



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**May 21, 2021**

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

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## **Annotated Agenda**



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

Friday, May 21, 2021

3:00 p.m. – Board Retreat/Meeting  
Southwest Tech Campus, Conference Room 430

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 21, 2021, regular Board meeting and retreat of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, at the Fennimore City Office, and at CESA 3 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**

#### **BOARD RETREAT**

##### **A. Tour of Campus & Recognition of Staff**

The Board members will be given a tour of newly renovated areas including the Bookstore and Auditorium along with some academic labs. The staff who coordinated the STAR Event will be recognized by the Board.

##### **B. Plan for Input on Trends**

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, and Katie Glass, Executive Director of Marketing & Recruitment, are leading the efforts on soliciting stakeholder feedback on trends in their industry and community. They will lead an activity with the Board focused on soliciting feedback from employers.

##### **C. Discussion on Board Member Development and Executive Leadership Ad-Hoc Committee**



Jason Wood, President, will lead discussions on board member development and the proposed Executive Ad-Hoc Committee. The discussion will be focused on the article, "Ten Proactive Questions Every Board Member Should Be Asking" and [Carver's Policy Governance model](#). The article and the proposed District Board Executive Leadership ad-hoc committee outline are included in the electronic Board material.

- D. President/Board Dialog – Initial Trends from the Board's Perspective**  
Input on initial trends related to industry and community needs from the Board's perspective will be discussed.

**5:30 p.m. – Dinner**

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

**6:00 p.m. – Regular Board Meeting**

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. District Boards Association Update & Policy Governance**

Executive Director of the District Boards Association, Layla Merrifield, will provide an update on the Wisconsin Technical College District Boards Association and legislative activities. Ms. Merrifield will also provide information related to Carver's Policy Governance model.

**CONSENT AGENDA**

**A. Approval of Agenda**

The May 21, 2021, agenda is included with the electronic Board material.

**B. Minutes of the Regular Meeting of April 22, 2021**

Minutes of the April 22, 2021, 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**

The three financial reports are 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 12 contracts totaling \$67,306.95 in April 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Two employment recommendations and one promotion are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

**F. ACCT Membership Renewal**

The 2021-22 Association of Community College Trustees (ACCT) Membership renewal invoice in the amount of \$3,540 is available with the electronic Board material.

**G. UMOS Lease**

A 24-month lease ending June 30, 2023, for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$328.42 per month for the first 12 months and \$348.57 per month for the second 12 months is included in the electronic Board material.

**H. Forward Services Lease**

Included in the electronic Board packet is a 12-month lease (7/1/21 – 6/30/22) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$318 per month.

**I. Clarity Clinic Lease**

Included in the electronic Board material is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College located at 1800 Bronson Boulevard, Fennimore, WI, in Building 200, Suite 236. The rental fee is \$50 per month.

**J. Public Safety Complex Hay Lease**

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month (6/1/21 – 11/1/21) lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included in the electronic Board packet.

**RECOMMENDATION:** Approve the Consent Agenda

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Second Reading of Governance Policy 4.4 - College Values**

The Board approved the first reading of Governance Policy 4.4 – College Values at the April 22, 2021, Board meeting. The College Values are being modified to include an Inclusivity Value and the current six values will be combined into four – Integrity, Learning, Accountability, and Continuous Improvement. The principles from the Values of Partnerships and Innovation have been incorporated into the five Values. The proposed College Values are included in the electronic Board material.

**RECOMMENDATION:** Approve the second reading of Governance Policy 4.4 – College Values, as presented.

**B. Bid: Building 700 Demolition**

The College sought bids to demolish Building 700 in its entirety and prepare the site for parking. The bids were opened on May 11, 2021, with four vendors providing bids. Caleb White will present the bid summary which is included in the electronic Board material.

**RECOMMENDATION:** Accept the low bid for the Building 700 Demolition Project, in the amount of \$57,750 to Robinson Brothers Environmental, Inc. of Waunakee, WI. This project does not require approval by the WTCS State Board.

**C. RFP: Timekeeping System**

Proposals were sought to provide an electronic timekeeping system for the College that will include integration with Anthology/Campus Nexus Finance, HR & Payroll. The proposals were opened on February 24, 2021, with two proposals received. Caleb White and Connie Haberkorn, HR/Benefits & Compensation Manager, will present the summary of the proposals. The summary is included with the electronic Board material.

**RECOMMENDATION:** Award the contract for Timekeeping System to TimeClock Plus, LLC, San Angelo, TX, for a five-year cost of ownership of \$127,525 (Implementation cost = \$18,900; Annual subscription = \$21,725)

**D. 2021-22 Compensation & Health Insurance Plan**

Included in the electronic Board packet is a one-page summary of proposed changes to the College's health insurance plan and compensation increase for benefit-eligible employees. Caleb White, Connie Haberkorn, and Krista Weber will present the proposal and recommendations.

**RECOMMENDATION:** Approve the changes to compensation and benefits for benefit eligible employees, as presented.

**E. Darlington Outreach Site Lease**

Caleb White will present a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. The lease agreement is included with the electronic Board meeting information.

**RECOMMENDATION:** Approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI, for \$1220 annually from July 1, 2021, through June 30, 2022.

**F. Prairie du Chien Outreach Site Lease**

Included in the electronic Board material is a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Caleb White will present the lease.

**RECOMMENDATION:** Approve the lease agreement with Workforce Connections, Inc. to lease office and education space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2021, through June 30, 2022.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. Project RISE Update**

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A PowerPoint is included with the electronic Board material.

**B. Board Monitoring Report – Fiscal Sustainability**

A PowerPoint slide presentation is included in the electronic Board meeting material for the Board Monitoring Report on Fiscal Sustainability. Caleb White will present the information at the Board meeting.

