect: The District has not complied with the stated criteria for the four (4) students.

Repeat Finding: No

Recommendation: We recommend that the District review its processes and internal controls designed to mitigate the risk of noncompliance with the stated criteria.

Views of responsible officials: There is no disagreement with the audit finding.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE SCHEDULES OF FINDINGS AND QUESTIONED COSTS (CONTINUED) YEAR ENDED JUNE 30, 2024

Section IV - Other Issues Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern? No Does the audit report show audit issues (i.e., material noncompliance, nonmaterial noncompliance, questioned costs, material weakness, significant deficiency, management letter comment, excess revenue, or excess reserve) related to grants/contracts with funding agencies that require audits to be in accordance with the State Single Audit Guidelines: Technical College System Board No Higher Education Board No Department of Transportation Department of Natural Resources No Department of Workforce Development No Department of Revenue No Was a management letter or other document conveying audit comments issued as a result of this audit? No Name and signature of Principal Jordan Boehm, CPA Date of Report January 13, 2025

SOUTHWEST WISCONSIN TECHNICAL COLLEGE CORRECTIVE ACTION PLAN YEAR ENDED JUNE 30, 2024

U.S. Department of Education

The Southwest Wisconsin Technical College (the College) respectfully submits the following corrective action plan for the year ended June 30, 2024.

Audit period: July 1, 2023 to June 30, 2024

The findings from the schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS—FINANCIAL STATEMENT AUDIT

Our audit did not disclose any matters required to be reported in accordance with Government Auditing Standards.

FINDINGS—FEDERAL AWARD PROGRAMS AUDITS

U.S. Department of Education

2024-001 Student Financial Assistance Cluster – Assistance Listing No. 84.063 and 84.268

Recommendation: We recommend that the District review its processes and internal controls

designed to mitigate the risk of noncompliance with the stated criteria.

Explanation of disagreement with audit finding: There is no disagreement with the audit finding.

Action taken in response to finding:

- Work with Student Information System (SIS) vendor to correct issues in the report used to submit Clearinghouse reports. This is a priority issue and has been escalated to the highest level and is under progress.
- Created a report in SIS to identify student status errors to be corrected.
- Submit enrollment reports more frequently.

Name(s) of the contact person(s) responsible for corrective action: Kelly Kelly, Controller

Planned completion date for corrective action plan: June 30, 2025

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If the U.S. Department of Education has questions regarding this plan, please call Kelly Kelly, Controller, at (608) 822-2305.

Board Monitoring of College Effectiveness

A. Staffing Update

Ross Martin, Director of Human Resources, will provide an update on College staffing:

	Status and/or Additional Info	Title	Name	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement	Mathematics Instructor	Elizabeth Moellers	7/1/2024	MS: \$56,533 - \$89,888 Hired at \$64,000
2	Replacement	Communication Instructor	Anna Dickman	7/1/2024	AS: \$53,878 - \$85,666 Hired at \$60,000
3	Replacement	Nursing Instructor	Katie Greve	11/1/2024	MS: \$56,533 - \$89,888 Hired at \$75,000
4	Replacement	Cosmetology Instructor	Lauren Runde	8/6/2024	AS: \$53,878 - \$85,666 Hired at \$62,000
5	Replacement	IT Support Specialist	Janet Adalance	8/12/2024	C42: \$24.88 - \$34.83/hr Hired at \$30/hr
6	Replacement	Advisor	Roberta Koch	7/25/2024	C42: \$51,741.76 - \$72,438.46 Hired at \$67,000
7	Replacement	Student Engagement Coordinator and Athletic Director	McKenzie Graf	8/19/2024	C41 \$48,908.24 - \$68,471.54 Hired at \$49,000
8	Replacement	Foundation Director	Hold	8/9/2024	D62: \$67,359.08 - \$97,670.88
9	Replacement	Agriculture Instructor	Kaley Nelson	8/8/2024	BS: \$51,221 - \$81,444 Hired at \$64,000
10	New	SMART Manufacturing Engineer & Trainer	Silas Bernardoni	9/3/2024	C45: \$58,124.23 - \$89,888 Hired at \$85,000
11	Replacement	Business Analyst - Student Information System	Brad Fox	10/14/2024	C42: \$24.88 - \$34.83/hr Hired at \$34.75/hr
12	Replacement	Foundation Development Officer	Adam Phillips	Transfer	C42: \$51,741.76 - \$72,438.46 Hired at \$58,000
13	Replacement	Bookstore Manager	Nicole Nelson	Transfer	B24 Hourly: \$22.00 - \$28.61 Hired at \$26/hr
14	Replacement	Nursing Assistant Instructor and Program Lead	Christy Chappell	10/4/2024	BS: \$51,221 - \$81,444 Hired at \$66,500
15	Replacement	Director of Human Resources	Ross Martin	10/14/2024	D63: \$70,133.94 - \$101,695.41 Hired at \$96,000

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
16	Replacement	Budget and Finance Assistant	Hold	10/4/2024	B22 Hourly: \$19.56 - \$25.37
17	Replacement	Human Resources Generalist	Isabelle Manning	10/7/2024	B24 Hourly: \$22.00 - \$28.61 Hired at \$26.50/hr
18	New	Dual Enrollment Student Success Specialist	Brooke Marcue	10/4/2024	C43: \$54,575.27 - \$76,406.43 Hired at \$59,000
19	Replacement	Administrative Assistant (Facilities)	Morgan Zach	10/7/2024	B22 Hourly: \$19.56 - \$25.37 Hired at \$21.00/hr
20	New	Artificial Intelligence Training Coordinator	Hold	Posted: 10/28/2024	C42: \$51,741.76-\$72,438.46
24	Replacement	Associate Degree Nursing Instructo	Kami Ivey	Posted: 10/17/2024	BS: \$51,221-\$81,444. Hired at \$69,000
21	Replacement	Adult Education Instructor-Plattevi	Samuel Burke	Posted: 10/17/2024	B33 Hourly: \$24.88-\$34.83 Hired at \$25/hour
22	Replacement	Adult Education Instructor- Richland Center	Roberta Koch	Transfer	B33 Hourly: \$24.88-\$34.83 Hired at \$33/hour
23	Replacement	Business Analyst- Finance/HR/Pay	On Hold	Posted: 11/20/2024	C43 Hourly: \$26.24-\$36.73
25	Replacement	Nursing Assistant Instructor	Posted	Posted: 12/16/2024	BS: \$51,221-\$81,444
28	Replacement	Electromechanical Trainer and DOE Grant Coordinator	Nick Raaum	Posted 12/11/2024	D63: \$70,133.94 - \$101,695.41
26	Replacement	Academic Success Coach-Tutor [Health and Science]	Posted	Posted: 12/19/2024	B24 Hourly: \$22.00-\$28.61
27	Replacement	Academic Success Coach-Tutor [General]	Erika Brunson	Posted: 12/19/2025	B24 Hourly: \$22.00-\$28.62 Hired at \$27/hour
28	Replacement	Radiography Instructor/Clinical Co.	Posted	Posted 2/06/25	Bachelors: \$51,221-\$81,444 Advanced: \$53,878-\$85,666 Masters: \$56,533-\$89,888
29	New	Human Resource Generalist	Laura Sturtz	Transfer	B24 Hourly: \$22.00-\$28.61 Hired at \$25.49

B. Review of Employee Benefits Package

Included below is a summary of the College's benefits package. Ross will be available for questions.

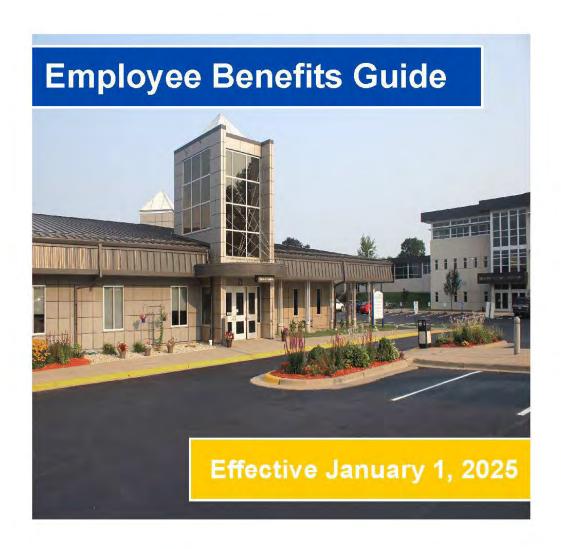






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This document is an outline of the coverage proposed by the carrier(s), based on information provided by your company. It does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be made available upon request.

The intent of this document is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide, legal advice. Questions regarding specific issues should be addressed by your general counsel or an attorney who specializes in this practice area.



Employee Premiums

Employee Contributions Effective 1/1/2025

MEDICAL	Full Monthly Premium	Monthly Employer Share (89%)	Monthly Employee Share (11%)	Per Paycheck Deduction
Employee Only	\$833.04	\$741.40	\$91.63	\$45.82
Employee + Spouse	\$1,832.71	\$1,631.11	\$201.60	\$100.80
Employee + Child(ren)	\$1,499.48	\$1,334.53	\$164.94	\$82.47
Family	\$2,499.12	\$2,224.22	\$274.90	\$137.45
DENTAL	Full Monthly Premium	Monthly Employer Share (90%)	Monthly Employee Share (10%)	Per Paycheck Deduction
Employee Only	\$47.22	\$42.50	\$4.72	\$2.36
Family	\$168.75	\$151.88	\$16.88	\$8.44
VISION Materials Only Plan	Full Monthly Premium	Monthly Employer Share (0%)	Monthly Employee Share (100%)	Per Paycheck Deduction
Employee Only	\$5.61	\$0.00	\$5.61	\$2.81
Limited Family	\$10.83	\$0.00	\$10.83	\$5.42
Family	\$18.45	\$0.00	\$18.45	\$9.23
VISION Materials & Exam Plan	Full Monthly Premium	Monthly Employer Share (0%)	Monthly Employee Share (100%)	Per Paycheck Deduction
Employee Only	\$7.64	\$0.00	\$7.64	\$3.82
Limited Family	\$14.80	\$0.00	\$14.80	\$7.40
Family	\$25.53	\$0.00	\$25.53	\$12.77
LEGAL SERVICES	Per Paycheck	Deduction = \$9.00	1	-1
PET INSURANCE		efits.petinsurance.com/	swtc Swtc	

Employee Supplemental Life

Attained Age	Monthly Rates per \$1,000	Attained Age	Monthly Rates per \$1,000	Attained Age	Monthly Rates per \$1,000
Under 25	\$0.042	40-44	\$0.084	60-64	\$0.519
25-29	\$0.042	45-49	\$0.131	65-69	\$0.519
30-34	\$0.042	50-54	\$0.230	70-74	\$0.519
35-39	\$0.052	55-59	\$0.430	75+	\$0.519

Employee Supplemental AD&D		
Attained Age	Monthly Rate Per \$1,000	
All Ages \$0.02		
Dependent Su	pplemental Life	
Attained Age	Monthly Rate Per Family Unit	
All Ages	\$7.50	

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Eligibility and Elections

About this Benefit Summary

Southwest Technical College offers a comprehensive benefits package to full and part time benefit eligible employees. The College offers a comprehensive suite of benefits to promote health and financial security for you and your family. The benefit package is summarized in this Guide. Please review it carefully so you can choose the coverage that's right for you.

Please check your pay advice anytime you make changes to your benefits to ensure that your benefits and deductions reflect any changes made.

★ OPEN ENROLLMENT WILL BE HELD IN NOVEMBER AND CHANGES WILL BE EFFECTIVE JANUARY 1ST OF EACH YEAR.

Eligibility

You are eligible for benefits as an active regular full time or part time employee, working at least 20 hours per week. Coverage for your benefits will start on the first of the month following the start date of employment.

New hires have up to 30 days from their eligibility date to enroll. If you do not enroll by the deadline, you are not eligible again until the next annual open enrollment unless you have a qualified life event.

You may enroll your eligible dependents on some of the benefit plans.

Eligible Dependents Include:

- Your legal spouse as defined by the state in which you reside
- · Your children up to age 26

Benefit Elections and Changes

Once elected, your benefits will be effective for the entire benefit plan year during which you meet eligibility requirements.

If you terminate your employment, benefits will continue through the end of the month for health and dental. Voluntary benefits end on the last day of employment.

Benefits will continue through the end of the month in which your dependent is no longer your legal spouse due to legal separation or divorce, as determined by the law of the state where the employee resides.

Qualified life events include:

- Marriage, divorce or legal separation
- Birth, adoption or placement for adoption
- · Death of your spouse or dependent
- Significant change in your spouse's coverage

If you have a qualified life event, you must make changes to your benefits within 30 days of the event.

Important Note:

This summary does not include all of the terms, coverage, exclusions, limitations, and conditions of the actual contract language. The policies and contracts themselves must be read for those details. Policy forms for your reference will be obtained from Human Resources or on SWTC's intranet.

The intent of this document is to provide you with general information regarding the status of, and/ or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific questions. It should not be construed as, nor is it intended to provide, legal advice.



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Medical Benefits

Administered by UMR

Comprehensive and preventive healthcare coverage is important in protecting you and your family from the financial risks of unexpected illness and injury. A little prevention usually goes a long way - especially in healthcare. Routine exams and regular preventive care provide an inexpensive review of your health. Small problems can potentially develop into large expenses. By identifying the problems early, often they can be treated at little cost.

	In Network	Out-of-Network	
Calendar Year Deductible (aggrega	ate)		and the same
Individual	\$2,000	\$4,000	
Family	\$4,000	\$8,000	
Calendar Year Out-Of-Pocket Max	mum (aggregate)		1
Individual	\$2,500	\$5,000	2
Family	\$5,000	\$10,000	1
Your Costs For Covered Care			- 1
Preventive Services	0%	30% after deductible	
Office Visits Primary Care	10% after deductible	30% after deductible	
Office Visits Specialist	10% after deductible	30% after deductible	
Emergency Room	10% after deductible	10% after deductible	
Jrgent Care	10% after deductible	30% after deductible	ر م
npatient Hospital/Surgical	10% after deductible	30% after deductible	- 4
Outpatient Hospital/Surgical	10% after deductible	30% after deductible	Save money v
Prescription Drugs <u>www.optumrx.c</u>	om		generic drug
Tier One (Generic Drugs)	10% after deductible	Not Covered	Ask your docto it's appropriate use a generic o rather than a br
Tier Two (Preferred Brand Drugs)	10% after deductible	Not Covered	name drug. Generic drugs less expensiv contain the sai
Fier Three (Non-Preferred Brand Drugs)	10% after deductible	Not Covered	active ingredier and are identica dose and form a
Tier Four (Specialty Drugs)	10% after deductible	Not Covered	brand name dr

Online Tools & Network Resources

How to Find an In-Network Provider

Visit www.umr.com and click on "Find A Provider"





UMR Mobile - Stay Connected to your Health Plan

Take your insurance with you everywhere you go. You can log into the UMR mobile site using your smart phone, or view the full UMR site on your iPad or other tablet device.

The UMR mobile site offers quick and easy access to your claim, benefit information, ID cards, find a provider, and free wellness resources. There is no app to download and no waiting. Just go to umr.com on your mobile device to get started.

Take a video tour of the UMR site: https://youtu.be/ZjHZwMm9ixM

Available Networks:

Members will be assigned a network dependent upon your home address. View the front of your ID card for your assigned network.

- The Alliance (for residents of Southwest Wisconsin)
 Go to https://the-alliance.org/, click on "Find A Doctor"
 Enter your zip code and company name
 Find network providers, compare costs, check quality ratings
- . OptionsPPO (for employees outside of The Alliance network)

Learn how to find a medical provider on UMR.com and explore other features of UMR.com you can access when logging into your account by viewing this YouTube Video; https://youtu.be/kg7H0Z7dqQ





Real Appeal

Real Appeal is an online weight loss program for all employees, spouses, and dependents 18 years and older who are enrolled on SWTC's medical plan. You must have a BMI of 23 or greater to qualify. You can enroll at no cost to you – not even a co-pay or deductible! You can get started by enrolling at https://realappeal.com.

