Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 14, 2019

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI 53809

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Annotated Agenda

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BOARD MEETING NOTICE/AGENDA
Thursday, November 14, 2019

5:30 p.m. – Scholarship Ceremony and Reception
7:15 p.m. - Board Meeting
Southwest Tech Campus
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The November 14, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus, at CESA 3, at the City of Fennimore Office, and on the College's website in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA
A. **Approval of Agenda**
The November 14, 2019, agenda is included with the electronic Board material.

B. **Minutes of the Board Retreat / Regular Meeting of October 24, 2019**
Minutes of the October 24, 2019, Board retreat / regular Board meeting are included with the Board packet.

C. **Financial Reports**
   1. **Purchases Greater than $2,500**
   2. **Treasurer's Cash Balance**
   3. **Budget Control**
Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. **Contract Revenue**
There were three contracts totaling $14,331.12 in October 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. **Personnel Items**
One employment recommendation is being presented for approval in the Personnel Report.

OTHER ITEMS REQUIRING BOARD ACTION
A. **Fund & Account Transfers (2018-19 Budget Modifications)**
Information on the budget modifications is available electronically with all other Board material. The information will be presented to the Board.
Recommendation: Approve the 2018-19 budget modifications as presented.

B. **Bid: Miller Multimatic 220 AC/DC Welders**
Invitations to bid on replacement welders for Room 505 were solicited of vendors. The public opening of the bids was held on November 4. Two vendors responded to the bid request. A summary of the bids are included in the electronic Board material.
Recommendation: Award the bid for Miller Multimatic 220 Welders in the amount of $49,093 to Badger Welding Supplies, Inc. of Mineral Point, WI.

C. **First Reading: Governance Policy 4.5: College Strategic Directions**
At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The proposed change to the policy is included in the electronic Board material.
Recommendation: Approve the first reading of the Governance Policy 4.5: College Strategic Directions.

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. **Board Monitoring Report – Student Access**
Included in the electronic Board material is the Student Access Board Monitoring Report. The focus of this report is on strategic initiatives related to increasing access to education through enrollment and retention efforts. Katie Garrity, Chief Academic & Student Services Officer, will present the report.

B. **2020-21 Budget Process**
Kelly Kelly, Controller, will present the 2020-21 budget process. An outline of the process is available electronically with all other Board material.

C. **Bookstore Remodeling Project Update**
Included in the Board material is an update on the Bookstore Remodeling project. Dan Imhoff, Kelly Kelly, Jen Fonder, and Eric Rohn will present the information.

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

INFORMATION AND CORRESPONDENCE

A. **Enrollment Report**
The 2019-20 Comparison Enrollment Report and Fall 2020 Application Report are included in the electronic Board material.

B. **Chairperson's Report**
1. Report from District Boards Association Conference

C. **College President's Report**
1. Fire Update
2. College Happenings

D. **Other Information Items**

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. **Agenda**
1. FY2019 Financial Audit
2. Enterprise Resource Planning System RFP
3. Annual Borrowing

B. **Time and Place**
Thursday, December 19, 2019, at 7:00 p.m. in the College Connection, Southwest Tech Campus, Rooms 492-493

ADJOURNMENT

Open Meeting

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    A. **_Roll Call_**

    B. **_Reports/Forums/Public Input_**

Consent Agenda

A. Approval of Agenda

Southwest Tech
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BOARD MEETING NOTICE/AGENDA
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- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA
- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 24, 2019
- 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. Fund & Account Transfers (2018-19 Budget Modifications)
- B. Bid: Miller Multimatic 220 AC/DC Welders
- C. First Reading: Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS
- A. Board Monitoring Report – Student Access
- B. 2020-21 Budget Process
- C. Bookstore Remodeling Project Update
- D. Staffing Update

INFORMATION AND CORRESPONDENCE
        A. Enrollment Report
        B. Chairperson's Report
        C. College President's Report
        D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
        A. Agenda
        B. Time and Place

ADJOURNMENT

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**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OCTOBER 24, 2019**

The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/Board meeting commencing at 12:08 p.m. on October 24, 2019, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons (arrived at 1:02 p.m.), Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, and Jane Wonderling (arrived at 4:50 p.m.)

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Dave Birkelo, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Krista Weber, Caleb White, Sara Biese, Mandy Henkel, CoraBeth Halverson, Brandon Wallin, Ken Bartz, Darci Colsch, Dennis Cooley, Kris Wubben, Jordyn Poad, Melissa Klinkhammer, Heather Fifrick, Natalie Long, Jason Robbins, Chris Bowers, Jake Mootz, Josh Bedward, Brian Kitelinger, Connor Zingarelli, and Camille Chappell. Public present included Megan Campbell, a student observing a public meeting.

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

BOARD MEETING NOTICE/AGENDA
Thursday, October 24, 2019

12:00 – 5:45 p.m. – Light Lunch/Board Retreat
6:00 p.m. – Dinner & Student Senate Update
6:45 p.m. – Regular Board Meeting
Southwest Tech Campus

**12:00 – 5:45 p.m. – Board Retreat
Southwest Tech Campus
Room 492-493**

AGENDA

OPEN MEETING
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the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

    A. Roll Call

BOARD RETREAT

    A. Trends Affecting the College
    B. Review of Board Ends
    C. Student Success: Board Policy
    D. The Elements of Quality Decisions at Southwest Tech
    E. President's Goals and Future & Teambuilding Dialogue

6:00 p.m. – Dinner & Student Senate Presentation

The Board will adjourn for the dinner for social purposes only and no College business will be conducted.

6:45 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493

OPEN MEETING

    A. Reports/Forums/Public Input

CONSENT AGENDA

    A. Approval of Agenda
    B. Minutes of the Regular Meeting of September 19, 2019
    C. Financial Reports
        1. Purchases Greater than $2,500
        2. Treasurer's Cash Balance
        3. Budget Control
    D. Contract Revenue
    E. Personnel Items
    F. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

    A. Student Club Approval: SWT3K3z (Southwest Techies)
    B. Bid: HP Proliant DL360 Servers
    C. Resolution for Adoption of 2019 Tax Levy
    D. Wisconsin Code of Ethics Resolution

BOARD MONITORING OF COLLEGE EFFECTIVENESS

    A. Fund Updates (2018-19 Budget)
    B. Foundation Quarterly Board Report
    C. Review of Purchasing Activities
    D. Staffing Update

INFORMATION AND CORRESPONDENCE

    A. Enrollment Report
    B. Chairperson's Report
    C. College President's Report
    D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

    A. Agenda
    B. Time and Place

ADJOURN TO CLOSED SESSION

    A. Consideration of adjourning to closed session for the purpose of
        1. Discussing potential legal topics per Wis. Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
        2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
    B. Approval of Closed Session Minutes of August 22, 2019.

RECONVENE TO OPEN SESSION

    A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

The Board Retreat included a discussion amongst Board members and staff on national, state, and local trends affecting the college. Topics included change in learning styles and modality of learning using technology, technology connectivity in the region, companies building training facilities within their organizations, just-in-time learning, and demographic population shifts.

The Board reviewed the Ends from the Governance Policy Manual including the mission, vision, purposes, values, strategic directions, and college health indicators. Consensus of the Board was not to change the mission, vision, purposes, values, and college health indicators. It was suggested to change the Strategic Direction of Promote the College's Economic Impact to Enhance the College's Economic Impact. Discussion focused on defining metrics for two college health indicators – student learning and economic impact.

Discussion was held on a draft board policy on student success. The input received will be incorporated into the draft policy.

Dr. Wood outlined six elements of quality decision-making as a protocol for improving the quality of decisions made at the college. These elements will be used in future decision making. The Board and the President discussed benchmarks for high-priority goals.

The Board recessed at 5:50 p.m. for dinner for social purposes only and heard an update from the Student Senate Officers.

The Board reconvened at 7:10 p.m. After a review of the Consent Agenda, including the October 24, 2019, agenda; September 19, 2019, Board minutes; financial reports; eight contracts totaling $18,386.35 in September 2019; the employment recommendations for Kaye Woodke and Brianna Hartman, both for Assistant Recruiter positions; the retirement of Steve Elliott – Maintenance; and the renewal of the American Association of Community Colleges membership, Mr. Moyer moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Dave Birkelo, co-advisor to the SWT3K3z (Southwest Techies) student club, presented the club's purposes and bylaws. The purpose for the club is to develop an individual employers prefer to hire and promote by applying Southwest Tech's Core Abilities. The students will explore how technology will play a part in their education, future careers, civic, recreational, and social activities. Mr. Birkelo noted the club is focused on IT; however, any student can join the club. Mr. Prange moved to approve the SWT3K3z (Southwest Techies) as an official student club at Southwest Tech. Ms. Nickels seconded the motion; motion carried.

The College solicited for four (4) HP Proliant Servers to practice configuration, installation and troubleshooting real world software and Server hardware. The servers will be used for training purposes. Five vendors submitted responses. Caleb White, Vice President for Administrative Services, presented a summary of the bids received. Mr. Tuescher moved to award the bid for the HP Proliant DL360 Servers in the amount of $52,882.60 to SHI International Corp. of Somerset, NJ. Ms. Fitzsimons seconded the motion; motion carried.