**C. 2021-22 Budget Update**

Included in the electronic Board material is the overview of the FY2022 Budget Status and the Fund Accounts. Caleb White will present the status of the FY2022 Budget.

**D. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

**a. 2020-21 FTE Comparison YOY Report**

**b. 2021-22 FTE Comparison YOY Report**

The 2020-21 and 2021-22 Comparison Enrollment Reports are included in the electronic Board material.

**B. Chairperson's Report**

**C. College President's Report**

- a. Continuing Education & Leadership Opportunities
- b. College Happenings

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. RFP: Universal Design Training
2. Public Budget Hearing/Approval
3. College Culture Monitoring Report

**B. Time and Place**

Thursday, June 24, 2021 – 6:30 p.m. Public Budget Hearing followed immediately by the Board meeting on Southwest Tech's campus, Conference Room 430.

**ADJOURN TO CLOSED SESSION**

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

1. **Discussing President's Contract and Evaluation** 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 of April 22, 2021**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

### **Open Meeting**

The following statement will be read: "The May 21, 2021, regular Board meeting and retreat of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 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***

## **Board Retreat**

### ***A. Tour of Campus & Recognition of Staff***

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### ***B. Plan for Input on Trends***

Derek Dachelet, Executive Dean of Industry, Trades & Agriculture, and Katie Glass, Executive Director of Marketing & Recruitment, are leading the efforts on soliciting stakeholder feedback on trends in their industry and community. They will lead an activity with the Board focused on soliciting feedback from employers.

### ***C. Discussion on Board Member Development and Executive Leadership Ad-Hoc Committee***

Jason Wood, President, will lead discussions on board member development and the proposed Executive Ad-Hoc Committee. The discussion will be focused on the article, "Ten Proactive Questions Every Board Member Should Be Asking" and [Carver's Policy Governance model](#). The article and the proposed District Board Executive Leadership ad-hoc committee outline are included below.

Corporate Governance

## 10 Proactive Questions Every Board Member Should Be Asking

by

- Andrew White, Tazim Essani, and Eric Wilkinson

April 28, 2021



Westend61/Getty Images

**Summary.** Boards only see what they're presented with and can easily become passive recipients of agendas created by powerful CEOs and senior executives. And corporate failure raises questions as to what the board knew and what more it could have done. Board...more

Being a board member isn't easy. You have responsibility for a company but limited means to really understand it — and that understanding is often mediated by management. How aware are you of what's really happening in the company you're responsible for governing? What did board members at Boeing, Carrillion, Wirecard, and Theranos know about the problems on the horizon before those companies experienced their existential crises?

Corporate failure raises questions as to what the board knew and what more it could have done. You're expected to take responsibility, despite not being a day-to-day decision maker. Then you have to live with the personal reputational consequences.

Boards only see what they're presented with and can easily become passive recipients of agendas created by powerful CEOs and senior executives. But board members can play a transformational role in a company by asking questions that create a space for deep reflection and strategic change — not just responding to what the executive presents and then stepping in to deal with a crisis when things become difficult.

The 10 questions below, informed by our consulting work and experience as board members and executive coaches, can enable boards to change from passive to active and from reactive

<https://hbr.org/2021/04/10-proactive-questions-every-board-member-should-be-asking>



to transformational. These questions may not make you popular, and it may take some time to create a new normal concerning how the board operates, but they can enable change at the level of individual board members and the board as a whole.

The questions can be used with either the entire board and executive present or in a closed session of the board without the executive. You can also pose them to individual executives or groups of them and ask them to reflect, respond, and provide feedback to the board. The key is to have an open mind, be curious, and ask lots of questions to understand the context, risks, challenges, and opportunities the company is facing.

**If you designed the agenda, what would be on it?** The executive often sets the agenda, and your job is to read the papers and ask questions, which makes it easy to fall into the trap of being passive. Having the board — not executives — set agenda items is a critical part of leading and being proactive. Arrange a time to meet with other board members without the executive present so you can start the conversation that will lead to you setting your agenda.

**What is the executive not telling you that you feel you need to know?** Creating an environment in which executives feel comfortable speaking up is crucial here, as is noticing how often they bring difficult and challenging situations and questions to you. A lack of these might suggest that things are being hidden and not brought to your attention.

The challenge here is to normalize tough conversations and allow the executive to reduce their guard without feeling threatened. Having topics on the board agenda framed as open questions (like the ones in this article) can enable this, as can board papers produced by non-executive members, closed sessions with just the CEO and the non-executive members, and one-on-one meetings with executives between board meetings.

**How is the external world changing in ways that are not reflected in your board conversations?** It's easy for a company (and a board) to become internally focused. Having industry specialists on the board is important, but a lack of diversity of thought can lead to homogeneity that creates myopathy. Consider bringing in new board members to make the group more diverse, and bring in guest speakers who will challenge your assumptions and bring fresh perspectives.

**What don't you know about the company that you're most concerned about?** This is a difficult question to answer, and it requires some dedicated thinking time. But the answer can provide deep insights into what the board's agenda needs to be. What we've found after many failures or major problems in organizations is that many people knew there was a problem but didn't feel empowered to speak up. What's on the board agenda is just as important as what's not on it. The challenge for a board member is to be mindful about accepting an agenda that's put forward and being prepared to challenge whether or not the right items are being discussed.

**What do you see always being discussed but never resolved?** This question can provide insight into deeper problems in the organization. Look back over previous board meetings and notice which issues come up over and over again without being satisfactorily cleared up.

<https://hbr.org/2021/04/10-proactive-questions-every-board-member-should-be-asking>

It can be difficult as a board member to see what the real reasons are for this, so start a conversation either at the board meeting or privately with the CEO and other executives to try to understand what's going on. This form of intervention can show a board member at their best, noticing what's happening over a medium- to long-term cycle and providing observations that lead to the right conversations and the right actions.