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IMPORTANT: Network Providers

Remember to check if your provider is in-network!

Assembling a trusted healthcare team is essential, and selecting a primary care provider is one of the most important decisions you can make. There are many reasons you may need to choose a healthcare provider, such as if your doctor retires, you move, you have a new diagnosis, or your provider changes networks.

When choosing a healthcare provider, here are a few tips to consider:

- Contact UMR and/or The Alliance to first find out which providers are in-network.
- Read reviews. Read provider reviews on <u>Healthgrades</u> or call your local or state medical board to check the standing of the providers you are considering.
- Find out which providers your friends and family see, and ask about their experiences.
- Check to see if the doctors you are considering are affiliated with your preferred hospital system.
- Consider how far the commute is to the provider's office and find out if there are telehealth options available as well.

IT IS POSSIBLE FOR PROVIDERS TO CHANGE NETWORKS, SO IT'S YOUR RESPONSIBILITY TO CHECK THE NETWORK STATUS OF YOUR PROVIDER! While we wish that our providers and doctors would notify us if they leave the UHC Options PPO or The Alliance network, that is not always the case. Not checking with your doctor subjects you to potential **out-of-network charges**.

Please verify that your provider is **in-network** prior to your next visit and before receiving any services. Use the following tools to search or confirm in-network providers:

- UMR Go to www.umr.com and click "Find a <a href="Provider." For additional information, login to your UMR portal to chat or send a message securely. For fastest service, please contact your customer service team by calling the toll-free number on the back of your member ID card. If you do not have your member ID card, call 800-826-9781.
- The Alliance Go to www.the-alliance.org or call 1
 -800-223-4139 to find Alliance providers. Even better, search for a <u>QualityPath</u> provider. These are the doctors and hospitals that, when working together, meet quality standards. These standards measure the care that leads to better results for patients who have specific surgeries. QualityPath focuses on non-emergency care that you schedule in advance.
- Contact your provider directly The information included on the UMR and Alliance directories are accurate, to the best of the carrier's knowledge, as of the date it was last updated. We recommend contacting the provider directly to verify participation status and availability, or call the tollfree member phone number on your health plan ID card

When it comes time to choosing a healthcare provider, carefully weigh your options and confirm if the provider is offered through the SWTC health plan.



Teladoc

Teladoc gives you access to U.S. board-certified doctors through convenience of phone, video or mobile app visits 24/7/365. It's an affordable alternative to costly urgent care and ER visits when you need care now.

MEET THE DOCTORS

Teladoc is simply a new way to access qualified doctors. All Teladoc doctors:

- Are practicing PCPS, pediatricians and family medicine physicians
- · Average 15 years experience
- Are U.S. board certified and licensed in your state
- Are credentialed every three years, meeting NCQA Standards

GET THE CARE YOU NEED

Teladoc doctors can treat many medical conditions, including:

- Cold and flu symptoms
- Allergies
- · Sinus problems
- · Ear infection
- Urinary tract infection
- Respiratory infection
- · Skin problems
- And more!

WHEN CAN TELADOC BE USED?

Teladoc does not replace your primary physician; it is convenient and affordable option for quality

- · When you need care now
- If you're considering the ER or urgent care for a nonemergency issue
- On vacation, on a business trip or away from home
- · Short term prescription refills







Talk to a doctor anytime!



(835-2362)







Teladoc Primary 360





Primary360: What to know about this benefit



- What services does Teladoc Health Primary360 provide? With Teladoc Health Primary360, you can stay on top of your physical and mental health and get to:
 - oEasily choose your primary care provider for annual checkups and ongoing care
 - Quickly make appointments for Monday through Friday from 7 a.m. to 9 p.m. and for Saturday from 8 a.m. to Noon local time
 - oSpend time talking with your provider who really gets to know you over time so you can receive the care you need
 - oHave your provider place lab orders and prescriptions. If needed, additional in-person or online care can be arranged.
 - Schedule ongoing care or get care right away with 24/7 access to Teladoc Health General Medical services for non-emergency needs
- •How do I activate my Teladoc Health Primary360 benefit? You can either download the Teladoc Health app by scanning the QR code below, call 1-800-835-2362, or visit TeladocHealth.com/Primary360.
- •Who are the Teladoc Health primary care providers? Teladoc Health primary care providers are U.S. board-certified and on average have been practicing medicine for 10-15 years. They have experience building relationships with patients in women's health, men's health, weight loss, diabetes and more. You will also have access to an experienced Care Team of registered nurses, medical assistants and Care Coordinators. They are with you every step of the way from coordinating care to helping you become your healthiest self.
- •How does Teladoc Health Primary360 handle bloodwork, imaging and labs? Your primary care provider can order lab work, imaging studies and vaccinations. You can choose to visit an in-network lab/facility or request at-home lab services (if available in your area). Your Care Team will arrange either option for you. After testing or imaging is complete, your primary care doctor will follow up to talk through the results

Call 1-800-835-2362

Visit TeladocHealth.com | Download the app & | •





Teladoc Chronic Condition Management

Ongoing support to help manage your health challenges



Chronic Condition Management (CCM) from Teladoc Health provides a streamlined approach to help you manage multiple health challenges. Once enrolled in a program, we'll help you manage coexisting conditions including mental health.

CCM OFFERS PROGRAMS IN

Diabetes

Personalized tools and support to track blood sugar, develop healthy lifestyle habits and improve glycemic control.

Hypertension

An engaging and clinically powerful program proven to reduce blood pressure with continuous motivation, daily tracking and effective adjustments.

Prediabetes

Evidence-based curriculum, activity tracking, coaching and support helps keep members on track.

When you join this program, you'll receive:

- Connected devices such as a blood glucose meter, blood pressure monitor or digital scale to collect important health data with real-time feedback
- Health information and resources based on your preferences and clinical needs
- Personalized guidance from credentialed health coaches
- 24/7 monitoring and support for diabetes participants

Also included is "myStrength" digital mental health support

In addition, the program includes a range of digital courses and live support tailored to individual mental health needs. Teladoc Health's "myStrength" offers individually tailored web and mobile apps to address depression, anxiety, stress, substance use, chronic pain, parenting in challenging times and sleep challenges, all while supporting the physical and spiritual aspects of Chronic Condition Management Plus health approach.

For more information call **800-835-2362**, visit **www.teladoc.com** or download the Teladoc app.

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Health Savings Account (HSA)

A Health Savings Account (HSA) is a personal healthcare bank account you can use to pay out-of-pocket medical expenses with pre-tax dollars. An HSA is offered to all employees enrolled in SWTC's Medical Plan which helps protect you from large healthcare expenses.

You own and administer your HSA. You determine how much you will contribute, when to use your money to pay for qualified medical expenses, and when to reimburse yourself.

HSAs offer you the following advantages:

- Tax Savings: You contribute pre-tax dollars to the HSA. SWTC will also make a contribution to your HSA. Interest accumulates tax-free, and funds are withdrawn tax-free to pay for medical expenses.
- Reduced out-of-pocket costs: You can use the money in your HSA to pay for eligible medical expenses and prescriptions. The HSA funds you use can help you satisfy your plan's annual deductible.
- A long-term investment that stays with you:
 Unused account dollars are yours to keep, even if you retire or leave SWTC. Additionally, you can invest your HSA funds, so your available healthcare dollars can grow over time.
- The opportunity for long-term savings: Save unused HSA funds from year to year - you can use this money to reduce future out-of-pocket health expenses. You can even save HSA dollars to use after your retire.

You are eligible to open and fund an HSA if:

- You are enrolled in an HSA-eligible High Deductible Health Plan (HDHP), such as SWTC's Medical Plan.
- You are not covered by your spouse's health plan (unless it is a qualified HDHP), Flexible Spending Account (FSA) or health reimbursement account (HRA).
- You are not eligible to be claimed as a dependent on someone else's tax return.
- You are not enrolled in Medicare, TRICARE or TRICARE for Life.
- You have not received Veterans Administration benefits in the past three months.

How do I access/make contributions to my HSA?

- Decide—how much you want to contribute.
 The more you contribute, the lower your taxable income will be.
- Enroll—by completing the enrollment process.
 Your contribution will be deducted in equal amounts
 from each paycheck, pretax throughout the plan year.
 HSA funds are only available as money is contributed.
 When you enroll and set up your HSA account, you
 will be given access to a secure, easy-to-use web
 portal where you can access and manage your
 account.

 Access—your funds easily using the debit card provided. This convenient card automatically approves and deducts most eligible purchases from your benefit account with no paperwork required. Plus, for purchases made without the card, you can request reimbursement online, by mobile app or using a paper form.

IMPORTANT! How much can be deposited into an HSA in 2025?

Under the age of 55 (and not enrolled in Medicare):

- Up to \$4,300 for individual coverage
- Up to \$8,550 for family coverage

Over the age of 55 (and not enrolled in Medicare):

- The maximum contribution increases by \$1,000 (considered a "catch-up" contribution)
- Up to \$5,300 for individual coverage
- Up to \$9,550 for family coverage

SWTC's employer contributions count toward the annual HSA contribution limits noted above, so it's important to carefully plan how much you will contribute annually to avoid excess contributions.

Southwest Technical College HSA Employer Contribution

When you enroll in SWTC's Medical Plan, you will automatically enrolled in the HSA vendor selected by SWTC. Once your account is set up, employer HSA contributions can be made to it. Contributions are prorated based on employment status and start date.

2025 Employer Contributions Effective 1/1/2025 to 12/31/2025

- Employee only coverage: \$1,000
- Employee + Spouse coverage: \$2,000
- Employee + Child(ren) coverage: \$2,000
- Family coverage: \$2,000
- ★ Contributions will be made on a bi-weekly basis



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Dental Benefits

Administered by Delta Dental of Wisconsin

Regular trips to the dentist are essential for good oral health. Dental insurance may help considerably with the costs. But a great smile often requires additional dental care, such as x-rays, sealants and emergency oral evaluation.

* Network: Premier

Annual Deductible	\$25 Per Person \$50 Per Family
Individual Annual Benefit Maximum	\$1,500
Diagnostic & Preventive Services (no d	deductible)
Exams & Cleanings	100%
X-Rays	100%
Fluoride Treatments & Sealants	100%
Space Maintainers	100%
Basic Services (deductible applies)	
Fillings	100%
Endodontics & Periodontics	100%
Extractions	100%
Major Services (deductible applies)	
Crowns, Inlays, Onlays	80%
Bridges & Dentures	80%
Implants	80%
Orthodontic Services (deductible applie	es)
Adults and dependents covered until age 26	50% to \$3,000 lifetime maximum

Check Up Plus Program

This program lets you obtain diagnostic and preventive services - including exams, x-rays, regular cleanings and other related treatments - without the costs of those services applying to your individual annual maximum.





Dental Provider Networks

As a Delta Dental member, you have the flexibility to choose any dentist with your Delta Dental plan - PPO, Premier or non-network. Your out-of-pocket costs will vary depending on the dentist you choose.

NOTE: Non-network dentists have not agreed to accept the PPO or Premier allowed amounts and can balance bill you.



Vision Benefits

Administered by Superior Vision



Even in today's economy, budgeting for regular eye exams is vital because early diagnosis and timely treatment of eye diseases - such as diabetic retinopathy, cataracts, and glaucoma - is made possible. Vision insurance can help defray the cost of those exams and treatment.

* Network: Superior Select Midwest

	Exam and Materials Plan		Materials Only Plan		
	In Network	Out-of-Network	In Network	Out-of-Network	
Annual Deductible	\$0	\$0	N/A	N/A	
Benefits					
Exam	Covered In Full	Up to \$35	Not Covered	Not Covered	
Frames	\$150 Retail Allowance	Up to \$75	\$150 Retail Allowance	Up to \$75	
Standard Lenses					
Single	Covered In Full	Up to \$25	Covered In Full	Up to \$25	
Bifocal	Covered In Full	Up to \$40	Covered In Full	Up to \$40	
Trifocal	Covered In Full	Up to \$45	Covered In Full	Up to \$45	
Lenticular	Covered In Full	Up to \$80	Covered In Full	Up to \$80	
Contact Lenses*	\$175 Retail Allowance	Up to \$150	\$175 Retail Allowance	Up to \$150	
Services/Frequency					
Exam	once per cale	once per calendar year		N/A	
Frames	one per calendar year		one per calendar year		
Lenses	one pair per ca	one pair per calendar year		one pair per calendar year	
Contact Lenses*	one allowance per calendar year		one allowance per calendar year		



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Flexible Spending Accounts

Administered by Associated Bank

FSAs allow you to use pre-tax dollars to pay for many health care expenses and dependent care expenses. The Health Care and Dependent Care FSA benefits are calendar year programs.



You decide how much you would like to set aside for health care expenses and/or dependent care expenses each year. That amount will be deducted from your paycheck on a pre-tax basis, so you save on income taxes and have more disposable income. That money is then credited to an individual "account" for you. You submit claims and are reimbursed from the account for your eligible expenses. You must enroll for the entire year - the FSA plan year runs from January 1 through December 31. Your election (payroll deduction amount) may not be changed during the year unless you have a qualified life event or change in status.

2025 Maximum Contribution Limits			
Health Care Account	\$3,300	* If you have a Health Savings Account, you can	
Limited Purpose Account*	\$3,300	participate in a Limited Purpose FSA for	
Dependent Care Account	\$5,000	reimbursement of dental and vision expenses only.	

Health Care FSA

You can use the Health Care FSA for eligible health care expenses incurred by you, your spouse or any of your eligible dependents for certain medical, dental and vision expenses.

Eligible expenses include (but are not limited to):

- Deductibles, copays and coinsurance; over the counter medications
- Glasses and contact lenses not covered by a vision discount plan; laser eye surgery; hearing aids; and other expenses allowed by the IRS.
- Procedures performed for cosmetic reasons DO NOT qualify.

Grace Period

A Grace Period is included for Health Care and Dependent Care FSA participants. This means that you have an extra 2 1/2 months after the end of the Plan Year to incur expenses. The Grace Period deadline is March 15.

Run-Out Period

in addition, there is a 90-day period at the end of the Plan Year to submit incurred expenses. Please be sure to submit all claims no later than March 31 to avoid losing any FSA monies

Dependent Care FSA

You can use the Dependent Care FSA to pay for eligible daycare services. If you are married, you can use this account only if your spouse is employed or actively seeking work, is a full-time student for at least five months of the year, or is disabled.

You can pay daycare expenses for children under age 13, disabled children, disabled parents, a disabled spouse or relatives who qualify as dependents under the Internal Revenue Code. For your Dependent Care FSA contributions to be eligible for reimbursement, your provider must claim your payments as taxable income. Additional rules apply during leaves of absence for use.

Eligible daycare arrangements include (but are not limited to):

- Licensed nursery school and daycare centers for preschool children
- Day camps, after school care or in-home daycare for children under age 13
- Daycare centers for other qualifying dependents (elder care centers)
- Housekeepers, cooks or maids who provide dependent care in your home
- Individuals other than your dependents who provide daycare for your qualifying dependents, either inside or outside of your home



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Life Benefits

Administered by Symetra Life Insurance Company

All full-time regular and part-time regular employees are provided with a basic group life and accidental death & dismemberment (AD&D) insurance policy by the College. Coverage under this program is available for employees only and is effective on the first of the month following employment. These benefits terminate on the date on which employment with the College terminates.

Employees may purchase additional life and AD&D insurance for themselves through payroll deductions. Employees may also purchase life and AD&D insurance for their spouse and/or dependent child(ren).

For further details regarding life insurance benefits, employees should consult the Summary Plan Description booklet or contact the Human Resources office.

Basic Life and AD&D (Employer-paid benefit)

Basic Life and AD&D Benefit

1 times earnings rounded to next higher \$1,000



Employee Supplemental Life and AD&D (Employee-paid benefit)

Election Options

1, 2, 3 or 4 times earnings to max of \$500,000

Guaranteed Issue Amount

\$200,000

Dependent Supplemental Life and AD&D (Employee-paid benefit)		
Election Options	Spouse	\$10,000 to \$40,000 in increments of \$10,000 Not to exceed 100% of employee supp life amount
Benefit	Child(ren)	\$10,000



Disability Benefits

Short-Term and Long-Term Disability Administered by National Insurance Services

The College provides all full-time regular and part-time regular employees with **long-term disability insurance benefits**. Coverage for eligible employees is effective on the first of the month following employment.