Mr. White presented a resolution authorizing the college to levy taxes for 2019 in the amount of $5,299,847 for operational expenses, $5,345,000 for debt retirement for a total tax levy of $10,644,847. Mr. White explained the mil rate decreased 2.5 percent from last year and will be 1.211 for 2019. The district property valuation increased four percent and net new construction increased 1.26 percent. Mr. Tuescher moved to approve, as presented, the Resolution Providing for Tax Levy for the Year 2019. Ms. Wonderling seconded the motion; motion carried.

The annual resolution identifying which college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies was presented. The resolution included Jason S. Wood, Caleb J. White, Krista M. Weber, Kathleen E. Garrity, Derek Dachelet, and Holly Clendenen. Mr. Moyer moved to approve the Code of Ethics Resolution as presented with Ms. Nickels seconding the motion. The motion carried.

Mr. White provided an update on the 2018-19 financial results by fund. He also noted the 2018-19 budget modifications will be presented at the November 14 District Board meeting with the financial audit being presented at the December 19 District Board meeting.

Holly Clendenen, Executive Director of College Advancement, presented the FY2020 first quarter Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. There were 1,451 gifts received from 337 donors in the first

quarter. The FY2020 fundraising goal has been set at $1,000,000. The Foundation anticipates awarding $305,500 in scholarships in 2019-20. The Employee Giving Campaign ended on October 1 with 92 percent (165 full-time employees) of employees participating including 131 payroll deductions. The Real Estate Foundation has secured 139 of 140 leases for students housing this fall.

Mr. White reviewed the five-year Purchase Card Activity Summary report and a listing of the FY2019 >$50,000 Vendors. For 2018-19, the College purchased just $1.9 million dollars using purchase cards. The rebate for FY2019 is $41,438.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing. A position for a Farm Operations & Mechanics Instructor is in the interviewing stage of the hiring process. The café position has been filled with a temporary worker.

The Board reviewed the 2019-20 Comparison FTE Report and the Fall 2020 Application Report. The FTE count had not changed from September to October. Katie Glass, Executive Director of Marketing & Recruitment, presented an update on the recruitment efforts for this year.

Under the Chairperson's Report, Chairperson Bolstad reported out on the Association of Community College Trustees conference held October 16 – 19, 2019. Under the President's Report, Dr. Wood updated on college happenings including the recovery from the dryer fire, the Enterprise Resource Planning System update, and the Fennimore Schools partnership update on career academies. Mr. White provided an update on the master facilities and investment plans noting financing and facilities projects will be updated at the October and February retreats with the Three-year Facilities Plan being approved at the annual July Board meeting. Individual projects will be approved separately.

Mr. White also reported the college would like to change the health insurance plan due to a compliance issue. The college would like to add a national network to our plan, which will have a slightly higher deductible, but would have a lower co-pay for those employees who reside outside of the network. Consensus of the Board was to have Dr. Wood make this decision.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing potential litigation per Wis. Stats. 19.85(1)(g). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:35 p.m. The Board reconvened to open session at 8:40 p.m. with no action taken.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 8:42 p.m.

_____
Donald J. Tuescher, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN $2,500
FOR THE PERIOD 10/01/2019 - 10/31/2019

Invoices			
Vendor	Invoice #	Description	Amount
SWTC REAL ESTATE FOUNDATION	FALL 1920 HOUSING	Fall 1920 housing	$147,054.26
EPIC CONSTRUCTION INC	APPLICATION #4	PO# 6694	$118,775.65
ACTION TARGET INC.	115051-3	3rd Payment-PO 6748	$55,200.00
ELSEVIER	59418DD8	books	$13,113.42
ELSEVIER	56014DD4	books	$9,686.81
FLIGHTPATH AGENCY	SWTC-5	Hulu Campaign	$8,812.50
KEY BENEFIT CONCEPTS, LLC	2260944	OPEB Valuation	$6,600.00
ELSEVIER	61266DD1	books	$6,219.72
B-L SIGNS LLC	201229	PO 6775 singage for RC	$6,050.71
WOODWARD PRINTING SERVICES	2430013	Motorist handbook	$5,778.18
FENNIMORE MUNICIPAL UTILITIES	STUDENT HOUSING	Housing Utilities	$4,975.58
WIENKES KEVIN	7855	shooting range wall	$4,740.78
ELSEVIER	56002DD9	books	$4,455.37
ELSEVIER	62138DD0	books	$4,375.84
HEARTLAND BUSINESS SYSTEMS	292235-H	prof serv for PO# 6715	$4,320.00
Shyloh Q Masuo	1705563	Opp Student Refund	$3,900.00
LAMAR COMPANIES	110742031	billboard ads	$3,804.00
FLIGHTPATH AGENCY	SWTC-4	YouTube Campaign	$3,750.00
Erica A Dederich	1706337	Opp Student Refund	$3,612.66
WPS HEALTH INSURANCE	100319010284	L Tucker Medicare Prem	$3,561.25
ELSEVIER	62458DD1	books	$3,525.00
Austin M Doyle	1702016	Opp Student Refund	$3,392.56
Joni M Foley	1705276	Opp Student Refund	$3,340.00
CAMPUS WORKS INC	7232	PO# 6750	$3,310.35
EBSCO SUBSCRIPTION SERVICES	1000112497-1	Assoc Programs Source Database	$3,307.00
WPS HEALTH INSURANCE	100319010129	K Knox Medicare Prem	$3,208.76
FRANKLIN COVEY CLIENT SALES INC	100065681 10.4.19	Essentials Consult	$3,200.00
WARCO TRANSPORTATION, INC.	10.14-15, 2019 TRIP	bus service 10.14-15, 2019	$3,200.00

PARISI & VENTURINI CORP	22203	PO# 6730 Cow model	$3,122.00
TRANE U.S. INC.	310293251	Equipment	$3,117.00
JONES & BARTLETT LEARNING, LLC	4159094	books	$3,088.50
Joseph A Fiorello	1706354	Opp Student Refund	$2,970.00
Brittney L Clay	1705525	Opp Student Refund	$2,970.00
MEDIACOM	8384920980090284 9.9	REF Bulk internet	$2,948.93
FLIGHTPATH AGENCY	SWTC-5	Hulu Campaign	$2,937.50
MEDICO CORP	000MCM133283 11.1.19	R Rogers Medicare Prem	$2,914.45
SWTC REAL ESTATE FOUNDATION	SUM 1920 HOUSE	Sum 1920 housing	$2,900.00
GARDEN HILL GRAPHICS AND EMBROIDERY	3772	Ag shirts	$2,655.00
WPS HEALTH INSURANCE	100319027802	K Yanna Medicare Prem	$2,627.52
Briana L Turner	1705240	Opp Student Refund	$2,600.00
Ashley K Holman	1705238	Opp Student Refund	$2,599.00
Ashley M Olson	1705280	Opp Student Refund	$2,599.00
Kenneth W Adams	1705344	Opp Student Refund	$2,599.00
Marissa E Davis	1705435	Opp Student Refund	$2,599.00
Valerie S Meharg	1705452	Opp Student Refund	$2,599.00
Jenna N Kukanich	1706358	Opp Student Refund	$2,573.00
ELSEVIER	59449DD1	books	$2,571.19
Shanta A Anderson	1705247	Opp Student Refund	$2,542.08

Total Invoices   **$500,802.57**

Purchase Orders			
Vendor	**PO #**	**Description**	**Amount**
CDW GOVERNMENT	6826	ITS: Cisco Router 4221 & Interface Module	$21,322.08
HOONUIT LLC	6828	ITS: eLearning Solution	$4,665.74
MINE SAFETY APPLIANCES COMPANY	6827	Fire: Burn Buiding Sensors	$3,805.00

Total Purchase Orders   **$29,792.82**

Bank Withdrawals

Vendor	Transaction #	Audit Trail	Amount
WI Tech EE Benefits Oct 2019	CMTRX00002504	WDL000006707	$285,340.02
WI ETF #217795	CMTRX00002525	WDL000006772	$119,519.14
941 ER Fed Tax #75355068	CMTRX00002508	WDL000006723	$113,447.82
941 ER Fed Tax #15564833	CMTRX00002515	WDL000006749	$109,618.60
WI DOR #1-260-493-344	CMTRX00002508	WDL000006724	$22,589.18
WI DOR #1-035-306-528	CMTRX00002515	WDL000006751	$21,825.45
SYMETRA LIFE INS #017869	CMTRX00002515	WDL000006750	$9,811.63
Delta Dental #309387	CMTRX00002511	WDL000006732	$9,191.39
Delta Dental #308263	CMTRX00002507	WDL000006719	$8,356.67
Wells Fargo #791679218	CMTRX00002518	WDL000006757	$6,537.00
Wells Fargo #789315788	CMTRX00002509	WDL000006729	$6,447.00
Delta Dental #314167	CMTRX00002520	WDL000006760	$4,390.36
Delta Dental #315290	CMTRX00002523	WDL000006763	$3,159.42
Total Bank Withdrawals			**$717,074.26**