**What are you not discussing that you need to talk about?** In other words, is the board spending enough time on the stuff that really matters rather than on the stuff it has to do? Boards do not have discretion to completely determine their own agendas because of statutory and regulatory obligations. Other required activities, such as strategy reviews and the audit cycle, also come around periodically. These important items can often overshadow other issues that need to be discussed, particularly if those issues are difficult and uncomfortable for both the board and executive to come to terms with. It's the board's job to ask these difficult questions and ensure that the agenda isn't crowded out with "business as usual." All too often, it takes a crisis to bring these other important items to the board's attention and onto its agenda, by which time it may be too late to fully eliminate the risk and capitalize on the opportunities they present.

**Are we addressing all the stakeholders, not just the shareholders? If so, how, and what's the order of priority?** Over the last decade, the question, "what's our purpose?" has shot up the agenda of many companies. This has been in response to a number of factors, such as financial crises, the climate emergency, and increasing gaps between rich and poor. Companies are also having to think about how they attract, retain, and motivate their employees. Purpose is often at the heart of this, and thinking about a broader set of stakeholders is often the starting point. List all of the company's internal and external stakeholders and put them in some order of priority. This really brings to the surface the question of why the company exists and for whom.

**Are we adequately discussing longer-term issues, both internal and external?** Times of crisis or extreme change, such as the pandemic, can often lead to an excessive focus on the short term. Challenges like management development and succession, longer-term competitive and technological threats, and environmental and regulatory issues can get lost in the melee.

**How well do we know and trust each other?** If boards are to pull together as a collective group — not a collection of individuals — then they'll need to know and trust each other. This is an easy question to ask but a difficult one to answer. A lack of trust and understanding can often manifest in the form of frequent dysfunctional conflicts or people privately feeling that they're not heard and cannot make the contributions that they want to. This becomes increasingly important if diverse boards are to work together toward a common goal.

**How would we describe the organization's culture? Would we all describe it the same way, and is the culture consistent across the company?** Like trust, culture is very difficult to define. However, when we look at some of the corporate failures of the last decade, a corrupt culture and a lack of trust were often at the heart of the problem. What has become easier is the ability to find data to understand the culture. There are now many organizations

that offer services that can give an accurate readout of a culture and an understanding of where and how it needs to change. These reports can make for uncomfortable reading, highlighting issues such as bullying, behaviors that make the organization susceptible to unethical conduct and even fraud, and a lack of a diversity and inclusion. This is where a board can really help support the executive in bringing about profound change — but only if reports of this nature are brought to its attention.

None of these questions are easy, primarily because companies find it difficult to cope with disruptive change and to see the full breadth and complexity of the impact they make on broader society. And generally speaking, people don't like talking about difficult things. As coaches and directors, we view ourselves as people who understand the power of facilitating these conversations in a positive and constructive way. When this happens, we know that, despite being difficult at the time, it can lead to transformational outcomes and prevent existential risks from becoming existential crises.

### **Ad-Hoc Committee: Executive Board Leadership**

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

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

**Timeline:** The EBL committee will meet on a monthly basis for one year starting in July 2021. The Board will conduct an analysis of the effectiveness of the committee through a debriefing process during the October 2021 and Spring 2022 board retreats. Board members will share their perspectives on the perceived 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 the Board Chair, Vice-Chair, and the immediate past Chair. The Board Chair will also appoint one other Board member who is serving in their first term. The President of the College and the first two Acting Presidents will serve as resources by developing the agenda, providing content, and serving as advisors. Meetings will be scheduled for the second Tuesday of each month from 11:30 am to 12:45 pm with a virtual option available if necessary. The EBL meeting will only occur if three of the four Board members are able to attend. The President will determine the best way to take notes/minutes.

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

1. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for exemplary performance at work. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.
2. Review potential Board agenda items and design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
3. Recommend people outside of the college who can help with specific projects based on their interest or expertise with a special focus on improving the success of our Special Populations as prescribed in our College Health Indicators.
4. Review District Board Association activities and design discussions to engage the full board in developing a platform or plan of action based on the topic.
5. 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 except during formal Board meetings.

**Reporting to the Full-Board:** The EBL will report to the full board during each Board meeting to facilitate broader dialog and development. Verbal reporting responsibilities will rotate among the members of the EBL.

***D. President/Board Dialog – Initial Trends from the Board’s Perspective***

Input on initial trends related to industry and community needs from the Board’s perspective will be discussed.

**5:30 p.m. – Dinner**

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

**6:00 p.m. – Regular Board Meeting**

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. District Boards Association Update & Policy Governance**

Executive Director of the District Boards Association, Layla Merrifield, will provide an update on the Wisconsin Technical College District Boards Association and legislative activities. Ms. Merrifield will also provide information related to Carver’s Policy Governance model.

## **Consent Agenda**

### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Friday, May 21, 2021

3:00 p.m. – Board Retreat/Meeting  
Southwest Tech Campus, Conference Room 430

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: “The May 21, 2021, regular Board meeting and retreat of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College’s website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, at the Fennimore City Office, and at CESA 3 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

### **BOARD RETREAT**

- A. Tour of Campus & Recognition of Staff
- B. Plan for Input on Trends
- C. Discussion on Board Member Development and Executive Leadership Ad-Hoc Committee
- D. President/Board Dialog – Initial Trends from the Board’s Perspective

### **5:30 p.m. – Dinner**

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

### **6:00 p.m. – Regular Board Meeting**

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. District Boards Association Update & Policy Governance

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of April 22, 2021

- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
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- E. Personnel Items
- F. ACCT Membership Renewal
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- J. Public Safety Complex Hay Lease

#### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Second Reading of Governance Policy 4.4 - College Values
- B. Bid: Building 700 Demolition
- C. RFP: Timekeeping System
- D. 2021-22 Compensation & Health Insurance Plan
- E. Darlington Outreach Site Lease
- F. Prairie du Chien Outreach Site Lease

#### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Project RISE Update
- B. Board Monitoring Report – Fiscal Sustainability
- C. 2021-22 Budget Update
- D. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2020-21 FTE Comparison YOY Report
  - 2. 2021-22 FTE Comparison YOY 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 President's Contract and Evaluation 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 of April 22, 2021



**RECONVENE TO OPEN SESSION**

A. Action, if necessary, on Closed Session Items

**ADJOURNMENT**

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

***B. Minutes of the Regular Board Meeting of April 22, 2021***

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
APRIL 22, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01 p.m. on April 22, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Chris Prange, Donald Tuescher, Crystal Wallin, Jane Wonderling

Absent: David Blume, Tracy Fillback, Jeanne Jordie

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Sara Biese, Karen Campbell, Holly Clendenen, Derek Dachelet, Mandy Henkel, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Cynde Larsen, Kim Maier, Kim Schmelz, CoraBeth Schmitz, Krista Weber, Jake Wienkes, and Caleb White. Public present included Kent Enright.

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, April 22, 2021

6:30 – Pre-Board Meeting Activity – Annual Higher Learning Commission  
Conference Debrief

7:00 p.m. – Board Meeting

Southwest Tech Campus, Conference Room 430 /

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us),

Meeting ID: 927 3163 1662

Passcode: 798366

Dial in Option: 312-626-6799

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: "The April 22, 2021, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 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
- B. Minutes of the Regular Meeting of March 25, 2021
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Round Robin: Ad-Hoc Committee – Executive Board Leadership

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Dodgeville Outreach Site Lease
- B. 2021-22 Out-of-State Tuition Waivers
- C. First Reading of Governance Policy 4.4 - College Values

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Academic Master Plan
- B. Board Monitoring Report – Quality Teaching & Learning
- C. Foundation Quarterly Update
- D. Real Estate Foundation Quarterly Update
- E. Health Insurance Plan Design Changes and Premium Equivalent
- F. 2021-22 Budget Update
- G. State of the College
- H. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. 2020-21 FTE Comparison YOY Report
  - 2. 2021-22 FTE Comparison YOY Report
  - 3. Fall 2021 Application 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - 2. Discussing President's Contract and Evaluation 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 of February 25, 2021, and March 25, 2021

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

**{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).}**

After a review of the Consent Agenda, including the April 22, 2021, agenda; March 25, 2021, Board meeting minutes; financial reports; six contracts totaling \$29,110.82 in March 2021; and a promotion recommendation for Matt Nation to Lead Evening Custodian; the resignation of Matt Cram – Academic Success Coach, and the retirement of John Pluemer – Lead Math/Science Instructor, Mr. Tuescher moved to approve the Consent Agenda, as presented. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

A round robin discussion on forming an Ad-Hoc Committee – Executive Board Leadership was held. Dr. Wood explained that one of the mega-trends the Board identified as a priority and is also included in the President's high-priority goals relates to leadership development and succession planning. Our Board will not be immune to the turnover trend in leadership necessitating new ways of providing learning and

growth opportunities while strengthening communication and collaboration as traditional hallmarks of the Board's work together. The purpose of the Ad-Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

Board members shared their ideas and thoughts. Dr. Wood will bring back to the Board in May the updated outline and noted this would be a one-year ad hoc committee.

Caleb White presented a lease agreement amendment for the Outreach Site located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI, noting the lease term is for one-year with the rent being the same as the current year. Mr. White noted the shared Paramedic Technician program (with Lakeshore Technical College) will be housed in the Dodgeville Outreach Site. Mr. Tuescher moved to approve the lease agreement with Capitol Dodgeville, LLC, to lease office and educational space located at 316 W. Spring Street, Dodgeville, WI, for \$1100 monthly through June 30, 2022. Ms. Wallin seconded the motion; upon a roll call vote with all Board members voting affirmatively, the motion carried.

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. CoraBeth Schmitz, Student Financial Assistance Manager, provided information on the 2020-21 Out-of-State Tuition Requests. The 2021-22 request was to grant 1,050 credits for 35 needy and worthy students tuition waivers. Mr. Tuescher moved to approve the 2021-22 Out-of-State Tuition request for 1,050 credits for 35 needy and worthy students. Mr. Prange seconded the motion with the motion receiving unanimous approval on a roll call vote.

At the February and March Board meetings, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council; Josh Bedward, Co-Chair of the College Council; and Kim Schmelz, Chair of the Culture Workgroup, presented on adding an inclusivity value and modifying other values. Edits had been made to the proposed values based on Board feedback. Ms. Weber and Ms. Schmelz outlined the changes noting the value of Inclusivity had been added and the six original values had been incorporated into four – Learning, Integrity, Accountability, and Continuous Improvement. Ms. Wallin moved to approve the First Reading of Governance Policy 4.4 – College Values as presented. Mr. Tuescher seconded the motion. Upon a roll call vote where all members voted affirmatively, the motion carried.

Cynde Larsen, Executive Dean of Health Occupations; Kim Maier, Director of Innovative & Alternative Learning; and Derek Dachelet, Executive Dean of Industry, Trades, and Agriculture presented the latest Academic Master Plan. The Academic Master Plan informs the strategic plan, facilities master plan, budgeting, and the technology plan and is a living document that will be updated on a frequent basis. Highlights included new

programs of Nonprofit Leadership, Data Analytics, and Paramedic (shared program with Lakeshore Technical College); additional cohorts for Direct Entry Midwife (Spring 2021) and Medical Coding (Fall 2021), program course redesign for Leadership Development and Supply Chain Management, K-12 transformations of Lab Science and Computer Numerical Control (CNC) programs; program modifications of Golf Course Management/Hospitality and Farm Business & Production Management; re-designing program mix for Agribusiness/Science & Technology and Farm Operations and Management Programs; program suspensions of Farm Operations & Management Programs – Crops & Crop Operations and Culinary Programs (teaching out and move to high school delivery); and program development of Surgical Technology.