Benefits continue for as long as the qualifying disability continues in accordance with the maximum benefits periods specified in the Summary Plan Description booklet.

Coverage under this plan normally terminates on the date employment with the College terminates. Employees receiving long-term disability benefits at the time of termination will continue for as long as the qualifying disability continues.

For further details regarding long-term disability coverage, employees should consult the Summary Plan Description booklet or contact the Human Resources office.

Long-Term Disability (Employer-paid benefit)		
Elimination Period	90 days	
Monthly Benefit	66 2/3% of basic monthly earnings, up to a maximum benefit of \$10,000 per month	

Southwest Technical College also provides **short-term disability insurance benefits**. Employees pay the full cost of this coverage. Premium is deducted on a post-tax basis and is based on employee's age and wages.

Short-Term Disability (Employee-paid benefit)	
Elimination Period	7 days for sickness 7 days for accident
Weekly Benefit	66 2/3%

Voluntary Accident Insurance Administered by Allstate

Today, active lifestyles in or out of the home may result in bumps, bruises, and sometimes breaks. Getting the right treatment can be vital to recovery, but it can also be expensive. And if an accident keeps you away from work during recovery, the financial worries can grow quickly. Most major medical insurance plans only pay a portion of bills. Accident coverage can help pick up where other insurance leaves off and provide cash to help cover the expenses.

Here's how it works: Accident coverage pays you a cash benefit for a covered accident or injury which can help pay expenses such as copays, deductibles, and treatment. Accident coverage can help pick up where other insurance leaves off.



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Employee Assistance Program

Administered by LifeMatters

SWTC provides an Employee Assistance and Work/Life Program called LifeMatters. This free, confidential service is available to you and your immediate family members.



You and your immediate family members can call 24 hours a day, every day of the year to receive LifeMatters services. Professional counselors are available at all times to provide assistance to you and your eligible dependents for a wide range of issues, including:

- Family concerns
- · Legal and financial questions
- Alcohol or drug abuse questions or problems
- · Emotional or stress-related issues
- · Family and dependent care needs
- · Health and wellness insight
- Other personal problems

The program's counseling services are available at no cost to you and your immediate family members. Professional counselors are available both on the telephone and on an in-person basis in your local area. If additional counseling services are recommended, the LifeMatters counselor will assist you with accessing providers covered by our insurance plan.

Additional access to LifeMatters® is available through their web site at https://members2.mylifematters.com. The website provides work/life resource locators, financial calculators, health and wellness information, resources follocating child and elder care providers, self-assessment tests, and many additional resources. Please be assured that your privacy is strictly protected and information regarding your contact with LifeMatters® is private and will not be released to SWTC except in cases of imminent threat of harm, or when abuse of a child or vulnerable adult may be occurring.

Contact a LifeMatters® counselor at 800-634-6433.

Visit the LifeMatters® Website at www.lifematters.com Our company password is SWTC1.



Voluntary Benefits

Group Legal Plan Administered by MetLife

Affordable and convenient legal representation. Finding a lawyer to represent you when you have trouble with identity theft, buying or selling your home or even preparing your Will can be a challenge. MetLife Legal Plans is a smart, simple affordable solution. With this benefit, you, your spouse or your dependents can receive fully covered legal services for a wide range of personal legal matters. No out-of-pocket cost when using an in-network provider, other than your per pay period payroll deduction. Create an account at www.legalplans.com to see your coverages, select an attorney and get a case number for your legal matter. Or, call (800) 821-6400 for assistance.



529 College Savings Plan Administered by Edvest

A 529 plan is an account that allows you to invest specifically for future education expenses. Similar to IRAs and 401(k)/403(b) plans designed to help save for retirement, 529 plans are aimed at helping families save for higher education. To learn more, call Edvest at (888) 338-3789 or visit their website at www.edvest.com.

Pet Insurance Administered by Nationwide

You care about your pets and consider them members of your family. So, whether your family includes kids with two feet or kids with paws, or both, you know what responsibility looks like. My Pet Protection gives your pet unbeatable coverage at an unbeatable price. For pricing and plan information, visit https://benefits.petinsurance.com/swtc or call (877) 738-7874.





Retirement Plans



Wisconsin Retirement Systems (WRS) Administered by Employee Trust Fund

January 2024 Rate: 6.90%January 2025 Rate: 6.95%

Employee and employer contribute equal amounts.

Employer ID: 4715-000 Website: http://etf.wi.gov/ Phone: (877) 533-5020

FAX: (608) 267-4549 (Attn: ER Services)

457 Tax Deferred Benefit Administered by Wisconsin Deferred Compensation (WDC)

2025 total contribution:

- Max: \$23,500
- Catch Up: \$7,500 catch-up for members 50+

Employee contributes full cost of this benefit.

To Enroll:

- Call (608) 241-6604 or enroll online at <u>www.wdc457.org</u>
- Download the enrollment form then FAX to (608) 241-6045

To Make Changes To Your Account:

- Call (877) 457-9327
- Choose option '0' then enter your social security number whenprompted. When asked for your PIN, say 'Representative'.
- ★ Employees can participate in both the 403(b) and 457 and elect the total amount into each of them.

403(b)

Administered by TSA Consulting Group

2025 total contribution:

- Max: \$23,500
- Catch Up: \$7,500 catch-up for members 50+

Employee contributes full cost of this benefit.

To Enroll:

- go to: www.tsacg.com
- · Search Southwest Wisconsin Technical College
- Select "Click Here" under Online Enrollment Process
- Click "Start Transaction" button to start enrolling

15 Yacht Club Drive NE, Ft. Walton Beach, FL 32548 www.tsacg.com

Customer Service: (888) 777-5827

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Other Benefits

Managed Time Off (MTO)

The maximum annual MTO accrual is set forth in the Accrual Schedule below. If an employee moves up on the accrual schedule, the change will take place on the employee's anniversary date.

Faculty will be allowed to carry over a maximum of sick MTO-16 hours into the next fiscal year.

Staff will be allowed to carry over a maximum of 120 hours on 7/1.

Remaining excess hours for staff and faculty will be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum of 480 hours, the excess MTO hours are forfeited.

Accrual Schedule (employees working 40 hours per week)

Accrual Periods	Annual Accrual Total Hours	Annual Accrual Total Days	Accrual In Hours (per pay period)
0 to 1.99 years	136	17	5,23
2 to 5.99 years	152	19	5.85
6 to 10.99 years	176	22	6.77
11 to 15.99 years	216	27	8.31
16 years +	256	32	9.84
Exempt	256	32	9.84
Faculty	96	12	3,69

Holiday Policy

The College provides paid time off to all full-time regular and part-time (more than 20 hours per week) regular employees on the following holidays:

Memorial Day*	Winter Break:
Summer Break:	Christmas Eve
Independence Day	Christmas Day*
Four (4) additional days	Three (3) additional days
Labor Day*	New Year's Eve Day
Thanksgiving Day*	 New Year's Day*
Day after Thanksgiving	Spring Holiday (Good Friday)*

Summer Break will be observed the week of Independence Day. Winter Break will be observed beginning Christmas Eve Day returning the day following New Year's Day. Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day are included during Winter Break. Whenever Christmas Eve or Christmas Day (or both) fall on a Saturday or Sunday, winter break will be six (6) holiday days instead of seven (7) and the other holiday day will be observed on the Monday immediately following the Spring Holiday.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Employees will be notified prior to the beginning of each calendar year of the actual dates on which these holidays are observed. Part-time employees are paid on a pro-rated basis (based on normal work schedule) and only for the holidays that fall during the normal work schedule. Faculty observed holidays* are listed in the Compensation Guidelines.



Other Benefits

Summer Hours (Summary only)

Guidelines for Summer hours are sent out annually in the Spring.

The campus will be closed on Fridays for all staff through the months of June and July.

Employees (Support Staff and Salaried Professional Staff) will get an approval from their supervisor in advance on how they will manage their work week.

Employees may do the following (note: a work week = 40 hours):

- . Work up to 10 1/2 hrs. a day including a 1/2 hr. unpaid lunch
- · Or, take a week of MTO (40 hours)
- · Or, use a combination of the above





Tuition Reimbursement (Summary only)

The College offers tuition reimbursement to all full-time and part-time regular employees (more than 20 hours per week on a pro-rated basis—excluding limited-term positions) regular employees who have provided at least one year of service to the College, excluding limited term positions.

Supervisor pre-approval is required for all doctoral, graduate, undergraduate, associate degree, technical diploma, certificate, or course taken for credit through a nationally recognized and regionally accredited college or university.

Courses must be related to employment. An individual may be reimbursed 50% of the actual cost of the course up to a maximum of \$3,000 limit per calendar year. See full tuition reimbursement policy located on the Charger HUB for more details.



Contact Information

Benefit	Administrator	Phone	Website
Medical Group #76-412191	UMR The Alliance	800-826-9781 800-223-4139	www.umr.com www.the-alliance.org
Prescription	OptumRx Customer Service Specialty	800-356-3477 855-427-4682	www.optumrx.com
Dental Group #92951-001-00006-0000	Delta Dental	800-236-3712	www.deltadentalwi.com
Vision Group #210040	Superior Vision	800-507-3800	www.superiorvision.com
Flexible Spending Account (FSA) Health Savings Account (HSA)	Associated Bank	Participant Services 800-270-7719	Associated Benefits Connection: https://participantbenefits.associatedbank.com
Life and AD&D	Symetra Life Insurance Company	Life Portability: 800-426-7784 Claims: 877-377-6773 EOI Inquiries: 800-426-7784	www.symetra.com
Short-Term Disability Long-Term Disability	National Insurance Services	800-627-3660	www.NISBenefits.com
Voluntary Accident Insurance	Allstate	800-521-3535	www.allstate.com/mybenefits
Employee Assistance Program (EAP)	Life Matters	800-634-6433	www.members2.mylifematters.com Password: SWTC1
Legal Services	Hyatt Legal Plans / MetLife	800-821-6400	www.legalplans.com
Pet Insurance	Nationwide	877-738-7874	https://benefits.petinsurance.com/swto
Wisconsin Retirement Systems Employer ID 4715-000	Employee Trust Fund	877-533-5020	http://eft.wi.gov
457 Tax Deferred Benefit	Wisconsin Deferred Compensation (WDC)	608-241-6604 877-457-9327	www.wdc457.org

MEET YOUR HUMAN RESOURCES TEAM



KRISTA WEBER Chief HR Officer kweber@swtc.edu 608-822-2315



ROSS MARTIN
Director of HR
rmartin@swtc.edu
608-822-2310



ISABELLE MANNING
HR Generalist
imanning@swtc.edu
608-822-2314



Important Notices

Inclusion and Diversity in Benefits

Inclusion is about each person feeling valued and connected. Diversity is about a rich mix of differences. When we come together, the power of each one of us is magnified. By including and appreciating perspectives and backgrounds, we generate stronger commitment, more creative solutions and better results. Our investment and actions around each other help shape a culture where our staff, organization and customers flourish.

The SWTC group health plan complies with the following provisions:

- Newborns' and Mother's Health Protection Act
- Mental Health Parity Act.
- Americans With Disabilities Act, as amended
- Women's Health and Cancer Rights Act of 1998 regarding breast reconstruction following a mastectomy
- Pediatric Vaccines regulation, whereby an employer will not reduce its coverage for pediatric vaccines below the coverage it provided as of May 1, 1993.
- · Medicare Secondary Payer regulations, as amended
- TRICARE Prohibition Against Incentives and Nondiscrimination Requirements amendments
- Genetic Information Non-discrimination Act (GINA)
- Section 1557 (Nondiscrimination provision) of the Patient Protection and Affordable Care Act

We offer:

- Coverage for spouses, both same and opposite sex where partnership is recognized as a legal marriage in the state in which the couple resides
- Autism
- Intensive behavioral therapy
- Contraceptives
- Counseling Services
- Diabetic Shoes
- Gender Identity Therapy
- Gender Transition Surgery
- · Hearing Aids & implantable devices
- Hospice Care

NOTE: See the Plan Document for full details on all coverage. Age restrictions and/or medical necessity reviews may apply.

Disability insurance: Our selected vendor takes the stance that gender reassignment and/ or gender affirmation surgeries are to be considered under STD/LTD benefits as a period of disability. We consider gender reassignment to be non-cosmetic for the purposes of disability. Leaves associated or related with gender reassignment surgery are not always for the recovery of the procedure, and can have other disabiling diagnoses.

The College will provide equal employment opportunities in all its employment practices in compliance with all federal, state, and local laws and in accordance with the College's policies and procedures. The College does not discriminate against employees or applicants for employment on the basis of sex, age, race, color, creed, religion,

national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, parental status, arrest record, conviction record, genetic testing, and the use and non-use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States, or on any other basis that is prohibited by law. Equal Employment and Affirmative Action policy may be accessed through the Southwest Tech Web site at www.swirc.edu and a link is located at the bottom of page. This policy applies to all employment practices and personnel actions.

Notice to Eligible Employees of Opportunity to Make Elective Deferrals to the 403(b) Plan

This is to notify you that if you are an employee of Southwest Wisconsin Technical College you may be eligible to make an elective deferral from your salary to the Southwest Wisconsin Technical College 403(b) Plan (the "Plan"). If the Plan permits after-tax Roth contributions, such elective deferrals may be designated as Roth contributions.

Employees who work 880 hours or more for the College are eligible to participate in the Plan. Please contact HumanResources if you have questions on your eligibility.

To make an elective contribution to the Plan, you must complete a Salary Reduction Agreement form and return it to the administrator as noted on the Agreement. You may make, change or stop such an election to contribute as often as you wish, and it will be effective at when indicated on the Salary Reduction Agreement form or the next applicable payroll date after it is approved by the Plan administrator. You may use the Plan administrator's online system at https://sra.tsacg.com/index.php or see Human Resources for a copy of the form. Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan.

This Notice is to provide general information regarding availability of the Plan. You should consult with your own financial,tax, or legal advisor as to whether you should contribute to the Plan. Should there be any difference between the information in this Notice and the Plan, the terms of the Plan will control. The information in this Notice is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or promoting, marketing or recommending to any transaction or matter addressed herein. Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan.

Important Notices

Newborns and Mothers' Health Protection Act

Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

Women's Health & Cancer Rights Act

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 ("WHCRA"). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses, and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under the plan.

If you would like more information on WHCRA benefits, please call Human Resources.

HIPPA Notice of Privacy Practices Reminder

Southwest Technical College is committed to the privacy of your health information. The administrators of the Southwest Technical College Health Plan (the "Plan") use strict privacy standards to protect your health information from unauthorized use or disclosure.

The Plan's policies protecting your privacy rights and your rights under the law are described in the Plan's Notice of Privacy Practices. You may receive a copy of the Notice of Privacy Practices by contacting Human Resources.

HIPAA Special Enrollment Rights

A federal law called HIPAA requires that we notify you about an important provision in the plan - your right to enroll in the plan under its "special enrollment provision" if you acquire a new dependent, or if you dedine coverage under this plan for yourself or an eligible dependent while other coverage is in effect and later lose that other coverage for certain qualifying reasons.

Loss of Other Coverage (Excluding Medicaid or a State Children's Health Insurance Program). If you decline enrollment for yourself or for an eligible dependent (including your spouse) while other health insurance or group health plan coverage is in effect, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

Loss of Coverage for Medicaid or a State Children's Health Insurance Program. If you decline enrollment for yourself or for an eligible dependent (including your spouse) while Medicaid coverage or coverage under a state children's health insurance program is in effect, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage. However, you must request enrollment within 60 days after your or your dependents' coverage ends under Medicaid or a state children's health insurance program.