Payroll

Payroll Date	Transaction #	Audit Trail	Amount
Direct Deposit 10/4/2019	UPRCC00000962	WDL000006708	$4,802.40
Direct Deposit 10/4/2019	UPRCC00000963	WDL000006709	$4,565.44
Direct Deposit 10/4/2019	UPRCC00000965	WDL000006711	$6,455.24
Direct Deposit 10/4/2019	UPRCC00000966	WDL000006712	$37,041.61
Direct Deposit 10/4/2019	UPRCC00000967	WDL000006713	$12,487.96
Direct Deposit 10/4/2019	UPRCC00000968	WDL000006714	$284,872.18
Direct Deposit 10/18/2019	UPRCC00000971	WDL000006739	$286,415.34
Direct Deposit 10/18/2019	UPRCC00000972	WDL000006740	$12,209.39
Direct Deposit 10/18/2019	UPRCC00000973	WDL000006741	$9,184.05
Direct Deposit 10/18/2019	UPRCC00000974	WDL000006742	$6,094.99
Direct Deposit 10/18/2019	UPRCC00000975	WDL000006743	$28,489.75
Total Payroll			**$692,618.35**

Purchase Cards

Vendor	Transaction #	Audit Trail	Amount
US Bank ending 10.01.2019	CMTRX00002516	WDL000006752	$98,831.97
US Bank ending 9.17.2019	CMTRX00002507	WDL000006721	$90,401.20
US Bank ending 10.15.2019	CMTRX00002523	WDL000006764	$32,036.79
Total Purchase Cards			**$221,269.96**
Total Purchases >= $2,500			**$2,161,557.96**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College
Report of Treasurers Cash Balance 10/31/2019

Receipts

Fund		
1 General	627,248.54	
2 Special Revenue		
3 Capital Projects	75.83	
4 Debt Service		
5 Enterprise	54,179.63	
6 Internal Service	315,871.52	
7 Financial Aid/Activities	1,947,886.61	
Total Receipts		**2,945,262.13**

Expenses

Fund		
1 General	1,631,236.21	
2 Special Revenue	-	
3 Capital Projects	241,169.00	
4 Debt Service		
5 Enterprise	131,662.45	
6 Internal Service	333,186.66	
7 Financial Aid/Activities	752,617.93	
Total Expenses		**3,089,872.25**

Net cash change - month		**(144,610.12)**

EOM Cash Balances

-American Operating 0356	(570,242.18)	
-American Investment 1324	13,395,551.96	
-Cash on Hand	2,940.00	
-Local Government Investment Pool	1,222,836.91	
Ending Cash/Investment Balance		**14,051,086.69**

3. Budget Control

Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 4 Months ended October 2019

	2019-20 Budget	2019-20 YTD Actual	2019-20 Percent	2018-19 Percent	2017-18 Percent	2016-17 Percent	2015-16 Percent
General Fund Revenue	23,506,000.00	5,393,578.05	22.95	22.66	22.67	22.46	24.56
General Fund Expenditures	24,165,000.00	7,049,533.58	29.17	29.00	28.80	29.12	31.49
Capital Projects Fund Revenue	4,020,000.00	2,557.77	0.06	99.07	99.44	100.69	99.13
Capital Projects Fund Expenditures	5,100,000.00	428,426.12	8.40	10.36	26.81	24.91	12.79
Debt Service Fund Revenue	5,425,000.00	-	-	-	0.66	1.29	0.86
Debt Service Fund Expenditures	5,724,600.00	-	-	0.50	0.62	0.60	-
Enterprise Fund Revenue	1,768,000.00	763,853.44	43.20	37.74	35.15	35.07	36.34
Enterprise Fund Expenditure	1,636,000.00	682,285.20	41.70	29.71	33.24	30.01	26.22
Internal Service Fund Revenue	4,427,000.00	1,245,726.79	28.14	9.28	30.46	31.27	34.38
Internal Service Fund Expenditures	4,427,000.00	1,335,358.87	30.16	31.68	31.99	32.36	48.50
Trust & Agency Fund Revenue	8,020,000.00	2,454,818.18	30.61	27.15	37.82	40.20	37.79
Trust & Agency Fund Expenditures	8,075,000.00	2,726,185.24	33.76	35.21	38.24	40.81	37.75
Grand Total Revenue	47,166,000.00	9,860,534.23	20.91	28.49	28.39	28.85	29.85
Grand Total Expenditures	49,127,600.00	12,221,789.01	24.88	25.53	27.53	27.91	29.38

D. Contract Revenue

There were three contracts totaling $14,331.12 in October 2019 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS
10/1/2019 - 10/31/2019

							INDIRECT COST FACTOR		
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - October	Caleb White	$	500.00	No		X	
Northeast Iowa Community College	03-2020-0063-T-18	Supply Chain Training	Amy Charles	$	13,500.00	No		X	
Bagley First Responders	03-2020-0101-T-42	Participant Agreement - First Responder Refresher	Kris Wubben	$	331.12	No		X	

TOTAL of all Contracts	-	$	14,331.12
Exchange of Services	-	$	-
For Pay Service	-	$	14,331.12

Southwest Wisconsin Technical College   1

E. Personnel Items

Three employment recommendations are being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT
September 19, 2019

Employment: NEW HIRES

Name	Dan Kieffer
Title	Farm Operations & Mechanics Instructor
Number of Applicants and Number Interviewed	9 applicants, 3 interviewed
Start Date	11/11/2019
Salary/Wages	$55,000
Classification	Full-time
Education and/or Experience	Associate Degree in Agribusiness Science & Technology and Technical Diploma in Ag Power & Equipment from Southwest Tech with 4 years industry experience and lifelong farming experience

PROMOTIONS / TRANSFERS

None	

RETIREMENTS / RESIGNATIONS

None	

**Recommendation:**   Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Fund & Account Transfers (2018-19 Budget Modifications)

Information on the budget modifications is available below. The information will be presented to the Board.

Recommendation: Approve the 2018-19 budget modifications as presented.

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2018-19

General Fund - 100

	Current Budget Adopted 6/21/2018	Modified Budget Adopted 11/14/2019	Amount of Change
Resources			
Local Government	5,140,000	5,140,000	-
State Aids	10,398,000	10,398,000	-
Program Fees	4,756,500	4,756,500	-
Material Fees	323,000	323,000	-
Other Student Fees	521,000	521,000	-
Insitutional	1,591,000	1,591,000	-
Federal	625,500	625,500	-
Transfers from Reserves and Designated Fund Balances	470,000	470,000	-
Total Resources	23,825,000	23,825,000	-
Uses			
Instructional	15,276,000	15,176,000	(100,000)
Instructional Resources	210,000	210,000	-
Student Services	2,225,000	2,225,000	-
General Institutional	4,847,000	4,947,000	100,000
Physical Plant	2,127,400	2,127,400	-
Total Uses	24,685,400	24,685,400	-

Caleb J. White
Vice President for Administrative Services

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2018-19

Capital Fund - 300

	Current Budget Adopted 6/21/2018	Modified Budget Adopted 11/14/2019	Amount of Change
Resources			
Insitutional	50,000	50,000	-
Proceeds from Debt	4,000,000	4,000,000	-
Transfer	(100,000)	(100,000)	-
Total Resources	3,950,000	3,950,000	-
Uses			
Instructional	1,185,000	885,000	(300,000)
Instructional Resources	75,000	75,000	-
General Institutional	500,000	1,100,000	600,000
Physical Plant	2,015,000	1,715,000	(300,000)
Total Uses	3,775,000	3,775,000	-

Caleb J. White
Vice President for Administrative Services

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2018-19

Debt Service Fund - 400

	Current Budget Adopted 6/21/2018	Modified Budget Adopted 11/14/2019	Amount of Change
Resources			
Local Government	5,345,000	5,345,000	–
State Aids	19,000	19,000	–
Insitutional *	30,000	430,000	400,000
Federal	222,000	222,000	–
Other Funding Sources *	-	7,900,000	7,900,000
Total Resources	5,616,000	13,916,000	8,300,000
Uses			
Physical Plant *	5,616,000	13,916,000	8,300,000
Total Uses	5,616,000	13,916,000	8,300,000

Caleb J. White
Vice President for Administrative Services

* Budget modication required for refinancing of long-term debt

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B. Bid: Miller Multimatic 220 AC/DC Welders

Invitations to bid on replacement welders for Room 505 were solicited of vendors. The public opening of the bids was held on November 4. Two vendors responded to the bid request. A summary of the bids are included below

Recommendation: Award the bid for Miller Multimatic 220 Welders in the amount of $49,093 to Badger Welding Supplies, Inc. of Mineral Point, WI.

Bid # 1920-04 Miller Multimatic 220 Welders
November 4, 2019 @ 1:30 p.m., Room 492

Invitations to bid on replacement welders for room 505 were solicited of vendors. The new welders will replace outdated welders and provide more functionality to the students.

The public opening of bids was held on Monday, November 4, 2019 at 1:30 p.m. in Room 492 of the College Campus. Two vendors responded to the bid request and the results are as follows:

Bidder		Base Bid	Meet Delivery Date
Badger Welding Supplies, Inc. Mineral Point, WI	Miller Multimatic 220 Welders with trade	49,093	Yes
Mississippi Welders Supply Co, Inc. Madison, WI	Miller Multimatic 220 Welders without trade	69,120	Yes

C. *First Reading: Governance Policy 4.5: College Strategic Directions*

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The proposed change to the policy is included in the electronic Board material.

Recommendation: Approve the first reading of the Governance Policy 4.5: College Strategic Directions.

4.5 - COLLEGE STRATEGIC DIRECTIONS

- 2019-2022
    1. Engage Students in High-Quality Learning
    2. Strengthen a Culture of Accountability
    3. ~~Promote~~ Enhance the College's Economic Impact

Board Monitoring of College Effectiveness

A. Board Monitoring Report – Student Access

Included in the electronic Board material is the Student Access Board Monitoring Report. The focus of this report is on strategic initiatives related to increasing access to education through enrollment and retention efforts. Katie Garrity, Chief Academic & Student Services Officer, will present the report.