Katie Garrity, Chief Academic Officer, presented the Engaging Students in High-Quality Learning Board Monitoring Report. Initiatives that have and are continuing include retention, completion, persistence strategies; Charger 360 Technology Program; efforts focused on Special Populations students; diversity, equity, and inclusion; dual enrollment; and the Outreach Centers. Strengths that were identified involved rates of placement and student/employer satisfaction, outcomes-based funding indicators, and faculty engagement as evidenced by the rapid response and movement to a virtual platform, WIDS, TAP, and Schoology, and college service on councils and workgroups. Opportunities noted were outcomes-based funding indicator of ABE/GED transitions to college, inconsistency of WIDS (curriculum) below the line, and co-curricular assessment and systemic development.

Kim Schmelz, Director of External Relations & Alumni Development, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY2021 Third Quarter Report contained approximately \$900,000 has been received so far, 682 scholarship applications were received for 2021-22 applications, and the phonathon has received just under \$65,000

Caleb White shared a quarterly Real Estate Foundation report highlighting a YOY look at number of leases and the upcoming April 28 SWTC Real Estate Foundation Board meeting. The FY21 Third Quarter report indicated 111 leases this spring, 7 leases for summer, and 66 leases received so far for this coming fall.

Connie Haberkorn, HR/Benefits & Compensation Manager, Caleb White, and Krista Weber presented on proposed health insurance plan design changes and premium equivalent. The proposed changes included two options: 1) effective July 1, 2021, with no plan design changes and increase health insurance premiums 4.3%; or 2) maintain current plan through December 31, 2021; implement on January 1, 2022, a four-tiered plan; in-network changes would increase deductibles and out-of-pocket maximums, Health Savings Account funding and add 10% in-network coinsurance with out-of-network changes increasing deductibles and out-of-pocket maximums and increasing co-insurance to 30%. The final plan design recommendation will be presented at the May Board meeting. There are no recommended changes for dental insurance. Dr. Wood informed the board the cost for both options are the same with the second option

allowing employees to be better health care consumers. He also commended Connie Haberkorn for her work with this.

Caleb White highlighted the 2021-22 budget status noting there is still work to be done to balance the budget. In February the deficit was \$1.5 million and the deficit is currently at \$900,000. The Board will see another budget status in May with the public hearing on the budget being held in June and the approval of the budget in June.

Dr. Wood shared key accomplishments over the past year and updates focused on the Strategic Directions of Engaging Students in High-Quality Learning, Strengthening a Culture of Accountability, and Enhancing the College's Economic Impact. Highlights include:

- Fiscal Responsibility – The college received a clean audit, has a student loan default rate below 5%, Project RISE is on time and on budget, and an investment plan had previously been submitted to the board;
- Equity & Inclusivity – A key part of what we are doing at the college and a comprehensive plan has been developed;
- Fundraising – A fundraising plan will be submitted for approval in July;
- Leadership – Working on updating the Acting President Policy and developing a formal chief officer succession plan;
- Pride Points – 10-year facilities plan accompanied with a 10-year financing plan accompanied with a 3-year academic plan; Improved culture climate every year; have built reserves; \$25 million in long-term debt; the COVID Operations Team has handled the college's response well; over 850 laptops have been distributed to students and hotspots were made available to students who needed them; the college was recruited in to the Higher Learning Commission Assessment Academy; have received number one rankings for two of our programs, Darlene Mickelson was highlighted in a Forbes article, three staff members have been recognized nationally, and Dr. Wood has been named to the board of the American Technical Education Association.

An update on College staffing was provided by Krista Weber. She noted there are currently positions open for a Data Analyst/Data Analyst Instructor, Physical Therapist Assistant Instructor, and a Biology Instructor. evening custodian positions are starting to be filled and there is a limited-term employment assistant position in Financial Aid/Business Office, which has been posted.

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a decrease of 4.2% in FTE and there has been two weeks of new registration for FY 2021-22.

Chairperson Bolstad updated the Board on:

- District Boards Association meetings will return to face-to-face with a virtual option;
- Asked and received support to submit a letter of support for the 36.31 legislation on behalf of the Board;

- His election to the Vice President position of the District Boards Association Executive Committee; and
- He encouraged other Board members to read scholarship applications as it gives the readers a glimpse into the lives of students.

Under the President's Report, Dr. Wood shared he has testified at the Senate Committee on the State Statute 36.31 legislation; he is working on designing a cohort of faculty and staff in a doctoral program; working on a free legal clinic for our students geared toward helping students complete their academic programs; the STAR Event (staff appreciation) will be May 21, 2021; the leadership program, Worldwide Leadership Development Institute (WLDI), is searching for a new college to coordinate the statewide effort and Southwest Tech has been asked to consider it; and the May Board Retreat will include trends to position the college to take advantage of, board dynamics, goals, and college performance over the next five years.

Mr. Tuescher moved to adjourn to closed session for the purposes of deliberating over potential college property opportunities per Wis. Statutes 19.85(1)(e) and discussing the President's Contract per Wis. Stats. 19.85(1)(c). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 9:21 p.m.

The Board reconvened to open session at 10:05 p.m. With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Prange seconding the motion. The motion carried and the meeting adjourned at 10:06 p.m.