New Dependent by Marriage, Birth, Adoption, or Placement for Adoption. If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your new dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

Eligibility for Premium Assistance Under Medicaid or a State Children's Health Insurance Program — If you or your dependents (including your spouse) become eligible for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan, you may be able to enroll yourself and your dependents in this plan. However, you must request enrollment within 60 days after your or your dependents' determination of eligibility for such assistance.

To request special enrollment or to obtain more information about the plan's special enrollment provisions, contact Human Resources.

Important Warning

If you decline enrollment for yourself or for an eligible dependent, you must complete our form to decline coverage. On the form, you are required to state that coverage under another group health plan or other health insurance coverage (including Medicaid or a state children's health insurance program) is the reason for declining enrollment, and you are asked to identify that coverage. If you do not complete the form, you and your dependents will not be entitled to special enrollment rights upon a loss of other coverage as described above, but you will still have special enrollment rights when you have a new dependent by marriage, birth, adoption, or placement for adoption, or by virtue of gaining eligibility for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan, as described above. If you do not gain special enrollment rights upon a loss of other coverage, you cannot enroll yourself or your dependents in the plan at any time other than the plan's annual open enrollment period, unless special enrollment rights apply because of a new dependent by marriage, birth, adoption, or placement for adoption, or by virtue of gaining eligibility for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan.



Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2024. Contact your State for more information on eligibility —

ALABAMA - Medicaid

Website: http://myalhipp.com/ Phone: 1-855-692-5447

ALASKA - Medicaid

The AK Health Insurance Premium Payment Program

Website: http://myakhipp.com/ Phone: 1-866-251-4861

Email: CustomerService@MyAKHIPP.com

Medicaid Eligibility: https://health.alaska.gov/dpa/Pages/default.aspx

ARKANSAS - Medicaid

Website http://myarhipp.com/

Phone: 1-855-MyARHIPP (855-692-7447)

CALIFORNIA - Medicaid

Health Insurance Premium Payment (HIPP) Program Website:

http://dhcs.ca.gov/hipp Phone: 916-445-8322 Fax: 916-440-5676 Email: hipp@dhcs.ca.gov

COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)

Health First Colorado Website: https://www.healthfirstcolorado.com/

Health First Colorado Member Contact Center:

1-800-221-3943/State Relay 711

CHP+: https://hcpf.colorado.gov/child-health-plan-plus CHP+ Customer Service: 1-800-359-1991/State Relay 711

Health Insurance Buy-In Program (HIBI): https://www.mycohibi.com/

HIBI Customer Service: 1-855-692-6442

FLORIDA - Medicaid

Website: https://www.flmedicaidtplrecovery.com/flmedicaidtplrecovery.com/ hipp/index.html

Phone: 1-877-357-3268

GEORGIA - Medicaid

GA HIPP Website: https://medicaid.georgia.gov/health-insurance-premium-

payment-program-hipp

Phone: 678-564-1162, Press 1

GA CHIPRA Website: https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra

Phone: 678-564-1162, Press 2

INDIANA - Medicaid

Health Insurance Premium Payment Program-All other Medicaid

Website: https://www.in.gov/medicaid/

http://www.in.gov/fssa/dfr/

Family and Social Services Administration

Phone: 1-800-403-0864 Member Services Phone: 1-800-457-4584

IOWA - Medicaid and CHIP (Hawki)

Medicald Website

Iowa Medicaid | Health & Human Services

Medicaid Phone: 1-800-338-8366

Hawki Website:

Hawki - Healthy and Well Kids in Iowa | Health & Human Services

Hawki Phone: 1-800-257-8563

HIPP Website: Health Insurance Premium Payment (HIPP) | Health & Human

Services (iowa,gov)

HIPP Phone: 1-888-346-9562

KANSAS - Medicaid

Website: https://www.kancare.ks.gov/

Phone: 1-800-792-4884 HIPP Phone: 1-800-967-4660

KENTUCKY - Medicaid

Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP)

Website:

https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx

Phone: 1-855-459-6328 Email: KIHIPP PROGRAM@ky.gov

KCHIP Website: https://kynect.ky.gov

Phone: 1-877-524-4718

Kentucky Medicaid Website: https://chfs.ky.gov/agencies/dms

LOUISIANA - Medicaid

Website: www.medicaid.la.gov or www.ldh.la.gov/lahipp

Phone: 1-888-342-6207 (Medicald hotline) or

-855-618-5488 (LaHIPP)

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MAINE - Medicaid

Enrollment Website: https://www.mymaineconnection.gov/benefits/s/?

language=en US

Phone: 1-800-442-6003 TTY: Maine relay 711 Private Health Insurance Premium Webpage https://www.maine.gov/dhhs/ofi/applications-forms Phone: 1-800-977-6740 TTY: Maine relay 711

MASSACHUSETTS - Medicaid and CHIP

Website: https://www.mass.gov/masshealth/pa

Phone: 1-800-862-4840

Email masspremassistance@accenture.com

MINNESOTA - Medicaid

https://mn.gov/dhs/health-care-coverage/

Phone: 1-800-657-3672

MISSOURI - Medicaid

Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm

Phone: 573-751-2005

MONTANA - Medicaid

Website: http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP Phone: 1-800-694-3084

Email: HHSHIPPProgram@mt.gov

NEBRASKA - Medicaid

Website: http://www.ACCESSNebraska.ne.gov

Phone: 1-855-632-7633 Lincoln: 402-473-7000

Omaha 402-595-1178

NEVADA - Medicaid

Medicaid Website http://dhcfp.nv.gov

Medicaid Phone: 1-800-992-0900

NEW HAMPSHIRE - Medicaid

Website: https://www.dhhs.nh.gov/programs-services/medicaid/health-

insurance-premium-program

Phone: 603-271-5218

Toll free number for the HIPP program: 1-800-852-3345, ext. 15218

Email: DHHS.ThirdPartyLiabi@dhhs.nh.gov

NEW JERSEY - Medicaid and CHIP

Medicaid Website

http://www.state.nj.us/humanservices/

dmahs/clients/medicaid/

Phone: 1-800-356-1561

CHIP Premium Assistance Phone: 609-631-2392

CHIP Website: http://www.njfamilycare.org/index.html

CHIP Phone: 1-800-701-0710 (TTY: 711)

NEW YORK - Medicaid

Website: https://www.health.ny.gov/health_care/medicaid/

Phone: 1-800-541-2831

NORTH CAROLINA - Medicaid

Website: https://medicaid.ncdhhs.gov/

Phone: 919-855-4100

NORTH DAKOTA - Medicaid

Website: https://www.hhs.nd.gov/healthcare

Phone: 1-844-854-4825

OKLAHOMA - Medicaid and CHIP

Website; http://www.insureoklahoma.org Phone: 1-888-365-3742

OREGON - Medicaid and CHIP

Website: http://healthcare.oregon.gov/Pages/index.aspx

Phone: 1-800-699-9075

PENNSYLVANIA - Medicaid and CHIP

Website: https://www.pa.gov/en/services/dhs/apply-for-medicaid-health-

insurance-premium-payment-program-hipp.html

Phone: 1-800-692-7462

CHIP Website: Children's Health Insurance Program (CHIP) (pa gov)

GHIP Phone: 1-800-986-KIDS (5437)

RHODE ISLAND - Medicaid and CHIP

Website: http://www.eohhs.ri.gov/

Phone: 1-855-697-4347, or 401-462-0311 (Direct Rite Share Line)

SOUTH CAROLINA - Medicaid

Website: https://www.scdhhs.gov

Phone: 1-888-549-0820

SOUTH DAKOTA - Medicaid

Website: http://dss.sd.gov

Phone: 1-888-828-0059

TEXAS - Medicaid

Website: Health Insurance Premium Payment (HIPP) Program | Texas Health

and Human Services Phone: 1-800-440-0493

UTAH - Medicaid and CHIP

Utah's Premium Partnership for Health Insurance (UPP) Website: https://

medicaid.utah.gov/upp/ Email: upp@utah.gov Phone: 1-888-222-2542

Adult Expansion Website: https://medicaid.utah.gov/expansion/

Utah Medicaid Buyout Program Website: https://medicaid.utah.gov/buyout-

program/

CHIP Website https://chip.utah.gov/

VERMONT- Medicaid

Website: Health Insurance Premium Payment (HIPP) Program | Department

of Vermont Health Access Phone: 1-800-250-8427

VIRGINIA - Medicaid and CHIP

Website: https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-

select

https://coverva.dmas.virginia.gov/learn/premium-assistance/health-

insurance-premium-payment-hipp-programs

Medicald/CHIP Phone: 1-800-432-5924

WASHINGTON - Medicaid

Website: https://www.hca.wa.gov/

Phone: 1-800-562-3022



WEST VIRGINIA - Medicaid and CHIP

Website: https://dhhr.wy.gov/bms/ http://mywvhipp.com/ Medicaid Phone: 304-558-1700

CHIP Toll-free phone 1-855-MyWVHIPP (1-855-699-8447)

WISCONSIN - Medicaid and CHIP

Website

https://www.dns.wisconsin.gov/badgercareplus/p-10095.htm

Phone: 1-800-362-3002

WYOMING - Medicaid

Website: https://health.wyo.gov/healthcarefin/medicaid/programs-and-

eligibility/

Phone: 1-800-251-1269

To see if any other states have added a premium assistance program since July 31, 2024, or for more information on special enrollment rights, contact either:

U.S. Department of Labor

Employee Benefits Security Administration www.dol.gov/agencies/ebsa 1-866-444-EBSA (3272)

U.S. Department of Health and Human Services

Centers for Medicare & Medicaid Services www.cms.hhs.gov

1-877-267-2323. Menu Option 4. Ext. 61565.

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email ebsa.opr@dol.gov and reference the OMB Control Number 1210-0137.

OMB Control Number 1210-0137 (expires 1/31/2026)

Notice of Creditable Coverage

Important Notice from Southwest Technical College About Your Prescription Drug Coverage and Medicare

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Southwest Technical College and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area, information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

- Medicare prescription drug coverage became available in 2006
 to everyone with Medicare. You can get this coverage if you
 join a Medicare Prescription Drug Plan or join a Medicare
 Advantage Plan (like an HMO or PPO) that offers prescription
 drug coverage. All Medicare drug plans provide at least a
 standard level of coverage set by Medicare. Some plans may
 also offer more coverage for a higher monthly premium.
- 2. Southwest Technical College has determined that the prescription drug coverage offered by the medical plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join a Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens to Your Current Coverage if You Decide to Join a Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Southwest Technical College coverage If you decide to join a Medicare drug plan, your current Southwest Technical College coverage will not be affected. When this plan is not primary, the Plan will coordinate benefits with Medicare.

If you do decide to join a Medicare drug plan and drop your current Southwest Technical College coverage, be aware that you and your dependents may not be able to get this coverage back.

When Will You Pay a Higher Premium (Penalty) to Join a Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with

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Southwest Technical College and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice or Your Current Prescription Drug Coverage...

Contact the person listed below for further information. NOTE: You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Southwest Technical College changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage Notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Wellness Program Notice

Southwest Tech's wellness program is a voluntary wellness program available to eligible regular full-time and part-time employees. Eligible employees who choose to participate in the wellness program will receive an incentive of \$50 per category for participating in health and wellness activities. The program is administered according to federal

rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. Additional Information can be found on The Hub Wellness page.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Southwest Tech may use aggregate information it collects to design a program based on identified health risks in the workplace, our wellness program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical informationthat personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is (are) [indicate who will receive information such as "a registered nurse," "a doctor," or "a health coach"] in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of thewellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part ofparticipating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Krista Weber, Chief HR Officer at kweber@swtc.edu or 608-822-2315.

Marketplace Notice

New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be



a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.

An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description, contact Krista Weber, or contact humanresources@swic edu.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process.

Your Rights and Protections Against Surprise Medical Bills

When you get emergency care or are treated by an out-of-network provider at an in-network hospital or ambulatory surgical center, you are protected from balance billing. In these cases, you shouldn't be charged more than your plan's copayments, coinsurance and/or deductible.

What is "balance billing" (sometimes called "surprise billing")?

When you see a doctor or other health care provider, you may owe certain out-of-pocket costs, like a copayment, coinsurance, or deductible. You may have additional costs or have to pay the entire bill if you see a provider or visit a health care facility that isn't in your health plan's network

"Out-of-network" means providers and facilities that haven't signed a contract with your health plan to provide services. Out-of-network providers may be allowed to bill you for the difference between what your plan pays and the full amount charged for a service. This is called "balance billing." This amount is likely more than in-network costs for the same service and might not count toward your plan's deductible or annual out-of-pocket limit.

"Surprise billing" is an unexpected balance bill. This can happen when you can't control who is involved in your care—like when you have an emergency or when you schedule a visit at an in-network facility but are unexpectedy treated by an out-of-network provider. Surprise medical bills could cost thousands of dollars depending on the procedure or

You are protected from balance billing for.

Emergency services

If you have an emergency medical condition and get emergency services from an out-of-network provider or facility, the most they can bill you is your plan's in-network cost-sharing amount (such as copayments, coinsurance, and deductibles). You can't be balance billed for these emergency services. This includes services you may get after you're in stable condition, unless you give written consent and give up your protections not to be balanced billed for these post-stabilization services.

Certain services at an in-network hospital or ambulatory surgical center

When you get services from an in-network hospital or ambulatory surgical center, certain providers there may be out-of-network. In these cases, the most those providers can bill you is your plan's in-network

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cost-sharing amount. This applies to emergency medicine, anesthesia, pathology, radiology, laboratory, neonatology, assistant surgeon, hospitalist, or intensivist services. These providers can't balance bill you and may not ask you to give up your protections not to be balance billed

If you get other types of services at these in-network facilities, out-ofnetwork providers can't balance bill you, unless you give written consent and give up your protections.

You're <u>never</u> required to give up your protections from balance billing. You also aren't required to get out-of-network care. You can choose a provider or facility in your plan's network.

When balance billing isn't allowed, you also have the following protections:

You're only responsible for paying your share of the cost (like the copayments, coinsurance, and deductible that you would pay if the provider or facility was in-network). Your health plan will pay any additional costs to out-of-network providers and facilities directly.

Generally, your health plan must.

- Cover emergency services without requiring you to get approval for services in advance (also known as "prior authorization").
- Cover emergency services by out-of-network providers.
- Base what you owe the provider or facility (cost-sharing) on what it would pay an in-network provider or facility and show that amount in your explanation of benefits.
- Count any amount you pay for emergency services or out-ofnetwork services toward your in-network deductible and outof-pocket limit.

If you believe you've been wrongly billed, you may contact the plan administrator

Notice Informing Individuals About Nondiscrimination and Accessibility Requirements and Nondiscrimination Statement: Discrimination is Against the Law

Section 1557 is the nondiscrimination provision of the Affordable Care Act (ACA). The law prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs or activities. Section 1557 builds on long-standing and familiar Federal civil rights laws: Title VI of the Civil RightsAct of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. The Section 1557 statute extends nondiscrimination protections to individuals participating in:

- Any health program or activity, any part of which receives funding from HHS
- Any program or activity that HHS administers underTitle I of the ACA, such as the Federally-facilitated Marketplace
- Health Insurance Marketplaces and all plans offeredby issuers that participate in those Marketplaces.

Section 1557 has been in effect since its enactment in 2010 and the HHS Office for Civil Rights has been enforcing the provision since it was enacted.

Southwest Tech complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Southwest Tech does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Southwest Tech provides free aids and services to people with disabilities to communicate effectively with us, such as; qualified sign language interpreters and written information in other formats (large print, audio, accessibleelectronic formats, other formats)

Southwest Tech also provides free language services topeople whose primary language is not English, such as: qualified interpreters and information written in other languages. If you need these services, contact Krista Weber.

If you believe that Southwest Tech has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex you can file a grievance with:

Knsta Weber, Chief HR Officer 1800 Bronson Blvd. Fennimore WI 53809

Phone: (608) 822.2315 FAX: (608) 822-4210 Email: <u>kweber@swtc.edu</u>

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Krista Weber, Chief HR Officer, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://oorportal.hhs.gov/ocr/portal/lobby/isf, or by mail or phone at:

U.S. Department of Health & Human Services 200 Independence_Avenue, SW Room 509F, HHH BuildingWashington, D.C. 20201

(800) 368-1019 TDD: (800) 537-7697

Complaint forms are available at

http://www.hhs.gov/ocr/office/file/index.html

ATTENTION: If you do not speak English as your primarylanguage, language assistance services, free of charge, are available to you.