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities. To that end, Southwest Tech recognizes the importance of access to post-secondary education and skill training in order to maintain economic stability and growth for the region of 3800 square miles in Southwest Wisconsin. In order to accomplish this in the region and surrounding areas, Southwest Tech must work diligently to reduce barriers and encourage enrollment in post-secondary opportunities. The focus of this report outlines Southwest Tech's efforts to increase access, reduce barriers to post-secondary education and skill training, increase retention and completion, and provide a viable, competent workforce for district employers. We will accomplish this using a multi-pronged approach utilizing opportunities in the K-12 system, the outreach centers, and current programming offered. This report will highlight four areas of effort to increase access and improve student success.

Alignment with Strategic Priorities

Southwest Tech's strategic focus to Increase Access and Improve student Success is aligned with and embedded in the following activities and initiatives:

1. **Remedial Teaching and Learning**: This initiative provides remedial assistance in the classroom, in real time. Instructors are paired with remedial specialists during classroom to assist and augment learning activities, projects, and assignments. Additionally, remedial specialists and tutors are scheduled in the Knox Learning Center for small group and 1:1 assistance for students identified as at risk.

2. **Student Employment**: This initiative provides on-campus jobs for students that will provide industry-level employment opportunities. This initiative provides real world experiences, mentoring by supervisors on campus, evaluations, and reinforces the core abilities or "soft skills" highly desired by employers in the district.

3. **Special Populations**: Focus: Low Income Students: This initiative provides additional support through the Charge Forward Program. This program focuses on low income (Pell recipients) students who are statistically less likely to succeed in post-secondary environments than non-economically disadvantaged populations. These students may need additional assistance, which includes the assignment of a mentor, monthly success workshops, 1:1 connections with academic services, student life, career services, the SWTC Foundation, mental health services, and additional resources.

4. **More Students Learning More**: While this initiative is part of an overall recruitment and marketing initiative, it should also be noted that efforts to provide easy on-ramps and pathways to

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completion are occurring. Included in these efforts are the opportunities for K-12 students to earn college credits while enrolled in high school via programs such as Start College Now, CollEDGE Up, transcripted credits, youth apprenticeships, advanced placement enrollment, and advanced standing coursework. In addition to these pathways, Southwest Tech has developed Academies for both the K-12 and adult populations. These Academies provide a grouping or courses/credits aligned with campus programming and slated for completion in the K-12 classroom. Upon completion, students earn a certificate of completion and may pathway directly into Southwest Tech programs with earned credit prior to arrival. The academy model is being implemented in the returning adult population in concert with the GED/ABE delivery with the same dual learning and delivery approach.

Competitive Positioning Statement
Southwest Tech has made considerable investments in time and resources for the development and implementation of the initiatives as listed above. The primary purpose of these initiatives is to reduce barriers and encourage continued easy access to post-secondary skill development and opportunity. Additionally, Southwest Tech has and will be expanding services within the 30 K-12 school districts and through the outreach centers for specific identified programming opportunities for earned credit and academy completion prior to graduation or re-entry into the work world.. It is anticipated that the opportunities identified in these initiatives will increase adult enrollment and K-12 enrollment and augment current program offerings prior to high school graduation or re-entry into skill training.

RECOGNIZING AND VALUING PEOPLE

Remedial Teaching and Learning: (Knox Learning Center) Katie Snitker & Julie Pluemer, Director of Precollege & Service Occupations: Both Katie and Julie are active members of the Remedial Teaching and Learning work group (meets monthly). This group has developed the academy model, has implemented remedial support in the classroom aligned in tandem with instruction, and has implemented a robust process for early student alert processes in order to intervene prior to student withdrawal or failure.

Student Employment: Sara Bahl (Financial Aid) & Derek Dachelet (Dean, Business and Industry) are the leads on this initiative. This work group provided an analysis of industry pay scales, campus needs for potential employment, and the application system for students seeking on-campus employment. This initiative is now in the second phase and has proven to be a successful opportunity for Southwest Tech employment needs and student experiential learning while earning a wage.

Special Populations: Melissa Klinkhammer (Knox Learning Center Supervisor) & Chantel Hampton (Social Science Instructor) are leading this initiative that has identified a need for additional support and resources for students in poverty. The work group has developed and launched the Charge Forward initiative that provides additional focus and support to 25 students. This initiative has a planned growth timeline and will ultimately provide systematic approaches in

early intervention to students who may require additional assistance for the campus and program experience.

Academies: Julie Pluemer (Director of Precollege & Service Occupations) & Kim Maier (Director Innovation & Alternative Learning) & Mary Johannesen (Career Prep and Dual Enrollment) are the developers and the leads in the academy model. To date, nine academies have been developed for the K-12 and adult returning populations. This initiative provides earned programmatic credits in order to pathway into programming at Southwest Tech. Future plans include expansion of the academy model to other program offerings (see academy flyers provided in the Appendices section of this report).

Outreach Expansion: Julie Pluemer (Director of Precollege & Service Occupations) & Craig Woodhouse (Business & Industry Regional Engagement) are the leads on this initiative. In 2019 Southwest Tech moved its Outreach Center in Richland Center to another location in order to better serve the ABE/GED and Business & Industry Training needs in the Richland County region. The new location opened in September 2019 and continues to provide support services for the region. Southwest Tech plans on expanding this model to the Platteville (southern) area of the district for students who are met by transportation barriers and access to ABE/GED services in the southern part of the district. The opening of the Platteville office is planned for the 2020/2021 academic year. These expansion initiatives are purposeful and will provide easy access to GED/Academy completion for the purpose of up-skilling an underserved population in the district.
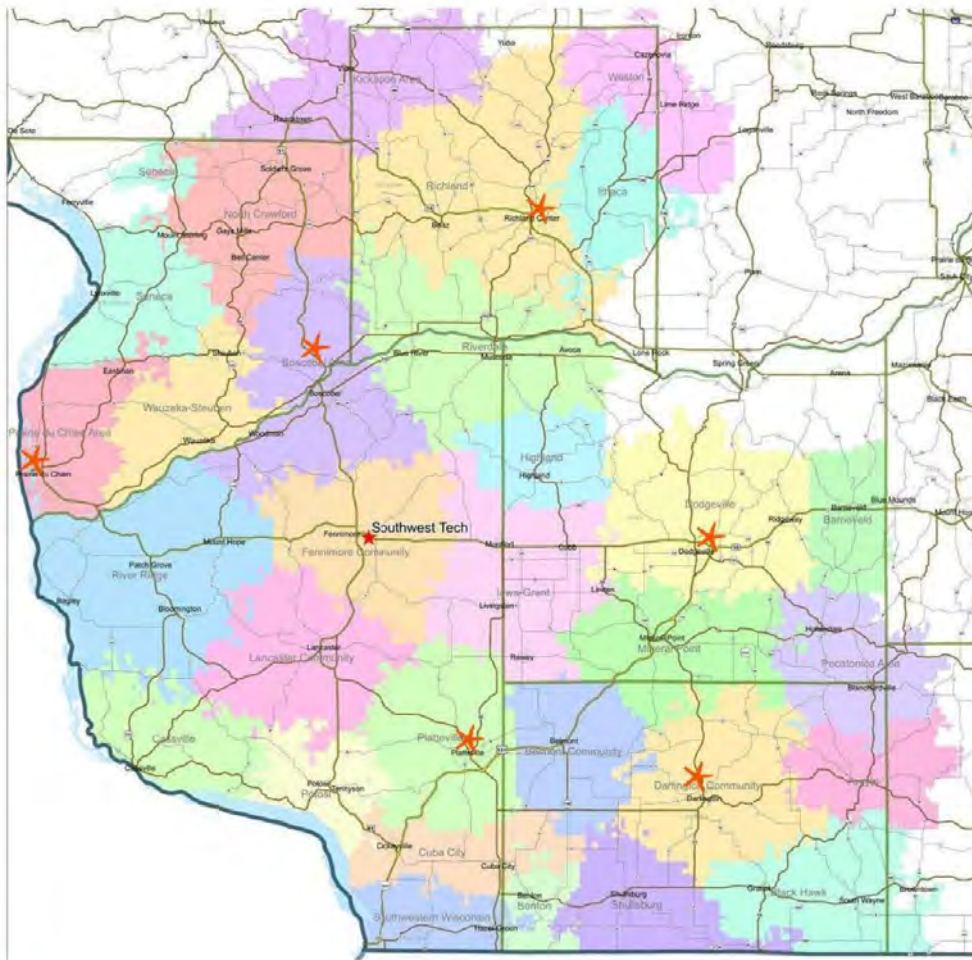
PRESENTATION OF THE DATA

Outreach Site Locations

Southwest Wisconsin Technical College District Map
3800 square miles

✶ **Outreach Site**

Outreach & ABE Transition

In review of regional economic and labor market data, provided by EMSI and the statewide ABE transition reporting information, clearly provides an opportunity for improvement in the Southwest Tech district. The following graphs show that southwest Wisconsin statistically has a population of those who have less than a high school to high school rate (49%). These statistics provide a great opportunity for Southwest Tech in ABE/GED transition into training via the outreach centers and the potential for delivery and completion of aligned certificates, diplomas, and associate degrees. The graphs also provide an opportunity for those "some college" non-completers (21%) to return for completion of degrees, credit for prior learning acknowledgement, and the development of transitional pathways for enrollment and completion.