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Chris J. Prange, Secretary



## C. Financial Reports

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 04/01/2021 - 04/30/2021				
Invoices				
Vendor	Invoice #	Description	Amount	
MC DEAN INC	B01337M01003	Preventative Maintenance Servi	\$5,345.00	
VERBIT SOFTWARE LTD	VRBT3981	Closed Captioning minutes	\$5,211.00	
MUTUAL OF OMAHA COMPANIES	E HAMPTON 743072-	E Hampton 743072-91M	\$4,732.83	
COMMUNICATIONS ENGINEERING	353438	Annual Fire Alarm inspection	\$4,320.82	
DISTRICTS MUTUAL INSURANCE	20D31J454113	Vehicle repair	\$4,136.32	
LAMAR COMPANIES	112321056	Billboards	\$3,954.00	
BLOCK IRON & SUPPLY COMPANY INC.	753974	Wireless access controllers	\$3,903.71	
WPS HEALTH INSURANCE	040321012342	E Bloyer Medicare Prem	\$3,493.83	
RITCHIE IMPLEMENT INC.	152186C	Repair Telehandler from accide	\$3,219.25	
LES MACK CHEV-BUICK-CHRYSLER-	130267	Wo #735	\$3,214.36	
JOSTENS	26038642	Caps and Gowns - May 2021	\$3,181.86	
GRANT COUNTY SOCIAL SERVICES	03082021	Trauma Workshop 4 HS Program	\$3,160.75	
HYDRO-FLO PRODUCTS, INC.	2391797	Annual maintenance kits	\$2,946.26	
LANDMARK COLLEGE INC	PER AGREEMENT	Workshops	\$2,600.00	
<b>Total Invoices</b>				<b>\$53,419.99</b>
Purchase Orders				
Vendor	PO #	Description	Amount	
VAN METER INC	7026	Electromech/Instrumentation: Rockwell Automation Contract/Support Reinstatement Fee	\$2,532.77	
TIERNEY BROTHERS	7027	ITS: Visix (AxisTV) Annual License	\$4,397.00	
TRUGREEN COMMERCIAL	7018	Facility Operations: Lawn Service	\$5,620.00	
<b>Total Purchase Orders</b>				<b>\$12,549.77</b>

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits April 20	CMTRX00002961	WDL000007978	\$299,212.91	
WI EE Trust Funds #245199	CMTRX00002982	WDL000008038	\$128,003.46	
941 ER Fed PR Tax #94267696	CMTRX00002982	WDL000008037	\$121,095.07	
941 ER Fed Tax #54014090	CMTRX00002960	WDL000007973	\$117,345.70	
941 ER Fed PR Tax #75458618	CMTRX00002973	WDL000008015	\$116,816.52	
WI DOR PR Tax #109-844-128	CMTRX00002982	WDL000008036	\$24,205.75	
WI DOR PR Tax #2-019-393-312	CMTRX00002960	WDL000007977	\$23,228.20	
WI DOR PR Tax #958-890-144	CMTRX00002972	WDL000008013	\$23,078.67	
Symetra Life Ins #1519186	CMTRX00002982	WDL000008035	\$9,983.01	
Delta Dental #450097	CMTRX00002966	WDL000007991	\$8,270.75	
Great-West Trust #902599600	CMTRX00002972	WDL000008012	\$8,136.13	
Great-West Trust #899914706	CMTRX00002962	WDL000007986	\$7,451.44	
Hasler Advance April 2021	CMTRX00002969	WDL000007994	\$5,000.00	
Delta Dental #451278	CMTRX00002971	WDL000008006	\$4,521.31	
Delta Dental #455597	CMTRX00002975	WDL000008017	\$3,026.03	
Delta Dental #456784	CMTRX00002980	WDL000008023	\$3,022.66	
<b>Total Bank Withdrawals</b>				<b>\$902,397.61</b>
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 4/30/2021	UPRCC00001250	WDL000008025	\$311,169.29	
Direct Deposit 4/16/2021	UPRCC00001241	WDL000007995	\$295,852.42	
Direct Deposit 4/2/2021	UPRCC00001235	WDL000007966	\$295,401.85	
Direct Deposit 4/16/2021	UPRCC00001243	WDL000007997	\$41,344.01	
Direct Deposit 4/30/2021	UPRCC00001254	WDL000008029	\$37,716.32	
Direct Deposit 4/2/2021	UPRCC00001237	WDL000007968	\$36,050.72	
Direct Deposit 4/2/2021	UPRCC00001236	WDL000007967	\$10,096.77	
Direct Deposit 4/30/2021	UPRCC00001257	WDL000008032	\$9,355.29	
Direct Deposit 4/16/2021	UPRCC00001242	WDL000007996	\$9,041.65	
Direct Deposit 4/16/2021	UPRCC00001248	WDL000008002	\$8,455.53	
Direct Deposit 4/30/2021	UPRCC00001251	WDL000008026	\$8,229.79	
Direct Deposit 4/2/2021	UPRCC00001239	WDL000007970	\$7,535.14	

Direct Deposit 4/30/2021	UPRCC00001256	WDL000008031	\$6,980.83	
Direct Deposit 4/2/2021	UPRCC00001240	WDL000007971	\$4,519.61	
Direct Deposit 4/16/2021	UPRCC00001249	WDL000008003	\$4,145.96	
<b>Total Payroll</b>				<b>\$1,085,895.18</b>
<b>Purchase Cards</b>				
<b>Vendor</b>	<b>Transaction #</b>	<b>Audit Trail</b>	<b>Amount</b>	
US Bank ending 04.13.2021	CMTRX00002980	WDL000008024	\$48,336.96	
US Bank ending 3.30.2021	CMTRX00002971	WDL000008007	\$36,159.34	
<b>Total Purchase Cards</b>				<b>\$84,496.30</b>
<b>Total Purchases &gt;= \$2,500</b>				<b>\$2,138,758.85</b>