Anyone may place a TDD call to (608) 822.2072, or email kweber@swtc.edu.









This benefit summary prepared for Southwest Wisconsin Technical College by



Insurance | Risk Management | Consulting



C. SWTC Foundation 2nd Quarter Report

Dennis Cooley, Executive Director of Advancement, will update the District Board on recent Foundation activities and results of fundraising efforts and other initiatives. The FY 2025 2nd Quarter follows.



Southwest Tech Foundation FY25 Second Quarter Report

Fundraising Totals 10/1/24 - 12/31/2024 & YTD \$469,496.44 total gifts received 2nd Qtr \$279,938.58 total gifts received 1st Qtr Year-to-Date (12.31.24): \$749,435.02

(Goal \$1,800,000 for fiscal year)
Outstanding Pledges = \$239,573.62*
*\$300,000 HUD Grant not included

FY25 Gift Highlights of \$2,500-plus from 10.1,24 to 12.31.24

- Christine Carl \$50,000 to the Marlin and Chris Carl Scholarship Fund
- Sloan Implement \$39,999 GIK (Machinery) to the Industry, Trades & Agriculture Development Fund
- Grant Regional Health Center, Inc. \$25,000 to the Need for Nurses Project
 Fund
- Southwest Health \$25,000 to the Need for Nurses Project Fund
- o Crossing Rivers Health \$25,000 to the Need for Nurses Project Fund
- The Richland Hospital and Clinics \$25,000 to the Need for Nurses Project
 Fund
- Gundersen Boscobel Area Hospital and Clinics \$25,000 to the Need for Nurses Project Fund
- Madison Community Foundation \$22,000 to the Garrison L. Lincoln Scholarship Fund
- Cheryl McCormick \$20,000 to the Michael W. McCormick Construction-Electrician Scholarship Fund
- 3M Center St. Paul \$15,000 to the 3M MAP Scholarship Fund
- Gladys Trine \$12,500 GIK (vehicle) to Industry, Trades & Agriculture Development Fund
- Peggy Biddick \$10,789.73 to the Brad and Peggy Biddick Scholarship Fund
- Susan Fritz \$10,000 to the Fritz Family STEP Scholarship Fund

- Schreiber Foods Inc. Richland Center \$10,000 to the Schreiber Foods
 Scholarship Fund
- Gene Haas Foundation \$10,000 to the Gene Haas Foundation Fund
- Joshua Krohn \$10,000 GIK (vehicle) to Industry, Trades & Agriculture
 Development Fund
- Jerry Schell \$10,000 to the Jerry and Nell Carpenter Schell Scholarship Fund
- Nicholas May \$5,000 to the Olivia May Memorial Nursing Scholarship Fund
- Robin Dickman \$5,000 to The Robert and Michelle Fulbright Trust
 Scholarship Fund
- Joan Senn \$5,000 to the Southwest Tech Foundation Scholarship Fund
- Rotary Club of Richland County \$5,000 to the Rotary Club of Richland County Electrical Power Distribution Scholarship Fund
- Fidelity Charitable Anonymous Donor \$5,000 to the Southwest Tech Foundation Scholarship Fund
- Lactalis American Group \$5,000 to the Lactalis American Group, Inc.
 Scholarship Fund
- Jean Rossard \$5,000 to the Charger Dream Fund, Katie's Cupboard Fund, Charger Annual Fund, Dairy Goat Herd Management Development Fund, Fuel -A-Charger Fund
- o Patrick Thiele \$4,000 to the Katie's Cupboard Fund
- Kristine Hubanks \$3,150 GIK (vehicle) to the Industry, Trades & Agriculture Development Fund
- Jean DeLaMater \$3,000 to the Carla DeLaMater AAMA Assistance Award Scholarship Fund
- Kaye Gilbertson \$3,000 to the Robin and Kaye Gilbertson Family Scholarship
- Sharon Selleck-Lehman \$3,000 to the Southwest Tech Foundation
 Scholarship Fund
- o Jerome Brunner \$2,500 to the Charger Annual Fund
- Lamar Advertising \$2,500 GIK (billboards) to the Charger Annual Fund
- Debra Houston-Klema \$2,500 GIK (vehicle) to the Industry, Trades & Agriculture Development Fund
- Jeffery Schulz \$2,500 to the Amelia Rose Vissers Memorial Scholarship Fund
- Boardman & Clark LLP-Fennimore \$2,500 to Charger Annual Fund

Southwest Tech News Releases
News Releases | Southwest Tech News (swtc.edu)

Notes from the SWTC Foundation Executive Director

Focus on narrowing Student Success Plan funding gaps guides Foundation's efforts

Calendar year 2024 ended with a flourish of activity for the Southwest Tech Foundation and the progress made from early October to the end of December left our staff feeling very optimistic about the final six months of academic year 2024-25. Much of the excitement centers around our work to promote and raise funds to support Student Success Plans (SSPs). The College's top priority has proven to be a concept that resonates with students and donors alike, and has shaped our work with our alumni and friends.

In addition to the external work, our staff worked to improve the Foundation's website, too, making for a better portal for those who seek us out online. Our website is linked to GiveCampus, a social media giving platform that will allow us to reach out in a variety of ways. Gone are the days of our traditional phonathon calling program. In its place is a system designed to communicate with donors the way they prefer to be contacted. For many of our alumni, phone calls still work, especially if we have a good relationship with the individual. For a growing number, online or social media options are increasing in importance as we look to tap into our almost 25,000-person alumni base with a goal of getting at least 500 alums a year to make their first gifts.

A staggering statistic is that, since 1985, fewer than 1,000 alumni
have made a gift of any size to our College's Foundation. Considering that almost all of our staff members, various
board members and advisory committee members are regular donors, this magnifies the need for us to reach out
to our successful and very proud graduates and alumni to help. By broadening the funding base, we can be more

effective in helping the College with some much-needed financial flexibility.

Foundation's 5-Year Fundraising Plan Goals

The Foundation has completed a comprehensive five-year fundraising plan that focuses on three main areas of support.

College Priorities Create Foundation Opportunities to Help

- Create financial support for needs identified in the Student Success Plans.
- Provide resources for academic programming (increase enrollments in high-wage programs, innovate low/medium wage programs, and start new high-wage programs)
- Develop additional funds to help Special Populations achieve higher rates of access, completion, and postgraduate success.

STEP Scholarship Fund Committees Forming

So, in an era where it is difficult to connect to alumni and friends via traditional methods (phone, mail, email), what is the Foundation's main strategy for reaching out to new donors? The Student Success Plan concept has led to the creation of fundraising committees, each tasked with organizing and contacting alumni and friends on behalf of the SSP Fund for that K-12 School District. Committees have formed and have met in outreach-site locations of Platteville, Dodgeville and Richland Center with a goal of creating methods that are replicable in all 30 of

SWTC Development Officer Adam Phillips (second from left) with members of the Dodgeville SSP Scholarship Fund Committee during the fall Scholarship Night Celebration in the Lenz Center on campus. the school districts in Southwest Tech's district. We have identified half of these schools to fully implement before June 30, 2025. The other half will be operating before the end of the calendar year 2025.

That is the plan. However, we've been approached by clonors who are interested in many of the school districts that we thought would be in the second tier. Our stretch goal is to have all 30 SSP Scholarship Funds at least started by the end of this academic year (June 30).

What we've learned

During the opening meetings in Platteville, Dodgeville and Richland Center, it was clear each K-12 school district has active and committed supporters who see the value of this program with Southwest Tech. Each core committee will feature 7-9 members, and we meet monthly for no more than an hour at a time. So far, we've had a Foundation Board member or Southwest Tech staff member (or both) on each committee. By asking members of our three boards (district, foundation, real estate foundation) and advisory committees (numerous in each school district) has led us to donor-driven, strategic and united SSP Scholarship Fund committees. We've also learned more about each school district's scholarship programs and where opportunities exist. We have created a "playbook" for set-up, goals and the work each committee will do, yet unique to each different

STUDENT SUCCESS PLAN
STUDENT S

group. Subcommittees around specific areas of study (manufacturing, agriculture, healthcare, etc.) will feature 1-2 members of the core group, as well

Goals have been set around the numbers of First Step Scholarships (those are more of the traditional scholarships that guide students to Southwest Tech). These are Access 1.0 Scholarships. We also have goals for the number of STEP Scholarships (those that incentive Completion 2.0). This work allows our development staff to hold discussions with employers around Sponsor-A-Scholar, where companies contract with students to fund their respective educations, with the agreement the student will work for the company for a period of time after graduation, usually no more than two years (Completion 3.0).

You will see a few STEP Scholarships in the \$3,000 and above range on the first two pages of this report. For a two-year program, students earn \$500 additional scholarship dollars once they top 15 credits, an additional \$1,000 after 30 credits and \$1,500 more for completion of 45 credits. Endowments for \$3,000 STEP Scholarships start at \$75,000. One of the gifts of \$3,000 was from Kaye and Robin Gilbertson, former owners of J&R. Underground in Blanchardville, who are interested in helping us with Argyle and Pecatonica School Districts. What is a great advantage is the existence of the Lenz Scholarships in all 30 school districts to provide a First Step. Scholarship (Access 1.0) that will give us something to build conversations around.

Finally, one of the great aspects of the SSP work has been the coordinated collaboration between the Foundation and Financial Aid as employees of these areas are working together in the best interest of students, as well as donors. Though work is in progress, the work is moving forward with a continuous improvement model.

Goals for 3rd Quarter 2024-25

Even though Student Success Plan Scholarships are front and center in the Foundation's goals, a couple of significant projects will catalyze this effort. The Foundation is planning to bring back a version of "A Day for Southwest Tech" during the next three months of work. Instead of the day being the culmination of the work, we are looking to use the day as a springboard for a month or more of concentrated work. The hope is we can



Surrounded by his loved ones, Mick McCormick created a scholarship before his death to support a program near and dear to his heart, the Construction Electrician Apprenticeship Program at Southwest Tech.

announce the SSP Scholarship work in some fashion for all 30 school districts we serve. In addition, focused giving plans for Advanced Manufacturing and Precision Agriculture will be featured.

Finally, we have the honor of working with our Construction Electrician Apprenticeship Program in order to honor Mick McCormick, who passed away in mid-2024 and who left a

legacy to support tuition for participants in this program. Mick was owner of McCormick Electric and a long-time advisory committee member for the Construction Electrician Apprenticeship Program. His dying wish was to fund tuition for students in our program, to support the sponsoring companies of the students.

According to the Southwest Tech website, "Construction electricians lay out, assemble, install and test electrical circuits of fixtures, controls and switches, alarms, communications, and light and power systems. The Construction Electrician Apprenticeship Program is five years in length, consisting of 8,000 hours. The apprentice attends 576 hours of paid-related instruction classes at Southwest Tech. Classes are usually one 8-hour day every other week between August and May. Apprentices must also complete unpaid related instruction in OSHA safety, NEC code, First Aid, CPR, and Transition to Trainer. Apprentices must take and pass the State Electrical Journeyman Exam prior to the completion of the Apprenticeship Contract."

"We need more electricians!" Mick passionately reminded a group of us in spring 2024. One of the Foundation's goals is to implement the program for the 29 current students, while building capacity for ongoing support for future electricians.

All the best,

Dennis Cooley
Executive Director of Advancement
Executive Director of the Southwest Tech Foundation
Southwest Tech

D. SWTC Real Estate Foundation 2nd Quarter Report

The Real Estate Foundation's FY2025 2nd Quarter report follows. Dennis will be present for questions on the report, which highlights student resident life, board members, and future investments.



Southwest Tech Real Estate Foundation FY24-25 2nd Quarter Report

With the current housing stabilized and the Building Trades-Carpentry Program continuing to make solid and steady progress on its academic year 2024-25 8-bed duplex project, the Real Estate Foundation will focus the next six months on the Dodgeville Outreach Center project, as well as summer usage for the housing program.

Update on the Offer to Purchase in Dodgeville

Since November 2024, the REF Board and the Iowa County Board of Supervisors have been negotiating the sale of the former Iowa County Sheriff's Department, Iocated at 1205 N. Bequette St. in Dodgeville. The property was

appraised by Dave Phillips of Oak Tree Real Estate Services, Inc. of Waunakee, and was given an appraised value of \$269,000 as a vacant lot on Iowa County's busiest intersection. Hwys. 23 and 18 intersect at this point. In addition to the appraised price, the \$300,000 Housing and Urban Development (HUD) Grant the REF received will also cover legal costs and any fees necessary to ready the site for building, not to exceed the \$300,000 allocation.

The offer to purchase the property for \$269,000 was originated on Oct. 29 and executed by the REF Board through unanimous approval on Nov. 6, 2024, revised and approved by the lowa County Board on Dec. 20, 2024, and now awaits REF Board approval at its regular meeting on Feb. 5. Iowa County amended the offer to remove language for a "Right of First Refusal" for the REF and/or its development partners on additional land adjacent to this parcel, should that land become available. Ben Wood, of Wood Law Firm in Fernimore, is representing the SWTC REF and has been actively involved in the negotiations.

While the offer has been negotiated, due to REF request and HUD requirements, lowa County performed a Phase I Environmental assessment of the property, using Metco



out of La Crosse. Attached is the full environmental report and Metco reported that there were "No Recognized Environmental Conditions were noted for the subject property during the Phase 1 Environmental Site Assessment." The 108-page report was noted and forwarded to HUD and the REF expects the report to satisfy the grant organization's guidelines and means an additional Phase 2 assessment is most likely not necessary. However, HUD retains the right to ask for further review if it believes it is appropriate and necessary.

Next Step: Close on Property and Issue Request for Proposals

If the REF Board approves the new terms of the sale of the property and HUD agrees to release its funding, reimbursing the REF for its purchase and related costs, the REF will concentrate its efforts on the developer partner which will help make the SWTC Outreach Center in Dodgeville, as well as other development on-site, a reality. The College's Caleb White will continue to be helpful in crafting the first draft of Request for Proposal.

(RFP) language. We've had numerous discussions with area developers and believe we will have some quality submittals to consider in spring 2025.

Brief Updates

During the 1st quarter 2024-25 report, we mentioned that the MOU payment from the REF and the Southwest Tech Foundation was expected to exceed its regular amount of \$200,000 annually. This confirms the \$375,000 MOU transfer, which bolsters the effort to create a million-dollar endowment from MOU payments to fund Student Success Plan scholarships to help students narrow their financial gaps.

Next, the Building Trades-Carpentry Program had a wonderful fall and was able to close in the roof and walls ahead of the winter construction work. The strong group of students, under the guidance of instructors Andy Reynolds and Tim Hoffman, remains well ahead of schedule. In addition, the REF has approved another oncampus duplex project for 2025-26, which should aid in recruiting students who love the hands-on, applied learning aspects of the program.

Summer usage

Several meetings have been held involving College, Housing and REF representatives to coordinate summer housing and new revenue opportunities. Over the next few months, the plan is to lock in these efforts as we explore extended-stay options for students. From English Language Learner Camp to Leadership Institute to summer school options, many new avenues for student engagement are being explored. And, though the Welding Camp originally included overnight stays, but now has evolved into a commuter activity, the concept was created during discussions around using housing.

Southwest Tech and the REF have had an ongoing relationship with companies needed migrant worker housing, especially in July. In summer of 2025, the REF/Housing plans to accommodate between 40-50 workers who are key to the local agriculture economy. The College and REF benefit from having a revenue stream during a time when housing has open capacity and allows area employers peace of mind to know their temporary workers are allowed to live in quality housing.

-- Respectfully submitted by Dennis R. Cooley

E. College Budget Update

Caleb will provide an update on the state of the College's 2025-26 budget process.