Current outreach centers are strategically placed in Darlington, Dodgeville, Boscobel, Richland Center, Platteville, and Prairie du Chien. Future college plans include better exposure district-wide for services offered in these communities and outreach efforts as indicated in previously presented plans for Richland and Platteville.

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ABE TRANSITIONS

Adult Basic Education (ABE) helps adults with reading, writing, mathematics skills and career education at levels ranging from first through twelfth grade. English Language Learning (ELL) provides instruction for those whose native or dominant language is other than English. ELL helps these learners to read, write and communicate in English in order to achieve high school completion, entry into occupational programs and work placement.

A primary mission of Wisconsin's technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three years, technical colleges helped over 16,000 students transition out of basic education and successfully complete postsecondary work.

Table 4 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

TABLE 5: 3-Year Total, Transitions from Adult Basic to Postsecondary Education

	3-Year Total
Blackhawk	591
Chippewa Valley	269
Fox Valley	436
Gateway	1,093
Lakeshore	405
Madison Area	3,335
Mid-State	261
Milwaukee Area	4,051
Moraine Park	989
Nicolet Area	480
Northcentral	1,344
Northeast Wisconsin	408
Southwest Wisconsin	423
Waukesha County	486
Western	889
Wisconsin Indianhead	592
Statewide	16,052

Funds are distributed based on each college's share of the number of adult students who: (a) were enrolled in at least 12 hours of adult basic education, adult high school, or ELL courses; and then (b) successfully completed a postsecondary course, in either the year of their ABE enrollment or in the following academic year.

Special Populations

The Charge Forward program was designed to address the needs of first-year, first-generation students, students of color, and student with disabilities who may need additional assistance and support in order to develop the skills, behaviors, and attitudes that lead to college success. The below graphic indicates the Wisconsin Technical College System (WTCS) three-year total of special populations served. As the table indicates, of the 24,382 served by Southwest Tech, the largest proportion of students in the special population reporting data are economically disadvantaged (low income). Given this information, it was determined that the Charge Forward initiative would be likely key to providing support systems and engagement of this student population. Additionally, these efforts are a holistic student support approach in order to enhance and support a robust learning environment. Students in the Charge Forward program will have ease in access to resources and support throughout their college career.

**TABLE 6:** 3-Year Total, Special Populations Served by Wisconsin Technical Colleges

	All Students	Pell Recipients (low income)	Students of Color	Veterans	Incarcerated	Dislocated Workers	Students with Disabilities
Blackhawk	22,167	3,993	3,995	294	345	59	656
Chippewa Valley	46,149	6,998	3,734	489	191	121	1,063
Fox Valley	138,553	9,325	18,957	1,139	2,133	420	1,951
Gateway	57,214	10,234	18,425	788	649	328	2,585
Lakeshore	34,125	3,050	4,264	235	528	243	591
Madison Area	105,222	13,901	23,802	1,358	983	755	3,949
Mid-State	21,359	5,008	1,932	267	344	190	1,528
Milwaukee Area	105,619	28,175	57,065	1,205	682	729	4,043
Moraine Park	51,570	3,709	7,109	334	4,947	322	2,177
Nicolet	18,817	1,794	1,532	113	183	79	610
Northcentral	55,234	6,911	5,246	413	2,365	386	1,435
Northeast WI	99,707	11,626	13,541	1,004	1,139	381	2,667
Southwest WI	24,382	2,113	1,446	105	455	94	1,351
Waukesha Cnty.	65,229	5,613	10,748	722	771	306	2,017
Western	33,403	5,572	4,499	579	1,461	168	1,873
WI Indianhead	59,032	4,083	3,484	303	387	157	1,038
Statewide	937,782	122,105	179,779	9,348	17,563	4738	29,534

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Southwest Tech's Chargers Cupboard is a food pantry that provides additional support for all students and provides weekly groceries for those in need. The Charger Cupboard usage is consistently used by students who may otherwise not have consistent nutrition while enrolled in programming. Cupboard usage is seen below.

The Chargers Cupboard was used 171 times in October 2019, serving 92 students at least one time. This is up from 108 visits in October of 2018. We received 188 lbs. of donations from SWTC employees during the month of October!!! Wow!

Charger Cupboard Use

35
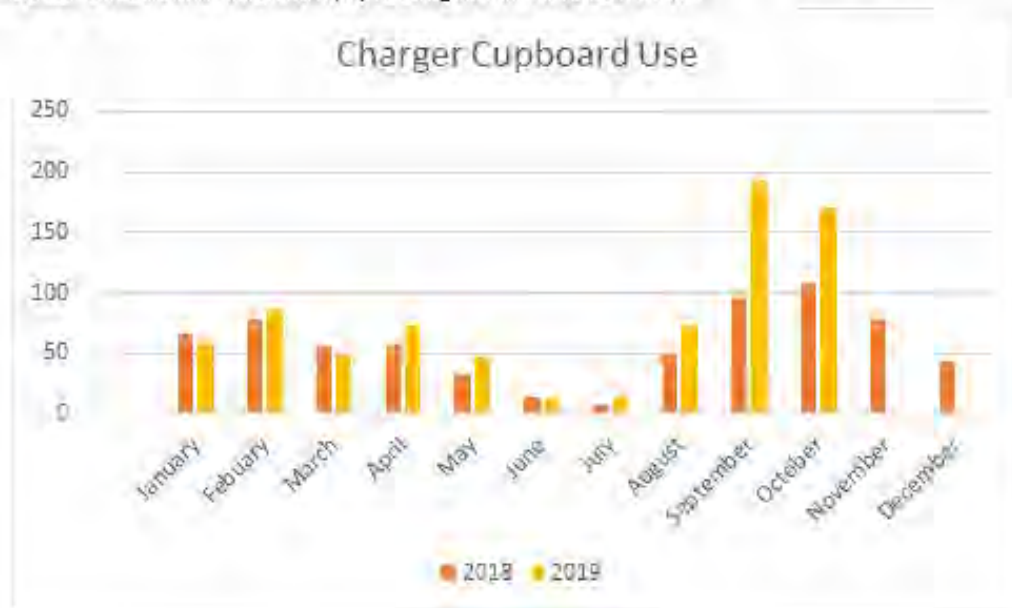
STRENGTHS OF INITIATIVES

1. Potential student enrollment increases district-wide
2. K-12 transitioning/pathways to programming
3. ABE/GED transitioning
4. Additional resources for "at-risk" students
5. Proactive approach for "in-classroom" assistance

WEAKNESSES IDENTIFIED

1. Tuition expense for students
2. Transportation barriers in district
3. Low transition numbers (currently)
4. K-12 funding constraints

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Remedial Teaching and Learning Initiative
2. Special Populations Activities and Initiative
3. More Students Learning More: Academy Development and Delivery

APPENDICES

Southwest ✦ Tech
ACCOUNTING ACADEMY

SPRING	FALL

SPRING

ACCOUNTING 1, PART 1
10-101-101 • 2 Credits

Students obtain a basic understanding of accounting principles and procedures. Emphasis will be given to journals, ledgers, accounts, terms, and systems used by accounting personnel.

QUICKBOOKS
10-101-127 • 1 Credit

Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your HSED and 6 credits toward a degree in the Accounting Assistant or Accounting Associate Degree program at Southwest Tech!

FALL

ACCOUNTING 1, PART 2
10-101-102 • 2 Credits

Students will continue the study of introductory accounting. The area of accounting systems is studied, looking at more specific topics and how they relate to accounting principles.

BEGINNING EXCEL
10-103-106 • 1 Credit

This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

TO REGISTER
Contact Matt Schneider,
Student Success Coach
Call 608.822.2365
Email mschneider@swtc.edu

1800 Bronson Boulevard, Fennimore, WI 53809 • www.swtc.edu • 800.362.3322 • info@swtc.edu

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Southwest Tech

AGRIBUSINESS SCIENCE & TECHNOLOGY
AGRIBUSINESS MANAGEMENT ACADEMY

STUDENTS MAY START THE ACADEMY IN THE FALL OR SPRING SEMESTER

FALL

AGRIBUSINESS COMPUTER APPLICATIONS
10-006-121 • 2 Credits

Students will develop skills in the use of agricultural applications of computer technologies including: Farmworks; creating and using spreadsheets in Excel; creating and using documents in Word; creating documents in Power Point; using email; using farm financial record keeping programs; using an IPAD and apps; and appropriate social media etiquette.

CAREER DEVELOPMENT IN AGRICULTURE
10-006-169 • 2 Credits

Students will develop individual leadership and employment qualities, in addition to exploring the agricultural industry and available careers. Subjects to be covered include; personal evaluation, goal setting, career opportunities, career exploration, current issues in agriculture, employment preparation, and interviewing skills. Also included are units covering workplace regulations, employment seeking, and motivational styles and techniques.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

SPRING

LEGAL ASPECTS OF AGRIBUSINESS
10-006-114 • 3 Credits

Course provides the student with information pertinent to the regulation and legal liability of an agribusiness. Course content includes several topics relevant to anyone employed in the industry of agriculture. Specific units include; legal descriptions and applications, agricultural legislation, government sponsored programs offered through the USDA and WDATCP, contractual agreements, insurance, debt collection, bankruptcy, transportation, and employment liability. Upon successful completion of this course, the student will demonstrate knowledge of and ability to access laws pertaining to and regulating the industry of agriculture.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your HSED and 7 credits toward a degree in our Agribusiness Science & Technology–Agribusiness Management program at Southwest Tech!