**2. Treasurer's Cash Balance**

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 04/30/2021			
<b>Receipts</b>			
Fund			
1 General	340,663.62		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	37,899.76		
6 Internal Service	331,345.08		
7 Financial Aid/Activities	19,675.03		
<b>Total Receipts</b>		<b>729,583.49</b>	
<b>Expenses</b>			
Fund			
1 General	2,268,558.53		
2 Special Revenue			
3 Capital Projects	780,521.78		
4 Debt Service	475.00		
5 Enterprise	71,423.62		
6 Internal Service	331,574.61		
7 Financial Aid/Activities	81,576.08		
<b>Total Expenses</b>		<b>3,534,129.62</b>	
<b>Net cash change - month</b>			<b>(2,804,546.13)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	2,285.00		
-Midwest One Investment 1324	22,133,260.03		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,535.99		
<b>Ending Cash/Investment Balance</b>		<b>23,371,021.02</b>	

**3. Budget Control**

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 10 Months ended April 2021							
	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,130,100.00	20,756,862.41	89.74	85.24	84.48	87.47	83.53
General Fund Expenditures	23,782,100.00	19,116,437.22	80.38	73.17	74.68	74.04	72.82
Capital Projects Fund Revenue	4,020,000.00	4,039,142.00	100.48	100.19	99.54	104.67	101.09
Capital Projects Fund Expenditures	5,862,000.00	3,114,619.97	53.13	42.29	51.54	47.72	39.79
Debt Service Fund Revenue	5,690,500.00	3,894,125.68	68.43	63.38	66.29	67.49	66.87
Debt Service Fund Expenditures	6,767,500.00	1,238,227.77	18.30	8.30	11.14	12.27	12.57
Enterprise Fund Revenue	1,336,000.00	1,127,184.53	84.37	75.36	70.66	66.46	68.86
Enterprise Fund Expenditure	1,706,000.00	1,256,400.64	73.65	80.05	67.43	65.12	62.41
Internal Service Fund Revenue	4,427,000.00	3,274,929.54	73.98	69.57	73.05	77.83	75.67
Internal Service Fund Expenditures	4,427,000.00	3,461,279.42	78.19	73.26	76.16	79.17	77.41
Trust & Agency Fund Revenue	8,000,000.00	5,006,344.39	62.58	65.64	69.43	80.31	85.55
Trust & Agency Fund Expenditures	8,000,000.00	5,671,764.75	70.90	72.10	74.42	79.94	86.20
<b>Grand Total Revenue</b>	<b>46,603,600.00</b>	<b>38,098,588.55</b>	<b>81.75</b>	<b>78.83</b>	<b>79.45</b>	<b>82.85</b>	<b>81.52</b>
<b>Grand Total Expenditures</b>	<b>50,544,600.00</b>	<b>33,858,729.77</b>	<b>66.99</b>	<b>62.47</b>	<b>65.30</b>	<b>66.22</b>	<b>66.13</b>

***D. Contract Revenue***

There were 12 contracts totaling \$67,306.95 in April 2021 being presented for Board approval. The Contract Revenue Report is included below.

## 2020-2021 CONTRACTS

4/1/2021 to 4/30/2021

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	INDIRECT COST FACTOR			
						Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Boscobel	Kim Maier	7	\$ 3,037.34	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Wauzeka	Kim Maier	20	\$ 8,784.00	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Shullsburg	Kim Maier	2	\$ 1,352.54	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Riverdale	Kim Maier	4	\$ 2,196.00	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Mineral Point	Kim Maier	6	\$ 2,527.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Southwestern	Kim Maier	5	\$ 2,134.94	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Fennimore	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - River Ridge	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Cuba City	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Weston	Kim Maier	1	\$ 842.40	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Pecatonica	Kim Maier	1	\$ 451.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Benton	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0029-I-11	ColLEDGE Up Gear Up - Highland	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Boscobel	Kim Maier	7	\$ 3,220.35	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Weston	Kim Maier	2	\$ 2,503.22	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Lancaster	Kim Maier	1	\$ 583.60	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Platteville	Kim Maier	4	\$ 2,890.69	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Iowa Grant	Kim Maier	1	\$ 731.53	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Fennimore	Kim Maier	1	\$ 583.60	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Riverdale	Kim Maier	2	\$ 1,251.66	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Mineral Point	Kim Maier	3	\$ 1,426.00	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Barneveld	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Potsi	Kim Maier	2	\$ 842.40	No		X	
CESA 3	03-2021-0030-I-11	ColLEDGE Up Healthcare - Ithaca	Kim Maier	1	\$ 147.93	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Boscobel	Kim Maier	2	\$ 1,304.07	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Dodgeville	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Fennimore	Kim Maier	1	\$ 564.14	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Mineral Point	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Richland Center	Kim Maier	1	\$ 421.20	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Seneca	Kim Maier	1	\$ 477.19	No		X	
CESA 3	03-2021-0031-I-11	ColLEDGE Up Nursing - Southwestern	Kim Maier	5	\$ 2,358.90	No		X	
CESA 3	03-2021-0033-I-11	ColLEDGE Up Lab Science - Richland Center	Kim Maier	6	\$ 5,041.90	No		X	
CESA 3	03-2021-0034-I-11	ColLEDGE Up Nursing Core - Lancaster	Kim Maier	1	\$ 961.09	No		X	
CESA 3	03-2021-0034-I-11	ColLEDGE Up Nursing Core - Ithaca	Kim Maier	1	\$ 897.26	No		X	
USA Clay Target League	03-2021-0089-T-42	League Director Duties - April	Caleb White		\$ 500.00	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Bloomfield Manor	03-2021-0116-I-41	Leadership Academy	Dennis Cooley	8	\$ 9,910.00	No		X	
Mineral Point Health Services	03-2021-0129-I-41	BLS for HCP-CPR Recert	Ken Bartz	13	\$ 960.00	No		X	
ITW Shakeproof	03-2021-0130-I-41	Heartsaver CPR/AED with First Aid	Ken Bartz	6	\$ 540.00	No		X	
Amcor Lancaster	03-2021-0137-I-41	NFPA 70E	Amy Charles	14	\$ 3,050.00	No		X	
Oak Park Dental	03-2021-0139-I-41	BLS for HCP-CPR Recert	Ken Bartz	7	\$ 780.00	No		X	
Latitude Corporation	03-2021-0145-I-41	Heartsaver CPR/AED with First Aid	Ken Bartz	6	\$ 665.00	No		X	
				<b>TOTAL of all Contracts</b>	<b>150 \$</b>	<b>67,306.95</b>			
				Exchange of Services	- \$	-			
				For Pay Service	150 \$	67,306.95			