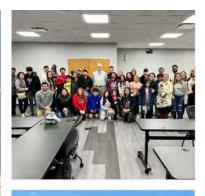
F. Review of Compensation Proposal

The Board will deliberate on a 3% cost-of-living increase for employees and a minimal investment in the reclass process. Given the uncertainty of the timing for the state budget, Jason will walk through a few scenarios for the Board to consider. The Board will offer their feedback on the proposal.

G. Application Report

A summary of recent and upcoming recruiting efforts follows. Katie Glass, Chief Communications Officer, will be present to answer board questions.









Why Applications Matter

Application Update – The Numbers

Growth:

- Cancer Information Management (ACT)
- Direct Entry Midwife
- Radiography (full program)

Decline

- Accounting and Business Management
- HIT, CIM, Medical Coding
- Cosmetology (program is full)
- Criminal Justice
- Electrical Power Distribution
- Graphic and Web Design
- Welding

Nursing: was on the decline for the last two years at significant numbers – we are seeing great progress.

Observations on trends

- Dual enrollment
- High school seniors
- Adult learners

Year over Ye	ar - Ap	Year over Year - Applicants by Age for Fall Term											
DATE	HS	ADULT	TOTAL	% of HS									
1/27/2025	421	263	684	62%									
1/27/2024	438	321	759	58%									
1/27/2023	453	295	748	61%									

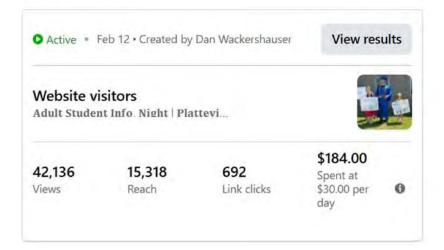




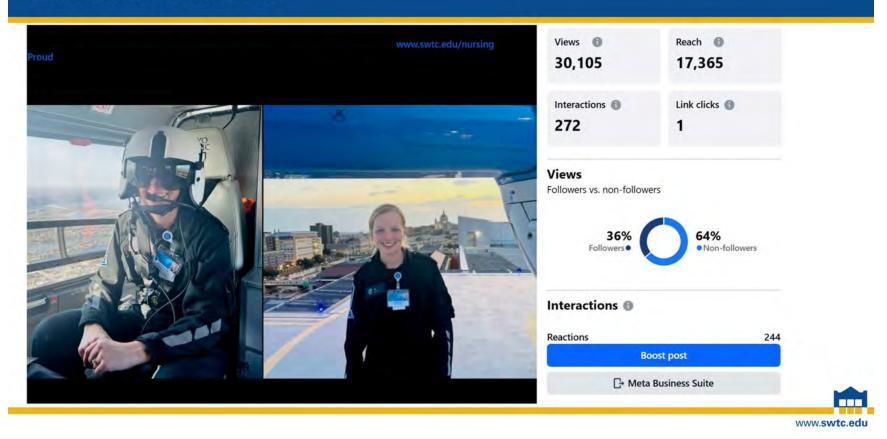
What We Are Doing to Increase Applications

- Marketing Efforts
 - Direct Call to Action campaigns: *Apply today!*
 - Increased social media engagement
 - Video and success story promotions.

Recent Ads







What We Are Doing to Increase Applications

Calling Campaign – Making Personal Connections

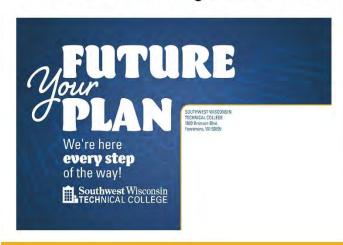
- Evening calling efforts ramped up: All calls are taking place between 4 p.m. and 8 p.m.
 - BIG improvement in connecting with prospective students and helping them take the next step.
- Who we are calling:
 - New Applicants
 - · Applicants with RSN
 - Past applicants (last two years)
 - Non-completers (last two years)





What We Are Doing to Increase Applications

- Mailers Reaching Students Where They Are
 - Fall 2024 Dual Enrollment mailer every household in the district
 - Follow-up mailers to past applicants and non-completers
 - New Student Registration mailer to accepted students with outstanding SSP requirements







What We Are Doing to Increase Applications

Program Recruitment Events

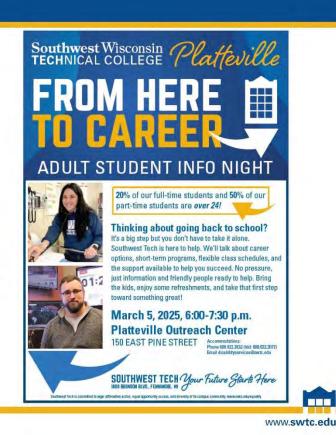
- February 26, 2025
 Manufacturing Career Exploration
- February 26, 2025
 Transfer Connection Showcase
- March 25, 2025
 Hack-A-Thon: Cybersecurity and Network
 Administration
- April 15, 2025
 Dual Visit Day [w/ UWP]
- April 23, 2025
 Criminal Justice Exploration Day





What We Are Doing to Increase Applications Adult Student Information Nights

- Wednesday, March 5
 Platteville Outreach Site
- Wednesday, March 19
 Dodgeville Outreach Site
- Wednesday, April 2
 Prairie du Chien, Prairie du Chien Public Library
- Wednesday, April 16
 Richland Center Outreach Site





What We Are Doing to Increase Applications Support from influencers.

- Support from high school influencers
- Support from advisory boards
- Support from alumni networks











Engaging dual enrollment students:

During the meeting:

- 1. Confirmed career track or university transfer for those who are undecided.
- 2. A clear plan of action for the next steps they need to take.
- 3. A plan for their sophomore and junior year with specific courses outlined based on their unique goals.
- 4. Awareness of available support resources.
- 5. Understanding of how much they will save and encouragement to start saving for college.

After the meeting:

- 6. The completed DC SSP document is emailed to the student.
- 7. The completed DC SSP document is emailed to the guidance counselor.

Impact:

282 students – met with and plans created.

21 schools – visited with 5 more schools scheduled.

Full-time Equivalent Student count is up 64.90% from 2023 – 2025. *Source: FTE comparison Report 2.10.25



What We Are Doing to Increase Applications

- High School Senior Success Plan Visits:
 - Visits made by Recruitment, Advising, and Financial Aid staff
 - During these visits:
 - Recruitment staff meet with interested students to discuss programs, assist with the application process, and complete the student's career assessment meeting.
 - Advisors connect with admitted students to review their academic map, available support services, and financial plan.
 - Financial Aid staff help students begin their student budget and understand their financial aid options.
 - Impact:
 - 30 schools visited
 - 321 students met with and plans created or updated.





CAREER ASSESSMENT

Complete prior to or after applying to Southwest Tech.



ACADEMIC MAP & SUPPORTS

Complete during your admission meeting with your program advisor.



FINANCIAL BUDGET

Complete with the Financial Aid office after you are accepted to your program.









The Applicant Journey – From Application to Enrollment





The Applicant Journey – From Application to Enrollment

Personalized Communication Strategy

Upon applying, students are placed into a tailored communication journey based on their self-identified confidence level in their program choice:

- Not Confident
- · Somewhat Confident
- · Confident

Engagement Timeline (First Week):

- Immediate: Automated email confirmation with next steps
- Day 1: Mailed welcome letter
- Day 2: Text message (manual for now, automation in progress)
- **Day 1-5:** Personal phone call from Southwest Tech staff (evening outreach)

Ongoing Support & Follow-Up

- •Communications adapt based on student engagement and progression through the admissions process.
- •Each applicant enters a customized follow-up cycle, ensuring personalized guidance toward enrollment.



Dear, Kaye,

Your application has been processed, and I am so excited to meet you!

As your advisor, I will be with you every step of the way. I am dedicated to more than just assisting with class registration; I am genuinely invested in your success and the value of your time and money. A degree from Southwest Tech holds significant worth, opening doors to achieve both your academic and career aspirations.

YOUR NEXT STEPS

STEP ONE: Schedule an Appointment with Me

The first step in your journey towards becoming a student is to set up an appointment with me so that we can create or continue your individual Student Success Plan and complete your admission requirements. These requirements include:

- Career Assessment Admission Requirement
 - Discuss your career interests, goals, and program selection.
- · Financial Plan Admission Requirement



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The Applicant Journey: From Application to Enrollment

How the Student Success Plan Tool Boosts Enrollment Conversion

Personalized Support & Clear Pathways

- One-on-one guidance ensures students align courses with career goals.
- Builds confidence and keeps students on track for on-time graduation.

Financial Planning & Streamlined Enrollment

- Transparent discussions on financial aid, scholarships, and budgeting reduce cost concerns.
- A structured process simplifies application and enrollment steps.

Early Engagement & Ongoing Support

- Proactive relationship-building connects students to essential resources.
- Continuous guidance fosters motivation and commitment to Southwest Tech.

STUDENT SUCCESS

N E T W O R K



Meet your tears! At Southwest Tach, we believe in every student's potential to achieve greatmels, and our Student Success Plans are designed to support your unique journey. Our dedicated team—comprising of an Advisor, Academic Success Cook, and Financial Aid Spacialist—works collaboratively to provide you with personalized guidance tailored to your individual needs. This team approach ensures you have the support and seperities needed at every step of your academic upperience. A diagree from Southwest Tech opens doors to both academic and career opportunities, and our dynamic Success Plan evolves with you, offering a fastable and relevant radempt to hely you reachy your golds.









Celebrating Our Faculty & Staff for Their Commitment to Student Success.

We are incredibly grateful for the faculty and staff who consistently go above and beyond to support prospective and returning students. Your dedication makes a lasting impact, and we want to recognize a few outstanding contributions:

Reaching Out to Prospective & Past Students

Andrew Sal Santo, Christina Winch, and Ryan Weigel (Ag-A-Team) – Calling prospective students and applicants, ensuring they have the information and encouragement they need to enroll.

Transformational Recruitment Experiences

Aaron Holverson (IT) – Hosting recruitment events that leave a lasting impact on future students.

Promoting Programs in High Schools

Rachel Huber (Surgical Tech) – Traveling to high schools to introduce students to career pathways in surgical technology.

Building Meaningful External Partnerships

Holly Straka (Business & Industry Services) and Adam Phillips (Foundation) – Cultivating strong relationships with external partners to enhance recruitment efforts.

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Celebrating Our Faculty & Staff for Their Commitment to Student Success

Engaging Prospective Graphic & Web Design Students

Katie Anderson – Calling Graphic & Web Design applicants and representing Southwest Tech at the Visual Arts Classic in Platteville, WI. With over 100 students in attendance, she will present on the Graphic & Web Design program and engage with students at the event booth, accompanied by a current student.

Creating Welcoming & Engaging Lab Experiences

Justin Rounds and Ed Anderson – Providing exceptional tours and hands-on experiences for prospective students, keeping them engaged and excited about their programs.

Planning an Exceptional Criminal Justice Career Exploration Day

Tom Kretschman, Gary Roberts, and Ken Straka – Going above and beyond to help McKenzie and Delanie plan a successful Criminal Justice Career Exploration Day, including:

- •Coordinating with local departments to host career sessions.
- •Designing the full event agenda.
- •Ensuring students learn about transfer opportunities and dual enrollment.

Thank you all for your dedication and the impact you make on students and our college community!



Information and Correspondence

A. Application & Enrollment Reports and Student Success Scoreboard

1. Program Application Comparison: 2024/25 vs. 2025/26

Program Application Con	ipar							
			2/14/2		_	2/13/2		
PROGRAM	CAP	IP.	CCEPTOTAL		IP	CCEP	TOTAL	YOY
Accounting		22	4	26	7	9	16	-10
Accounting Assistant		7	1	8	2	2	4	-4
Advanced EMT			0	0		4	4	4
Agribusiness Science & Technology - Agbus Mgmt			25	25	2	6	8	-17
Agribusiness Science & Technology - Agronomy			12	12				-12
Agribusiness Science & Technology - Agronomy Tech			2	2				-2
Agribusiness Science & Technology - Animal Science			22	22				-22
Agribusiness Science & Technology - Dairy & Livestock			2	2				-2
Agricultural Power & Equipment Technician	22		22	22	6	10	16	-6
Agronomy					4	7	11	11
Animal Science					4	13	17	17
Artisanal Modern Meat Butchery	15		7	7	2	4	6	-1
Auto Collision Repair & Refinish Technician	22		9	9	1	4	5	-4
Automotive Technician	22		25	25	9	10	19	-6
Building Performance Technician	П	2	0	2				-2
Building Trades-Carpentry	П		11	11	1	9	10	-1
Business Management		30	13	43	8	12	20	-23
Cancer Information Management		16	13	29	10	8	18	-11
Cancer Information Management (ATC)		11	11	22	14	16	30	8
Child Care Services		2	4	6	2	0	2	-4
CNC Machine Operator/Programmer	15		0	0				0
CNC Setup Technician	15				1	1	2	2
Cosmetology	24		51	51	15	23	38	-13
Criminal Justice Studies	П	10	4	14	2	1	3	-11
Criminal Justice-Law Enforcement 2		2	13	15	5	15	20	5
Dairy and Livestock Technician	П				3	0	3	3
Data Analytics	П	1	0	1		0	0	-1
Dental Assistant	П	6	10	16	5	6	11	-5
Direct Entry Midwife	П		0	0	16	8	24	24
Driver and Safety Education Certification	П	1	0	1	5	1	6	5
Early Childhood Education	Ш	11	15	26	15	8	23	-3
'Early Childhood Licensing Basic Ages 0-2	\Box				2	0	2	2
Electrical Power Distribution	44		68	68	15	39	54	-14
Electro-Mechanical Technology	24		11	11	8	5	13	2
Emergency Medical Technician			0	0	<u> </u>	3	3	3
Golf Course Management	\vdash		12	12	1	5	6	-6
Graphic and Web Design	25		22	22	7	6	13	-9
Health Information Technology		13		-	4		_	-12

				02/14/24				02/13/25			
PROGRAM		CAP	IP	C	CEP	OTAL	IP	CCEP	TOTAL	YOY	
Human Services Associate				\perp	7	7	5	4	9	1 2	
Industrial Mechanic		6		\perp	0	0		1	1	1	
Instrumentation and Controls Technology		6		\perp	0	0		0	0	(
IT-Cybersecurity Specialist		Ш		\perp	14	14	4	7	11	-3	
IT-Network Systems Technician				\perp	6	6	1	2	3	-3	
Laboratory Science Technician		Ш		\perp	0	0		0	0	(
Leadership Development				3	0	3		0	0	-3	
Liberal Arts - Associate of Arts (SWTC)			1	2	10	22	14	5	19	-3	
Liberal Arts - Associate of Science (SWTC)				6	3	9	5	3	8	-1 -7	
Medical Assistant		32			21	21	7	7	14	-7	
Medical Coding Specialist				9	16	25	11	5	16	-9	
Medical Laboratory Technician		16		5	0	5	3	1	4	-1	
Nail Technician					9	9	2	5	7	-2	
Nonprofit Leadership					1	1		0	0	-1	
Nursing-Associate Degree		54	8	5	19	104	82	15	97	-7	
Nursing-Associate Degree-Part-time		28		Т	10	10			0	-10	
Pharmacy Tech				Т	0	0			0	(
Physical Therapist Assistant		18		9	8	17	10	2	12	-5	
Radiography		10	3	4	6	40	48	12	60	20	
Solar Installation Technician				Ι	1	1		0	0	-1	
Supply Chain Assistant					0	0		0	0	0	
Supply Chain Management				3	2	5	4	0	4	-1	
Surgical Technology		15	1	0	4	14	5	7	12	-2	
TechnicalStudies-Journeyworker				3	0	3	1	0	1	-2	
Undecided			3	4	0	34	31	0	31	-3	
Welding		40			40	40	20	10	30	-10	
	TOTAL		34	7	571	918	429	323	752	-166	
PROGRAM		CAP	IP	C	CEP	OTAL	IP	CCEP	TOTAL	YOY	
Accounting				1	0	1		0	0		
Artisanal Modern Meat Butchery				\perp	3	3		0	0	-3	
Business Management				\prod	1	1		0	0		
Cancer Information Management					1	1		0	0		
Cancer Information Management (CIM) ATC					0	0		3	3	-7	
Direct Entry Midwife		40	2	3	4	27	18	2	20		
Nursing-Associate Degree					1	1		0	0	-	
	TOTAL		2	3	10	33	18	5	23	-10	

This application report does not show program students who started in a prior term.