TO REGISTER
Contact Matt Schneider, Advisor
Call 608.822.2365
Email mschneider@swtc.edu

1800 Bronson Boulevard, Fennimore, WI 53809 • www.swtc.edu • 800.362.3322

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10-1-19

Southwest Tech
Culinary Academy

FALL 2019

HOSPITALITY FOOD SANITATION AND SAFETY I *
10-109-106 • 2 Credits

Students study the conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents. Students use state and federal regulations, apply HACCP principles, and complete the Wisconsin Certified Food Manager exam.

COOKING PRINCIPLES AND EQUIPMENT
10-316-138 • 2 credits

Students maximize efficiency through the appropriate selection and use of commercial kitchen equipment. They apply basic cooking principles, use measuring devices, develop standardized recipes, assemble and disassemble equipment, and analyze types of cooking.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

*Earn your ServSafe Certification and HSED and you will be guaranteed 7 credits toward a degree in either of the two culinary programs offered at Southwest Tech!

• Culinary Arts
• Culinary Management

TO REGISTER
Contact Jordyn Poad, Student Success Coach
Call 608.822.2372
Email jpoad@swtc.edu

SPRING 2020

NUTRITION IN FOOD PREPARATION
10-317-104 • 2 Credits

Students learn the necessary tools to focus on the fundamentals of nutrition and diet and the importance of healthy eating as well as marketing this life span in relation to all food service operations. Students use nutritional guidelines to analyze, modify and prepare recipes. They gain experience reading nutritional labels and recognize foods and fluids that are appropriate for their restaurant patron. Corequisite: Hospitality Food Sanitation and Safety II (10-109-107)

OR

QUANTITY PREP: GARDE MANGER
10-316-139 • 2 Credits

Students learn to prepare cold sandwiches, salads, salad dressings, and cocktail sauces. Student study and prepare dairy products, beverages, breakfast foods, and cold and hot appetizers. Co-requisite: Hospitality Food Sanitation & Safety II (10-109-107)

HOSPITALITY FOOD SANITATION & SAFETY II
10-109-107 • 1 Credit

Students use information gained from Hospitality Food Sanitation & Safety I to guide the lab sessions contained in this course. Conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents are reviewed and applied in a "live" kitchen environment. Pre-requisites: Hospitality Food Sanitation & Safety I (10-109-106)

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Southwest Tech

GRAPHIC & WEB DESIGN ACADEMY

FALL

PORTFOLIO INTRODUCTION
10-201-124 • 1 Credit

Students plan individual professional portfolios. They will write goal statements and understand the value of career goal setting. Students will identify work samples that should be included in a professional portfolio and begin resume design. Portfolios will be finalized in the final semester of the program.

INTRODUCTION TO DIGITAL PHOTOGRAPHY
10-203-131 • 3 Credits

Students will explore the operations of a digital camera and explore photography as an art form. Students will develop habits for professional work, and create a wide range of images for portfolio-quality production. Students will develop knowledge and understanding of the digital camera, the fundamentals to stronger photographs, and basic photo editing. This is a living plan. Topics may change as the tenor of this class commands.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your HSED and 10 credits toward the Graphic & Web Design program at Southwest Tech!

SPRING

HTML & CSS
10-152-116 • 3 Credits

Students will learn the fundamentals and techniques of developing websites using XHTML/CSS. Topics include common HTML tags, tables, linking, image manipulation, forms, and cascading style sheets (CSS). Topics include HTML 5 and CSS 3.

COLOR THEORY
10-201-137 • 3 Credits

In this course students will explore the fundamental components of color. Lectures and exercises introduce color theory, psychology, perception, value, harmonies and trends. Students will use a wide range of tools, techniques and media on a variety of assignments to learn how one can communicate with color.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

TO REGISTER

Contact Jordyn Poad,

Student Success Coach

Call 608.822.2372

Email jpoad@swtc.edu

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7-11-19

Southwest Tech

HORTICULTURE ACADEMY

FALL

TURF GRASS HORTICULTURE
10-325-127 • 3 Credits

Students will learn biological principles of growing horticultural crops with an emphasis toward turfgrass including anatomy, reproduction, light, temperature, water, nutrition, and growth and development. Laboratory exercises emphasize environmental factors and permit detailed observation of plant growth.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your Wisconsin Commercial Pesticide Applicator License and you will be guaranteed 7 credits toward a degree in the Golf Course Management Program.

TO REGISTER
Contact Jordyn Poad, Student Success Coach
Call 608.822.2372
Email jpoad@swtc.edu

SPRING

PEST MANAGEMENT
10-006-122 • 1 Credit

Students will learn the principles and methods used in the control of pests found on golf courses and athletic fields. Preparation for the Wisconsin Commercial Pesticide Applicator licensing will include restricted use regulations, applicator safety, environmental safety, equipment calibration, and production label interpretations. Course topics will include pesticide mode of action, interpretation of aerial photos, and integrated pest management practices (IPMs). During the course, students will complete that exam for licensing as a Wisconsin Commercial Pesticide Applicator for Golf Courses.

INTEGRATED TURF MANAGEMENT
10-325-109 • 3 Credits

Students study the establishment, modification, and maintenance of northern turf grasses. They learn about irrigation systems, drainage needs, and soil tests. They study weather-related issues, diseases, insects, pesticide application, and appropriate chemicals. Students study integrated pest management strategies (IPM). Prerequisite: Turf Grass Horticulture (10-325-127)

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Southwest ❖ Tech
Laboratory Science
Technician Academy

FALL 2019	SPRING 2020

FALL 2019

MANUFACTURING PRACTICES FOR FOOD INDUSTRY
10-513-188 • 1 Credit

This course focuses on the Good Manufacturing Practices (GMP's) as they are defined in Part 110 of Title 21 of the Code of Federal Regulation for the food industry. You will be introduced to each GMP requirements and explore ways food manufacturers can establish process and product control to meet the intent of each GMP. You will also discuss the consequences of failing to meet and maintain compliance with the GMP's.

FUNDAMENTALS OF CHEMISTRY
10-806-109 • 2 credits

Students convert measurements, design tables and graphs, create models, and use the scientific method. Students interpret a model of the atom and use the periodic table. They distinguish physical, chemical, and nuclear changes and identify properties of common compounds. They analyze chemical equations. Students relate technical applications to common chemical reactions. Students describe basic biomolecules.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

SPRING 2020

HACCP TRAINING
10-513-184 • 2 Credits

This course provides an introduction to HACCP (Hazard Analysis and Critical Control Points) for food processors. The relationship between food safety and HACCP will be discussed in the food manufacturing setting. The principles of HACCP will be explored. HACCP plans, implementation and plan maintenance will be developed in order to prevent foodborne illness. Upon successful completion of the course, students will receive a certificate of completion. Prerequisite: Manufacturing Practices for Food Industry (10-513-183) OR Manufacturing Practices for Food Industry (10-513-188)

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your HACCP (Hazard Analysis and Critical Control Points) Certification and HSED and you will be guaranteed 5 credits toward a degree in the Laboratory Science Technician program at Southwest Tech!

TO REGISTER
Contact Pauline Wetter, Student Success Coach
Call 608.822.2353
Email pwetter@swtc.edu

Southwest Tech
MEDICAL ASSISTANT ACADEMY

FALL

MEDICAL TERMINOLOGY*
10-501-101 • 3 Credits

This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

— AND/OR —

DIGITAL LITERACY FOR HEALTHCARE*
10-501-107 • 2 Credits

Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

HSED COURSEWORK

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Course offered in Medical Assistant, Cancer Information Management and Health Information Technology programs.

Students may start the Academy in the fall or spring semester.

TO REGISTER
Contact Pauline Wetter, Student Success Coach
Call 608.822.2353
Email pwetter@swtc.edu

SPRING

PHARMACOLOGY FOR ALLIED HEALTH**
31-501-308 • 2 Credits

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. This is 12 week course.

— AND/OR —

MEDICAL LAW, ETHICS & PROFESSIONALISM**
31-509-309 • 2 Credits

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues. This is a 12 week course.

HSED COURSEWORK

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

*** Courses offered in Medical Assistant Program only.*

Find out if a career in Healthcare is right for you!
Earn your HSED and credits toward a degree in our Medical Assistant, Medical Coding Specialist, Cancer Information Specialist and/or Health Information Technology programs at Southwest Tech!

Southwest ✦ Tech
NAIL TECHNICIAN ACADEMY

FALL

NAIL TECHNOLOGY
31-502-305 • 3 Credits

Students safely prepare working area for nail services. They adopt safety and sanitation procedures, identify nail disorders and diseases, and study the anatomy and physiology as related to the hands and feet. Students practice communication skills to identify each client's desires and needs. Students develop skills in manicuring, pedicuring and nail enhancements. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

SALON/SPA SCIENCE
ONLINE • 31-502-302 • 2 credits

Students learn the importance of a professional image, hygiene, grooming, and professional development and ethics necessary for a salon or spa employee. Students perform sanitation and disinfection according to the State of Wisconsin laws to keep the salon clean and safe. Students study anatomy, physiology related to the skin, and basics of chemistry and electricity in the salon clinic. First aid and safety are covered in this course to comply with standards of the industry. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

HSED COURSEWORK

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

Earn your Nail Technician technical diploma and you will be guaranteed 10 credits toward a degree in the Cosmetology program!