2. 2024-25 Year-Over-Year FTE Comparison

	-		-		-		-		-		
	Southwest										
	ECH										
	TE COMPARISON REPORT - FEB 10, 2025		Не	adcount					FTE's		
Program	TE COMPARISON REPORT - TEB 10, 2023	FY 22-23	FY 23-24	FY 24-25	22 to 25	24 to 25	FY 22-23	FY 23-24	FY 24-25	23 to 25	24 to 25
Number	Program Name	02/13/23	01/22/24	02/10/25	Change	Change	02/13/23	01/22/24	02/10/25	Change	Change
101011	Accounting	59	46	44	(15)	(2)	34.70	26.27	27.47	(7.23)	1.20
311011	Accounting Assistant	11	10	9	(2)	(1)	5.30	5.97	3.90	(1.40)	(2.07)
305316	Advanced EMT	8	6		(8)	(6)	2.00	0.80	-	(2.00)	(0.80)
100067	Agribusiness Science & Technology - Agribusiness Management	16	17	28	12	11	16.63	16.43	25.00	8.37	8.57
100065	Agribusiness Science & Technology - Agronomy	11	13	23	12	10	10.67	11.47	21.10	10.43	9.63
310063	Agribusiness Science & Technology - Agronomy Tech	1	3	1	-	(2)	0.60	2.37	0.87	0.27	(1.50)
100055	Aibi 8 Tbl A-i 8-i 40 004 7										
100066	Agribusiness Science & Technology - Animal Science (see 10-091-7)	36	31	20	(16)	(11)	32.13	28.93	19.07	(13.07)	(9.87)
320701	Agricultural Power & Equipment Technician	29	37	31	2	(6)	28.43	32.60	31.03	2.60	(1.57)
100917	Animal Science (new program number 24-25)	-	-	17	17	17	-	-	14.60	14.60	14.60
303163	Artisanal Modern Meat Butchery (new Jan 2024)	-	14	17	17	3	-	2.63	2.93	2.93	0.30
314051	Auto Collision Repair & Refinish Technician	9	6	13	4	7	8.17	6.03	11.77	3.60	5.73
324042	Automotive Technician	19	29	34	15	5	17.73	24.30	27.87	10.13	3.57
314081	Bricklaying & Masonry (DOC)	4	5	2	(2)	(3)	3.57	4.00	1.57	(2.00)	(2.43)
304431	Building Maintenance & Construction (DOC)	1	6	-	(1)	(6)	0.07	3.20	-	(0.07)	(3.20)
314751	Building Trades-Carpentry	7	20	10	3	(10)	5.33	18.07	9.20	3.87	(8.87)
101021	Business Analyst / Data Analyst	5	7	6	1	(1)	3.23	4.27	4.63	1.40	0.37
101023	Business Management	101	106	94	(7)	(12)	65.87	68.40	62.67	(3.20)	(5.73)
105305	Cancer Information Management	66	82	72	6	(10)	37.13	43.73	33.00	(4.13)	(10.73)
115301	Cancer Information Management (Advanced Technical Certificate)	-	10	16	16	6	-	3.60	7.30	7.30	3.70
313071	Child Care Services	5	6	3	(2)	(3)	2.70	3.47	1.40	(1.30)	(2.07)
314441	CNC Machine Operator/Programmer	4	-	1	(3)	1	3.20	-	0.07	(3.13)	0.07
315021	Cosmetology	31	47	48	17	1	22.83	32.13	32.83	10.00	0.70
105046	Criminal Justice - Law Enforcement 2	22	31	36	14	5	19.83	25.87	27.33	7.50	1.47
105045	Criminal Justice Studies	10	10	12	2	2	6.70	8.57	7.03	0.33	(1.53)
305042	Criminal Justice-Law Enforcement 720 Academy	10	6	13	3	7	8.00	3.20	6.20	(1.80)	3.00
310915	Dairy & Livestock Technician	-	1	2	2	1	-	0.20	0.87	0.87	0.67
305082	Dental Assistant	18	13	10	(8)	(3)	9.20	6.63	5.33	(3.87)	(1.30)
105106	Direct Entry Midwife	147	142	128	(19)	(14)	71.97	68.57	69.83	(2.13)	1.27
308121	Driver and Safety Education Certification	17	21	7	(10)	(14)	3.70	4.60	1.60	(2.10)	(3.00)
103071	Early Childhood Education	51	60	49	(2)	(11)	31.20	38.50	34.70	3.50	(3.80)

Program	Program Name	FY 22-23	FY 23-24	FY 24-25	23 to 25	24 to 25	FY 22-23	FY 23-24	FY 24-25	23 to 25	24 to 25
Number	Program Name	02/13/2	01/22/24	02/10/25	Change	Change	02/13/23	01/22/24	02/10/25	Change	Change
613073	Early Childhood Licensing Basic Ages 0-2	-	-	2	2	2	-	-	0.30	0.30	0.30
314132	Electrical Power Distribution	44	45	42	(2)	(3)	41.17	42.10	39.70	(1.47)	(2.40)
504132	Electricity (Construction) Apprentice	23	27	27	4	-	2.93	3.60	3.40	0.47	(0.20)
106201	Electromechanical Technology	23	24	16	(7)	(8)	21.17	20.77	14.60	(6.57)	(6.17)
305313	Emergency Medical Technician	75	100	105	30	5	12.63	14.80	10.00	(2.63)	(4.80)
104813	Energy Management Technology (suspended)	-	3	1	1	(2)	-	1.80	0.40	0.40	(1.40)
320804	Farm Operations & Management - Ag Mechanics (suspended)	6	1	-	(6)	(1)	4.73	1.03	-	(4.73)	(1.03)
320803	Farm Operations & Management - Dairy (suspended)	6	2	-	(6)	(2)	5.87	2.00	-	(5.87)	(2.00)
310803	Farm Operations & Management - Dairy Technician	3	•	-	(3)	-	1.93	-	-	(1.93)	-
310802	Farm Operations & Management - Farm Ag Maint (suspended)	3	3	-	(3)	(3)	2.07	0.30	-	(2.07)	(0.30)
320806	Farm Operations & Management - Livestock (suspended)	5	3	-	(5)	(3)	4.70	3.10	-	(4.70)	(3.10)
103251	Golf Course Management	15	18	20	5	2	14.83	15.67	17.07	2.23	1.40
102012	Graphic And Web Design	27	40	32	5	(8)	25.20	33.93	29.57	4.37	(4.37)
105301	Health Information Technology	46	36	39	(7)	3	23.87	16.90	19.80	(4.07)	2.90
105203	Human Services Associate	34	24	23	(11)	(1)	28.27	20.93	16.53	(11.73)	(4.40)
108251	Individualized Technical Studies	-	•	2	2	2	-	-	0.50	0.50	0.50
504131	Industrial Electrician Apprentice	11	9	6	(5)	(3)	2.27	1.07	0.73	(1.53)	(0.33)
316201	Industrial Mechanic	2	4	6	4	2	1.33	3.33	6.00	4.67	2.67
106203	Instrumentation and Controls Technology	2	1	1	(1)	-	2.20	1.07	0.20	(2.00)	(0.87)
101512	IT - Cybersecurity Specialist	-	14	31	31	17	-	13.03	26.60	26.60	13.57
101502	IT - Network Specialist (teach out)	22	5	-	(22)	(5)	16.90	3.67	-	(16.90)	(3.67)
311509	IT - Network Systems Technician	-	6	6	6	-	-	3.43	3.87	3.87	0.43
311546	IT-Computer Support Technician (suspended)	4	-	-	(4)	-	2.00	-	-	(2.00)	-
305133	Laboratory Science Technician	7	2	1	(6)	(1)	1.00	0.53	0.07	(0.93)	(0.47)
101961	Leadership Development (suspended)	12	13	5	(7)	(8)	6.20	7.00	4.13	(2.07)	(2.87)
208001	Liberal Arts - Associate of Arts	38	40	47	9	7	10.93	20.87	28.13	17.20	7.27
208002	Liberal Arts - Associate of Science	12	16	18	6	2	4.57	9.73	9.40	4.83	(0.33)
315091	Medical Assistant	26	23	29	3	6	20.20	15.63	17.13	(3.07)	1.50
315302	Medical Coding Specialist	68	66	58	(10)	(8)	30.17	32.43	27.03	(3.13)	(5.40)
105131	Medical Laboratory Technician	14	9	7	(7)	(2)	10.10	7.87	5.53	(4.57)	(2.33)
305024	Nail Technician	7	5	2	(5)	(3)	2.63	1.33	0.50	(2.13)	(0.83)
101966	Nonprofit Leadership (suspended)	12	11	7	(5)	(4)	6.77	7.17	5.10	(1.67)	(2.07)
105431	Nursing - Associate Degree	212	191	175	(37)	(16)	116.23	107.17	92.33	(23.90)	(14.83)

Program		FY 22-23	FY 23-24	FY 24-25	23 to 25	24 to 25	FY 22-23	FY 23-24	FY 24-25	23 to 25	24 to 25
Number	Program Name	02/13/2	01/22/24	02/10/25	Change	Change	02/13/23	01/22/24	02/10/25	Change	Change
305431	Nursing Assistant	178	167	148	(30)	(19)	24.80	24.13	13.13	(11.67)	(11.00)
611013	Payroll Assistant	-	-	5	5	5	-	-	0.60	0.60	0.60
105241	Physical Therapist Assistant	19	18	24	5	6	11.90	11.50	14.60	2.70	3.10
504275	Plumbing Apprentice	23	25	30	7	5	3.59	4.92	4.78	1.19	(0.13)
105261	Radiography	-	-	20	20	20	-	-	11.77	11.77	11.77
311821	Supply Chain Assistant	3	2	1	(2)	(1)	1.70	0.93	0.67	(1.03)	(0.27)
101821	Supply Chain Management	32	27	27	(5)	-	18.27	16.77	15.37	(2.90)	(1.40)
105121	Surgical Technology	9	17	24	15	7	6.77	12.60	14.57	7.80	1.97
611012	Tax Preparer Assistant	-	-	1	1	1	-	-	0.03	0.03	0.03
104995	Technical Studies-Journeyworker	2	1	1	(1)	-	0.30	0.10	0.10	(0.20)	-
314421	Welding	48	34	41	(7)	7	38.70	25.30	32.33	(6.37)	7.03
	TOTAL PROGRAM DEGREE SEEKING:	1,771	1,817	1,776	5	(41)	979.79	1,003.32	977.75	(2.04)	(25.57)
38.14	38.14 Contracted Courses*	-	-	53	53	53	-	-	6.40	6.40	6.40
COLEDG	CollEDGE Up*	-	-	356	356	356	-	-	65.63	65.63	65.63
SCNOW	Start College Now*	-	-	322	322	322	-	-	71.07	71.07	71.07
UNDEC	Undeclared*	559	688	161	(398)	(527)	117.73	149.60	30.93	(86.80)	(118.67)
YOUTHAPP	Youth Apprenticeship*	-	-	74	74	74	-	-	9.60	9.60	9.60
	TOTAL DEGREE COURSE STUDENTS/FTEs:	559	688	966	407	278	117.73	149.60	183.63	65.90	34.03
BAS-ED	Basic Education (73,74,75,76)	336	314	267	(69)	(47)	49.53	37.53	38.60	(10.94)	1.06
REMED	Basic Education Remedial/Developmental (77, 78)	214	237	145	(69)	(92)	8.40	1.57	4.14	(4.26)	2.57
NONDEG	Non-Degree**	2,967	2,617	2,026	(941)	(591)	55.17	48.59	40.65	(14.52)	(7.94)
UNDES	Undesignated**	238	102	37	(201)	(65)	27.27	12.80	5.60	(21.67)	(7.20)
	TOTAL NON-DEGREE:	3,755	3,270	2,475	(1,280)	(795)	140.37	100.49	88.99	(51.38)	(11.50)
	TOTALS:	6,085	5,775	5,217	(868)	(558)	1,237.90	1,253.40	1,250.37	12.47	(3.03)
			*ERP GoLive		-14.3%	-9.7%		*ERP GoLive		1.0%	-0.2%
TRANSCR	Transcripted Credit*	-	-	1,147			-	-	152.27		

*	Degree courses - Aid codes 10, 30, 31, 32, and 50	Transcripted credits are not included in the equalization index for state aid purposes							
CS Community Service - Aid Code 60		because the cost of the instruction is financed by the high school district and the							
		instruction is already being state aided through the Department of Public Instruction.							
	CATEGORY DEFINITIONS								
38.14	38.14 Contract is set up as a program in Anthology. Students apply and register in the program for billing and tracking purposes. They are degree level courses.								
COLEDG	CollEDGE Up are degree courses/programs that are offered to area HS students.								
SCNOW	Start College Now includes degree courses that HS students can enroll in for college credit (SWTC faculty teach the course).								
TRANSCR	Transcripted Credit are high school courses that are also earning college credit through an agreement between SWTC and the high school.								
UNDECIDE	Undecided is an option for prospective students to select when completing the application.								
YOUTHAPP	Youth Apprenticeship are high school students enrolled in degree level course funded by CESA. Youth Apprenticeship is to be reported when credit is granted through a course offered by the high school or the college under the provisions of s. 106.13, Wis. Stats.								
UNDEC	Undeclared are degree courses (10, 3x) taken by students that are not in a program.								
UNDES	Undesignated is a category for tracking non-degree courses (aid codes 42 & 47). This is a carry-over from CAMS, Anthology tracks these students in the Non-Degree category.								
NONDEG	Non-Degree is a category for tracking non-degree course (aid codes 42 & 47) enrollment.								

3. Student Success Scoreboard

2024-25 Student Success Scoreboard	7/8/2024	8/14/2024	9/	18/2024	1	10/7/2024	11	/7/2024	1	12/9/2024	1	L/15/2025	:	2/17/2025
Career Assessments Completed ^	460	645		926		1,235	1,457		1,558		1,691		1,821	
Financial Budget Completed	496	694		709		711	745		831		958		957	
Academic Map w/Supports & Services Completed	981	1,153	1,277			1,387	1,459		1,551		1,625		1,846	
Completed Students Success Plans														
	415	621		663		663		695		787		876		918
Completed Students Success Plans BEFORE Fall														
2024/Spring 2025 classes started	384	451		486	526		605		683*		763		763	
Special Population Students with Completed Plan	34	61		62		63	325**		341		381			325
Non-Special Population Student with Completed Plan		560		601		600	370		446		487		377	
2/17/25 note: Data cleaning continues with the transition	n to a new tracki	ng list with Anthol	ogy in	tegration ir	n an	effort of con	ntinu	ıous impr	ove	ment and da	ita a	eccuracy.		
^ tracking was updated in Sept														
**Tracking sheet was updated with accurate Special P	opulation data t	hat had been mis	sing											
Financial Gaps 24-25			9/	18/2024	1	10/7/2024	11	/7/2024	1	12/9/2024	1	L/15/2025	2	2/14/2025
# of Students with Initial Gap Greater than 0				351		350		402		433		453		454
Sum of Identified Initial Gaps			\$	2,624,380	\$	2,590,845	\$3	,073,753	\$	3,205,886	\$	3,275,088	\$	3,284,672
Average Initial Gap (of students with a gap)			\$	7,477	\$	7,402	\$	7,646	\$	7,403	\$	7,230	\$	7,235
# of Students with Current Gap Greater than 0								355		388		437		437
Sum of Identified Current Gaps							\$2	,570,380	\$	2,696,836	\$	2,857,762	\$	2,834,404
Average Current Gap (of students with a gap)							\$	7,241	\$	6,951	\$	6,540	\$	6,486
Financial Gaps 25-26			9/	18/2024	1	10/7/2024	11	L/7/2024	1	12/9/2024	1	L/15/2025		2/14/2025
# of Students with Initial Gap Greater than 0			3,	20/2027		ZVI / I ZVZ Y		33		136	-	240		278
Sum of Identified Initial Gaps							\$	294,365	\$	689,981	_	1,558,606	\$	1,906,385
Average Initial Gap (of students with a gap)							\$	8,920	\$	5,073	\$	4,766	\$	6,858
# of Students with Current Gap Greater than 0							,	-,	-	-,-,-	,	.,	7	-,
Sum of Identified Current Gaps														
			_		-		_		-		-			

B. Chairperson's Report

1. District Boards Association Update

2. District Boards Association Nominations for Officer Elections

The DBA seeks nominations for the 2025-26 board of director officers. A memo with the current executive board makeup, notes on the process, descriptions of the executive officer positions, and a blank nomination form follows.