SPRING

SALON/SPA MANAGEMENT
ONLINE • 31-502-307 • 2 Credits

Students learn management, advertising and marketing skills involved in operating a salon/spa as a business. Students learn product knowledge, use and sales through the salon retail line. Students learn how to establish positive customer communications and relationships. Students practice math skills while learning receptionist responsibilities. Students learn the State of Wisconsin Rules and Regulations guidelines. Pre-requisites: Salon/Spa Science (31-502-302) Nail Technology (31-502-305) both with a "C" or better.

NAIL SERVICES
31-502-322 • 3 Credits

Students practice nail services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. Students perform all manicure and pedicure services as well as all nail extension services in a salon atmosphere. Pre-requisites: Salon/Spa Science (31-502-302) Nail Technology (31-502-305) both with a "C" or better. Also enrolled in Salon/Spa Management.

HSED COURSEWORK

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

TO REGISTER
Contact Jordyn Poad, Advisor
Call 608.822.2372 | Email jpoad@swtc.edu

YOU MUST BE 18 YEARS OF AGE TO TAKE THE STATE BOARD EXAM

1800 Bronson Boulevard, Fennimore, WI 53809 • www.swtc.edu • 800.362.3322 • info@swtc.edu
If you need an accommodation to visit campus, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

Southwest Tech is committed to legal affirmative action, equal opportunity access, and diversity of its campus community. www.swtc.edu/equality

10-3-19

Southwest Tech WELDING ACADEMY

DAY AND EVENING OPTIONS ARE AVAILABLE
Multiple start dates. Call today for more information.

EQUIPMENT SAFETY
31-442-310 • 1 Credit

In this hands-on course students will set up machine guards; identify personal protective equipment; and demonstrate welding, fork truck, and oxy-fuel safety.

SMAW – EQUIPMENT
31-442-320 • 1 Credit

In this hands-on course students will identify SMAW equipment components as well as inspect those components for safety. The student will also set up SMAW equipment for welding plain carbon steel and 3XX stainless steel.

SMAW
31-442-336 • 2 Credits

In this hands-on course students will make fillet and groove welds in all positions on plain carbon steel and 3XX stainless steel using SMAW process as well as perform SMAW weldments that pass visual inspection and in accordance with AWS specifications.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

GTAW – CARBON STEEL
31-442-324 • 1 Credit

In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the GTAW process as well as perform GTAW weldments that pass visual inspection

GMAW – CARBON STEEL (S PROCESS)
31-442-328 • 1 Credit

In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW-S process in accordance with AWS Specifications.

HSED COURSEWORK*

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

* Earn your HSED and 6 credits toward a Welding technical diploma at Southwest Tech!

TO REGISTER
**Contact Kelsey Wagner, Advisor
Call 608.822.2354
Email kwagner@swtc.edu**

1800 Bronson Boulevard, Fennimore, WI 53809 • www.swtc.edu • 800.362.3322

If you need an accommodation to visit campus, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

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10-10-19

B. *2020-21 Budget Process*

Kelly Kelly, Controller, will present the 2020-21 budget process. An outline of the process is available below.

DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1.

In planning for the prudent use of the College's resources, a budget will be developed:

> that complements the vision, mission and strategic directions of the College;
> that addresses the needs of students, business and industry, and other external agencies;
> that is sensitive to public concerns and local economic trends.

TIMELINE	ACTIVITY
November 15	Fiscal Services initiates process and schedule for each department to plan staffing needs and define programs/services, both new and ongoing.
November 15 – December 22	Budget managers collect budget requests from staff and develop program and overall departmental budgets by cost center encompassing the collective input of staff and accounting for all elements of operational and capital expenditures.
December 22 – February 1	Controller meets with supervisors to adjust departmental chart-of-accounts for tracking/reporting (including proposed grants) and integrates budget requests to specific accounts. Schedule budget review sessions with College Leadership Team to balance priorities and new initiatives within budget capacity.
January to March 1	Grant proposals for upcoming year by main sources. Other grants/projects may filter in throughout a budget year such as new and expanding, occupational competency, or other state initiatives.
February 1	Fiscal Services compiles the College's aggregate budget. This provides the basis for comparative analysis at various levels of detail among multiple years.
February District Board Meeting	District Board reviews College priorities and establishes budget assumptions and parameters.
April District Board Meeting	Detail review of the proposed budget by the full District Board. Modify assumptions and parameters if necessary.
May 15	Review budget changes with the respective departments and staff.
May District Board Meeting	Second update of the proposed budget to the District Board.
June 15	Final adjustment to budget document.
June District Board Meeting	Public hearing on proposed budget followed by regular board meeting and budget adoption.

C. Bookstore Remodeling Project Update

Included below is an update on the Bookstore Remodeling project. Dan Imhoff, Kelly Kelly, Jen Fonder, and Eric Rohn will present the information.

Bookstore Remodel Update

Presented by: Kelly Kelly, Jennifer Fonder, Eric Rohn, Dan Imhoff

November/19/2019

Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**

Schedule

- Documents posted to bid - 11/11/2019
- Pre-bid walkthrough – 11/21/2019
- Bid opening – 12/3/2019
- Contract award by SWTC Board – 12/19/2019
- Construction begins – 12/30/2019
- Substantial completion – 4/24/2020

D. *Staffing Update*

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

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Tim Evans	Café Food Service Worker	Re-evaluating	10/1/2019	Hourly Band A12 $15.61 - $18.73
2	Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 $15.61 - $18.73 Hired at $15.61/hour
3	Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 $16.42 - $19.70 Hired at $18.44/hour
4	Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 $23.46 - $32.84 Hired at $25.25/hour
5	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 $18.26 - $23.74 Hired at $20.00/hour
6	Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 $17.15 - $22.30 Hired at $18.40/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS $48,304 - $76,805 ($23.22 - $36.93) Hired at $60,000
8	New Position	Farm Operations & Mechanics Instructor	Dan Kieffer	11/11/2019	BS: $48,304 - $76,805 AS: $50,810 - $80,787 MS: $53,314 – $84,768 Hired at $55,000
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 $17.51 - $22.30 Hired $21.00/hour
10	New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) – Part-time	Madison Cooper	9/4/2019	Hourly Band B24 $20.75 - $26.98 Hired at $21.00/hour
11	New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 $17.15 - $22.30 Hired at $21.00
12	Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 $20.32 - $26.41 Hired at $25.50/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 $20.75 - $26.98 Hired at $26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part-time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 $15.61 - $18.73 Hired at $15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 $15.61 - $18.73 Hired at $15.61/hour
16	Replacement for Sherry Devries	Midwifery Instructor	Posted	1/1/2020	BS: $48,304 - $76,805 AS: $50,810 - $80,787 MS: $53,314 – $84,768

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Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available below.

2018-2019 and 2019-2020 FTE Comparison

Program Code	Program Title	11-05-18 Students	11-04-19 Students	Student Change	11-05-18 FTE	11-04-19 FTE	FTE Change
10-101-1	Accounting	26	44	18	10.10	19.03	8.93
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	18	17	(1)	9.50	9.57	0.07
10-006-5	Agribusiness Science & Technology - Agronomy	14	14	-	7.90	7.70	(0.20)
10-006-6	Agribusiness Science & Technology - Animal Science	27	27	-	14.03	15.97	1.93
10-102-3	Business Management	113	109	(4)	47.20	44.10	(3.10)
10-530-5	Cancer Information Management	79	86	7	27.57	27.20	(0.37)
10-504-5	Criminal Justice Studies	55	39	(16)	26.73	17.13	(9.60)
10-316-1	Culinary Arts	13	3	(10)	5.13	0.77	(4.37)
10-317-1	Culinary Management	6	7	1	3.47	3.50	0.03
10-510-6	Direct Entry Midwife	38	49	11	12.33	15.67	3.33
10-307-1	Early Childhood Education	55	43	(12)	25.50	17.27	(8.23)
10-620-1	Electro-Mechanical Technology	35	36	1	17.60	17.30	(0.30)
10-325-1	Golf Course Management	21	19	(2)	10.73	9.07	(1.67)
10-201-2	Graphic And Web Design	29	23	(6)	13.80	9.43	(4.37)
10-530-1	Health Information Technology	46	48	2	17.63	16.13	(1.50)
10-520-3	Human Services Associate	29	36	7	13.33	16.83	3.50
10-825-1	Individualized Technical Studies	6	1	(5)	2.97	0.30	(2.67)
10-620-3	Instrumentation and Controls Technology	6	9	3	3.10	3.40	0.30
10-150-2	IT-Network Specialist	39	30	(9)	16.77	12.90	(3.87)
10-196-1	Leadership Development	26	23	(3)	7.77	6.90	(0.87)

Program Code	Program Title	11-05-18 Students	11-04-19 Students	Student Change	11-05-18 FTE	11-04-19 FTE	FTE Change
10-513-1	Medical Laboratory Technician	15	21	6	5.87	8.90	3.03
10-543-1	Nursing-Associate Degree	199	192	(7)	62.93	54.87	(8.07)
10-524-1	Physical Therapist Assistant	43	31	(12)	15.43	11.63	(3.80)
10-182-1	Supply Chain Management	41	44	3	13.80	15.20	1.40
	Total Associate Degree	**979**	**951**	**(28)**	**391.20**	**60.77**	**(30.43)**
31-101-1	Accounting Assistant	6	3	(3)	1.73	0.83	(0.90)
30-531-6	Advanced EMT	4		(4)	1.40		(1.40)
32-070-1	Agricultural Power & Equipment Technician	34	35	1	17.50	17.63	0.13
31-405-1	Auto Collision Repair & Refinish Technician	14	10	(4)	5.73	3.47	(2.27)
32-404-2	Automotive Technician	30	26	(4)	13.77	12.47	(1.30)
31-408-1	Bricklaying & Masonry		1	1		0.07	0.07
30-443-1	Building Maintenance & Construction		1	1		0.07	0.07
31-475-1	Building Trades-Carpentry	7	10	3	3.20	4.93	1.73
31-307-1	Child Care Services	7	8	1	3.30	2.90	(0.40)
30-420-2	CNC Machine Operator/Programmer	6	8	2	2.30	3.90	1.60
31-502-1	Cosmetology	23	26	3	10.70	12.63	1.93
30-504-2	Criminal Justice-Law Enforcement 720 Academy	12	17	5	7.97	12.23	4.27
31-317-1	Culinary Specialist		3	3		0.67	0.67
30-508-2	Dental Assistant	17	16	(1)	9.07	8.23	(0.83)
30-812-1	Driver and Safety Education Certification	12	13	1	2.40	2.50	0.10
31-413-2	Electrical Power Distribution	24	45	21	13.20	22.40	9.20
50-413-2	Electricity (Construction) Apprentice	21	19	(2)	1.40	1.27	(0.13)
30-531-3	Emergency Medical Technician	21	46	25	3.50	7.50	4.00
32-080-4	Farm Operations & Management - Ag Mechanics	6	2	(4)	2.50	0.87	(1.63)
31-080-6	Farm Operations & Management - Crop Operations	3	1	(2)	0.67	0.10	(0.57)
32-080-3	Farm Operations & Management - Dairy	13	16	3	6.70	9.63	2.93
31-080-3	Farm Operations & Management - Dairy Technician	6	4	(2)	2.30	1.00	(1.30)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	13	9	1.47	3.57	2.10
32-080-6	Farm Operations & Management - Livestock		1	1		0.53	0.53
31-080-7	Farm Operations & Management - Livestock Tech	4	2	(2)	2.30	0.77	(1.53)

Program Code	Program Title	11-05-18 Students	11-04-19 Students	Student Change	11-05-18 FTE	11-04-19 FTE	FTE Change
30-317-1	Food Production Assistant	1		(1)	0.53		(0.53)
50-413-1	Industrial Electrician Apprentice	6	8	2	0.47	0.80	0.33
31-620-1	Industrial Mechanic	2	2	-	0.77	1.07	0.30
31-154-6	IT-Computer Support Technician	12	18	6	5.00	8.03	3.03
31-513-1	Laboratory Science Technician	4	4	-	1.37	1.07	(0.30)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	0.93	0.80	(0.13)
31-509-1	Medical Assistant	34	30	(4)	17.03	15.40	(1.63)
31-530-2	Medical Coding Specialist	33	45	12	12.83	14.70	1.87
30-504-4	Nail Technician		2	2		0.27	0.27
30-543-1	Nursing Assistant	153	106	(47)	17.27	13.10	(4.17)
50-427-5	Plumbing Apprentice	23	21	(2)	1.72	1.93	0.22
31-504-5	Security Operations	1	3	2	0.50	1.27	0.77
31-182-1	Supply Chain Assistant	4	3	(1)	1.50	0.37	(1.13)
31-442-1	Welding	38	35	(3)	18.27	16.03	(2.23)
	Total Technical Diploma	**593**	**609**	**16**	**191.28**	**205.00**	**13.72**
20-800-1	Liberal Arts - Associate of Arts	21	21	-	4.00	4.20	0.20
20-800-2	Liberal Arts - Associate of Science	11	9	(2)	2.50	3.07	0.57
	Undeclared Majors	295	385	90	43.50	51.47	7.97
	Total	**1,899**	**1,975**	**76**	**632.48**	**624.50**	**(7.98)**
	Percent of Change						**-1.26%**
	Vocational Adult (Aid Codes 42-47)	1,777	1,931	154	36.76	40.41	3.65
	Community Services (Aid Code 60)	5	-	(5)	0.02	-	(0.02)
	Basic Skills (Aid Codes 73,74,75,76)	180	205	25	16.50	17.63	1.13
	Basic Skills (Aid Codes 77 & 78)	119	89	(30)	4.10	2.73	(1.37)
	Grand Total	**3,980**	**4,200**	**220**	**689.87**	**685.28**	**(4.59)**
	Total Percent of Change						**-0.67%**

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21

PROGRAM	CAP		11/15/18				11/07/19			YOY
			IP	ACCEPT	TOTAL		IP	ACCEPT	TOTAL	
Accounting				18	18			9	9	-9
Accounting Assistant				2	2			1	1	-1
Agribusiness Science & Technology - Agbus Mgmt	20			5	5			4	4	-1
Agribusiness Science & Technology - Agronomy	20			4	4			2	2	-2
Agribusiness Science & Technology - Agronomy Tech	20			1	1			1	1	0
Agribusiness Science & Technology - Animal Science	20			13	13			15	15	2
Agricultural Power & Equipment Technician	22			34	34			19	19	-15
Auto Collision Repair & Refinish Technician	22			4	4			5	5	1
Automotive Technician	22			19	19			24	24	5
Building Trades-Carpentry	20			5	5			11	11	6
Business Management				12	12			15	15	3
Cancer Information Management	44		2	41	43		10	37	47	4
Child Care Services	13			5	5			4	4	-1
CNC Machine Operator/Programmer	5			1	1				0	-1
Cosmetology	24			6	6			6	6	0
Criminal Justice Studies	70			21	21			20	20	-1
Culinary Arts				2	2			3	3	1
Culinary Management				4	4			0	0	-4
Culinary Specialist				0	0					0
Dental Assistant	18			19	19			15	15	-4
Early Childhood Education	28			13	13			19	19	6
Electrical Power Distribution	44			55	55			50	50	-5
Electro-Mechanical Technology	24			14	14			15	15	1
Farm Operations & Management - Ag Mechanics	20			1	1			0	0	-1
Farm Operations & Management - Crops Operations	20			2	2			1	1	-1
Farm Operations & Management - Crops	20			1	1			1	1	0
Farm Operations & Management - Dairy	20			6	6			7	7	1
Farm Operations & Management - Dairy Technician	20			3	3			0	0	-3
Farm Operations & Management - Farm Ag Mntc	20			2	2			1	1	-1
Farm Operations & Management - Livestock	20			0	0			0	0	0
Farm Operations & Management - Livestock Tech	20			1	1			0	0	-1
Golf Course Management				4	4			4	4	0
Graphic and Web Design	25			8	8			10	10	2
Health Information Technology	22		1	10	11		2	6	8	-3
Human Services Associate	31			17	17			7	7	-10
Industrial Mechanic	6			1	1			1	1	0
Instrumentation and Controls Technology	6			0	0			0	0	0

		11/15/18				11/07/19			
PROGRAM	**CAP**	**IP**	**ACCEPT**	**TOTAL**		**IP**	**ACCEPT**	**TOTAL**	**YOY**
IT-Computer Support Technician			3	3			4	4	1
IT-Network Specialist			7	7			10	10	3
Laboratory Science Technician	15		2	2			0	0	-2
Leadership Development			1	1			0	0	-1
Liberal Arts - Associate of Arts		10	0	10		9	0	9	-1
Liberal Arts - Associate of Science		4	0	4		8	0	8	4
Medical Assistant	32		21	21			14	14	-7
Medical Coding Specialist	23		20	20		3	13	16	-4
Medical Laboratory Technician	16	7	1	8		8	0	8	0
Nail Technician	6						1	1	1
Nursing-Associate Degree	54	63	63	126		67	36	103	-23
Nursing-Associate Degree-Part-time	28		8	8			15	15	7
Physical Therapist Assistant	18	8	3	11		15	5	20	9
Security Operations			1	1			0	0	-1
Supply Chain Assistant			0	0			0	0	0
Supply Chain Management			2	2			1	1	-1
Undecided		28	0	28		38	0	38	10
Welding	40		19	19			31	31	12
TOTAL		**123**	**505**	**628**		**160**	**443**	**603**	**-25**

PROGRAM	**CAP**	**IP**	**ACCEPT**	**TOTAL**		**IP**	**ACCEPT**	**TOTAL**	**YOY**
Direct Entry Midwife	32	21	53	74		41	43	84	10
Welding (January Start)	20		6	6			8	8	2
TOTAL		**21**	**59**	**80**		**41**	**51**	**92**	**12**

B. Chairperson's Report

1. Report from District Boards Association Conference

C. College President's Report

1. Fire Update
2. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. FY2019 Financial Audit
2. Enterprise Resources Planning System RFP
3. Annual Borrowing

B. Time and Place

Thursday, December 19, 2019, at 7:00 p.m. in the College Connection, Southwest Tech Campus, Rooms 492-493

Adjournment