Date: February 17, 2025

To: District Board Chairpersons and Association Board of Directors

From: District Boards Association 2025 Nominations Committee

Charles Spargo (Mid-State)

Jeanne Jordie (Southwest Wisconsin)

R. Scott Pierce (Galeway)

Mark Foley (Milwaukee Area)

Re: District Recommendations for Association Officer Positions

Response Requested by Thursday, March 27, 2025

The Nominations Committee requests your board's assistance to identify any member you wish to be considered for nomination as a candidate for Association President, Vice President, Secretary/Treasurer, or At-Large officer. Current eligible officers who are running must be nominated by their board to continue to serve.

Each college board is asked to appoint a Delegate to the DBA, which your boards did last summer. Per state law and our Bylaws, the Delegate chooses the college's representative to the DBA Board of Directors (they can appoint themselves in this role). The DBA Board of Directors then elects their officers.

This year's election of four (4) officers will take place at the Association's annual meeting on Friday, April 11, 2025, in Wisconsin Dells. This meeting will include only the annual meeting, updates/reports, and the officer elections, it will be a one-day meeting. Details to come.

Officers may serve up to 2 consecutive one-year terms in the same office.

See next page for officer information.



The status of each current officeholder

President:

 Chuck Bolstad, Southwest Tech, is completing his second 1-year term as President. Chuck will become the DBA Past President in July as a trustee. Past President is not an elected role.

Vice-President

 William (Bill) Duncan, Gateway, is completing his second 1-year lerm as Vice-President. Bill has announced he will not run for President.

Secretary/Treasurer

 Paul Proulx, Northcentral, is completing his second 1-year term as Secretary/Treasurer. Paul is running for President.

At-Large Officer

 Erin Greenawald, Chippewa Valley, is completing her second 1-year term as At-Large Officer. Erin is running for Secretary/treasurer.

Past President: Chuck Bolstad will become Past President. Betty Bruski Mallek, Mid-State, will term off from this position.

For plain language descriptions of duties of these officers, see the last page of this document.

District Recommendations for 2025-2026 Association Officers

Office of President	
(Name)	(District)
Office of Vice-President	
(Name)	(District)
Office of Secretary/Treasurer	
(Name)	(District)
Office of Officer At-Large	
(Name)	(District)
(All persons listed have agreed to	o serve if elected)
Submitted By	Date
District Board	
DBA Officer Nom Sheet 2025-2026	
Return by T	hursday, March 27, 2025 to:

Wisconsin Technical College District Boards Association 104 King Street, Suite 202 Madison, Wisconsin 53703 dhandrick@districtboards.org

3. ACCT National Legislative Summit Update

4. ACCT Awards

C. College President's Report

- 1. Funding Update
- 2. Faculty, Staff, Student Outreach Update
- 3. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

- A. Agenda
 - 4. Approval of Board Monitoring Report Quality Teaching & Learning
 - 5. Academic Master Plan Update
 - 6. Dual Enrollment Funding Update
- B. Date, Time, & Place
 6:00 p.m. on Thursday, March 27, 2025, Southwest Tech, Room 430

<u>Dinner: 6:30 – 7:00 p.m.</u>

Adjourn to Closed Session

- A. Consideration of adjourning to a closed session for the purpose of
 - **4. Discussing a lawsuit per Wis. Stats. 19.85(1)(a)** {Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.}
 - 5. Discussing preliminary notices of non-renewal 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.}
 - 6. Discussing the president's employment 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 January 23, 2025

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Open Meeting

Other Items Requiring Board Action

A. Approval of 1st Reading: Ad Hoc Committee

The 1st Reading of a new Ad Hoc Committee charter follows. **Recommendation** – Approve, as presented, the 1st Reading of the Ad Hoc Committee charter.

Ad-Hoc Committee: Executive Board Leadership

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

- 1. Strengthen the Board leadership pipeline through mentoring and training.
- 2. Enhance Board member relationships of trust through collaborative leadership.
- Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.
- 4. Enhance coordination of Agenda setting between the board and President.

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

Membership: The EBL shall be comprised of four members of the Board to include the board Chair, Past Chair and two members chosen by the Chair. The President of the College and Executive Assistant to the Board will also participate. The EBL meeting will only occur if three of the four Board members are able to attend. Meetings will be scheduled quarterly in a timely manner prior to a regular monthly board meeting so as affect that agenda if deemed necessary.

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

- Review potential Board agenda items to focus on improving student access, completion, and post-graduate success.
- 2. Conduct deeper research on key Board policy initiatives related to long-term planning.
- Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

The EBL will not:

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

Reporting to the Full-Board: The EBL will report to the full board during each Board meeting to facilitate broader dialog and development.

Board Monitoring of College Effectiveness

A. Student Success Policy Discussion

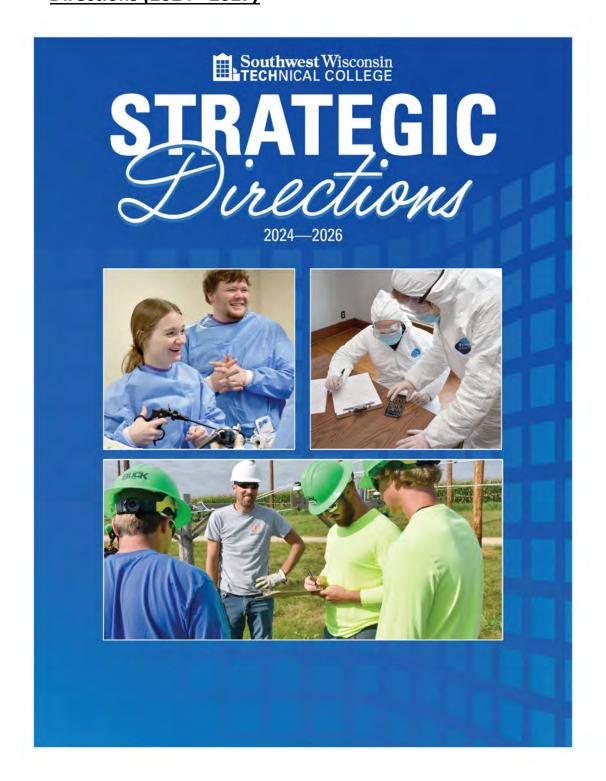
A Student Success Policy draft (from 2018) was provided to the Board for review before the meeting. At the meeting, the Board members will share the elements of the policy they would like to keep, discard, and amend. Board feedback and ideas will be considered as Jason updates the draft.

B. President Priority Outreach for 2025-26

The Board will discuss priorities for outreach to employers, partners, and community agencies. Initial goals will be considered for how we will measure if the outreach is successful.

Adjournment

<u>Appendix ~ Southwest Wisconsin Technical College Strategic</u> <u>Directions (2024 - 2027)</u>



College Health Indicators

COMPLETION COMPLETION ACCESS ACCESS ACCESS COLLEGE 1.0 --> COLLEGE 2.0 --> COLLEGE 3.0 -->

C	OLLEGE HEALTH INDICATORS (CHI)	2023 ACTUAL	2024 GOAL						
CHI 1A.	Promoting Equity in Student Learning-Graduation Rate Comparison:								
	For Special Population* Students	42%	700/						
	For Non-Special Population Students	60%	70%						
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.



Jeanne Jordie Prairie du Chien Employee Mambar/Fx Officie Mambar et a

Employee Member/Ex Officio Member of the SWTC Foundation, Appointed 2020

"I value being an active member of the SWTC Board, as it gives me input into the everchanging world of technology and education. It allows me to serve our community and the folks

we serve in a tangible way. Our decisions are based on experience, as well as those of future generations. The future generations and education are important to me."



Kent Enright

Mineral Point Employee Member/Board Secretary/Ex Officio Member of the SWTC Foundation, Appointed 2021

"There are so many things to be proud of here at Southwest Tech. What I'm most proud of is the way we can change lives, not only for the student but for their whole family. It has

been an honor to serve on the board and play my small part in Southwest Tech's continued success."

College Governance

Executive Team Provides direction and oversight of the two councils.

GOAL 2.0 (C): By July 2026, the student Success Endowment will be \$2,000,000.

Student Success Council College 1.0: Access

Academic Council
College 2.0: Success and
College 3.0: Post-College Success

Executive Team

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



Krista Weber, Chief Human Resources Officer, 2024-2025 Acting President

Student Success Council

1.0 Access: Develops transformational strategies that enhance student access, ensuring every student has the opportunity to succeed.



Holly Clendenen, Chief Student Services Officer

Stacey Place, Academic Lead/ Physical Therapist Assistant Instructor



Academic Council

2.0 Completion: Strengthens high-quality, work-based learning experiences to improve course completion and graduation rates for all students.

3.0 Post-College Success: Drives innovation in curriculum and workforce partnerships to increase graduate success in securing high-wage jobs and transferring to four-year institutions.



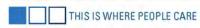
Cynde Larsen Chief Academic Officer/Executive Dean

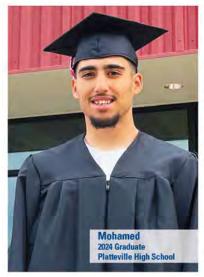
Dan Imhoff, Executive Director of Facilities, Safety & Security



COLLEGE 1.0







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

- A. By July 2025, all program students will have a completed Student Success Plan.
- B. By July 2025, all Adult Education and English Language Learner students will have a completed Student Success Plan.
- C. By June 2027, every high school graduate in Southwest Tech's district will have earned college credit(s) that connect directly to a high-paying career path.
- D. 100% program students will have a reduced financial gap in 2025-26 due to aligning student success plans with scholarships and other college and financial resources in 2024-25.

Dual enrollment transforms lives, opening doors for students like Mohamed Fakron, who overcame significant challenges to follow his dreams and achieve a high-wage career in an in-demand field. These programs empower students to graduate high school with industry-recognized credentials, giving them the confidence and skills to seize new opportunities, uplift their communities, and build a brighter, more prosperous future for themselves and others.

STRATEGIC DIRECTIONS 2024-2025 COLLEGE 2.0



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

- A. By July 2027, we will increase the on-time student graduation rate to 50%.
- B. By July 2026, all program students will complete an assignment in each of the four work-based learning pillars: pre-career awareness, career awareness & exploration, career prep, and career application.
- C. By July 2026, the Student Success Endowment will be \$2,000,000.

Work-based learning opportunities give students real-world experience, boosting their resumes and making them more valuable to employers, which can lead to higher wages. The Graphic and Web Design program has partnered with the marketing department to expand these opportunities. As a result, the program has moved from a low-wage to a medium-wage classification, with the goal of reaching high-wage status soon.

*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.

STRATEGIC DIRECTIONS 2024-2025 COLLEGE 3.0



THIS IS WHERE YOU EXCEL



Post-College Success

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 higher value by increasing wages.

4. Respiratory Therapy (Exploring)

5. Advanced Manufacturing (Exploring)

GOALS

A. Add five new high-wage programs by July 2026:

- 1. Radiography (2024 Start)
- 2. Precision Agronomy (2025 Start)
- 3. IT-Software Developer-Artificial Intelligence (Exploring)
- B. At May 2025 graduation, 100% of University Transfer students from Southwest Tech will have been accepted into a bachelor's degree program at an accredited institution and enrolled within one year.
- C. Starting July 2026, 50% of our graduates in the workforce will earn a high wage within one year of graduation and 100% will earn a high wage within five years of graduation.

Lizzy, a mother, veteran, and graduate of the Southwest Tech Criminal Justice Studies program, secured a high-wage job earning \$25 or more per hour. Her achievement is not only transforming her own life but also reshaping the future of her entire family.



aspen institute

The Aspen Institute's Unlocking Opportunities Cohort

The Aspen Institute's Unlocking Opportunities Cohort is a collaborative initiative aimed at improving economic mobility for students through innovative practices in community colleges. Southwest Wisconsin Technical College is honored to be one of the ten colleges selected across the nation to participate in this prestigious program. By sharing strategies and implementing evidence-based solutions, the cohort strives to bridge opportunity gaps and ensure equitable success in higher education and the workforce.

2 Executive Leadership and Board of Directors Training

The executive leadership team and board of directors are collaborating to implement training based on the recommendations from the Aspen Institute's College Board of Directors Playbook. This comprehensive training emphasizes the critical role that boards play in driving institutional success, focusing on strategic leadership, data-driven decision-making, and promoting equity in student outcomes. By adopting these best practices, the leadership team and board aim to enhance governance, ensure accountability, and align the college's mission with the long-term needs of students, the workforce, and the broader community.

3 2024-2025 Aspen Prize for Community College Excellence



Southwest Wisconsin Technical College is proud to be selected as one of the finalists for the prestigious 2024-2025 Aspen Prize for Community College Excellence. This recognition highlights the college's commitment to providing exceptional education, fostering student success, and driving economic mobility in the region. The award celebrates institutions that demonstrate high

achievement and performance, particularly in advancing equitable outcomes for all students, preparing them for successful careers and further education. Southwest Tech's dedication to continuous improvement and innovation in serving its students and community has earned it this distinguished honor.

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Who We Are

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.



Stephanie Bernhardt, Financial Aid Assistant/
Accounting Bursar, exemplifies Southwest Tech's deep
commitment to serving veterans in their educational
journeys. Her kindness and dedication to becoming
an expert in Veterans Education Benefits make her
exceptional in this role, ensuring veterans receive the
respect and guidance they deserve. By recognizing
military experience for academic credit and fostering

a welcoming environment, Stephanie empowers veteran students to thrive. Her compassionate approach honors their service and reflects the college's mission of fostering inclusivity and respect for all members of our community.

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.



Tamara Griesel, Science Instructor at Southwest
Tech, embodies the college's value of learning
through her unwavering commitment to growth and
excellence. With an MS in Biological Sciences and
currently pursuing an Ed.D. at Franklin University, she
continually expands her knowledge to better serve her
students. Tamara's passion for teaching, especially in
supporting students with neurodiverse needs, makes

her exceptional. Her dedication ensures that students develop the skills and attitudes needed to contribute to an inclusive workforce, enriching both their personal and professional 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.



Dan Imhoff, Executive Director of Facilities, is admired and trusted not only by his colleagues but also by the students at Southwest Tech. His unwavering commitment to keeping the campus safe and secure has earned him the respect of many. Dan's leadership style, which blends honesty with genuine care for the growth and well-being of others, allows everyone to excel in their roles. By creating an environment where

trust and respect thrive, Dan empowers others to do their best, knowing they are supported in their personal and professional growth.

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.



Gabby Snider is exceptional in every sense. She consistently follows through on what she says she's going to do, handling each task with a smile and a genuine eagerness to help others. Her accountability goes beyond just meeting deadlines—Gabby actively seeks out ways to support her colleagues, ensuring everyone around her can succeed. Whether leading the Wisconsin Leadership Development Institute

or managing day-to-day responsibilities, Gabby's positivity, reliability, and dedication make her a trusted and invaluable part of the team.

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.



Tyler Platz plays a vital role in driving Southwest
Tech's continuous improvement efforts through
his expertise in data analysis. His work with data
reporting and the development of the College Health
Indicator Power BI dashboard enables the college to
make data-informed decisions, investing in strategies
proven to enhance student success while helping
deprioritize those that do not. Tyler's skilled approach

to training allows college employees to continuously refine their focus, ensuring resources are allocated to initiatives that truly make a difference in student outcomes and institutional sustainability.

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.