***E. Personnel Items***

Two employment recommendations and one promotion are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT  
May 21, 2021**

**Employment: NEW HIRES**

Name:	Angela Moyer
Title:	Physical Therapist Assistant Instructor
Number of Applicants & Interviewees:	3 applicants; 3 interviewed
Start Date:	05/17/21
Salary/Wages:	\$58,000
Classification:	Full-Time
Education and/or Experience:	Bachelor's degree with over 5 years of occupational experience as a Physical Therapist Assistant.

Name:	Sasha Annan
Title:	Data Analyst/Data Analytics Instructor
Number of Applicants & Interviewees:	5 applicants; 3 interviewed
Start Date:	06/01/21
Salary/Wages:	\$64,000
Classification:	Full-Time
Education and/or Experience:	Masters in Statistical Science and Mathematics with 6 years teaching experience.

**PROMOTIONS / TRANSFERS**

Kim Schmelz (Promotion 05/01/21)	Director of Foundation
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**RETIREMENTS / RESIGNATIONS**

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## ***F. ACCT Membership Renewal***

The 2021-22 Association of Community College Trustees (ACCT) Membership email and renewal invoice in the amount of \$3,540 is available below.



Southwest Wisconsin Technical College:

On behalf of the ACCT Board of Directors, we want to express our deep appreciation for the continuing support you and your board have given to the Association of Community College Trustees. **ACCT is driven by our commitment to meeting the needs of our members.** We are committed to returning your investment with the best services we can provide to your board and institution.

Time and again, community colleges have demonstrated why they are lifelines to their communities and their students, and that they are second to none in higher education. As we move towards rebuilding the economy from this pandemic, community colleges will play an integral part to the recovery process. **And so, we invite you to renew your membership today so that ACCT can work in concert over the coming year to continue our partnership.**

Despite tremendous disruptions and obstacles thrown in our way unexpectedly, ACCT has carried on providing education and guidance on community college governance best practices. The association's leadership and staff never wavered, and our member services never interrupted. We are proud that we were able to pull this off—and we knew we had to because we know that our member colleges never wavered in serving your students' needs despite the tumultuousness of living through history.

In addition to providing ongoing member services, including informative and educational publications, CEO and other executive searches and placements, board retreats, self-evaluations and more, ACCT's staff worked overtime to provide you with more resources than ever, including:

- The ACCT's advocacy team helped secure a **\$14 billion investment in higher education** through the Coronavirus Aid, Relief and Economic Security (CARES) Act and **\$21.2 billion for higher education** in the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Just as important, we also **led to a change in the formula used to allocate funds to individual institutions, ensuring part time students were better accounted for** and resulting in the doubling of the allocation public 2-year colleges received from \$2.6 billion in the CARES Act to \$5.5 billion in CRRSAA.
- The [association's annual events](#), such as the ACCT Leadership Congress, Governance Leadership Institutes and the Community College National Legislative Summit, which were adapted virtually

and attracted as many dedicated participants as ever, along with notable speakers including First Lady Dr. Jill Biden.

- Brand new online education offerings, including webinars on COVID-19 recovery, federal advocacy, parliamentary procedure, original research into Pell Grants, rural college needs and more.
- A demonstrated commitment to diversity, equity and inclusion through the publication of a [DEI Implementation Checklist](#), the development of a new board retreat series dedicated to developing DEI competencies among community college leadership, a new Governance Leadership Institute on Diversity, Equity and Inclusion, and ongoing content throughout our educational platforms.
- A thoroughly revised and updated second edition of [Trusteeship in Community Colleges](#), the go-to handbook for community college governance.

The other thing you'll notice is that in addition to providing services as usual, this association has advocated *fiercely* in Washington for our members' needs, and has tapped into every partnership available to us to get unprecedented support for community colleges and their students, including securing more support for Pell Grants, Federal Work Study and Federal Supplemental Educational Opportunity Grants, Perkins Career and Technical Education, Adult Basic Education, Federal TRIO, a \$93 million Institutional Aid increase and more.

All of us at ACCT are inspired by the work that community colleges are doing on the ground, and [we are determined](#) to fight at the federal level for the resources you need to carry out your mission.

Furthermore, as a continuation of our commitment, ACCT's [Community College Month \(#CCMonth\)](#) campaign last year and this year have coordinated public-awareness activities throughout the country, with participation from many hundreds of community colleges throughout the country, raising awareness of the many contributions' community colleges make to our communities, our economies, and to the lives of millions of individual students.

#### **Renew your ACCT membership:**

1. [2021-2022 Fee Schedule](#).
2. [View, print, or pay your invoice](#).\*
3. [ACCT W-9 form](#).

#### **Payment Options:**

- **Pay Online** by [credit card](#) . To access your organization's invoice, log in using your username and password or register for an account.
- **Pay by Mail**. Return a copy of your invoice with your payment by mail to ACCT, PO Box 426061, Washington, DC 20042-6061.
- **Pay by Phone**. Call (202) 775-2406 to make a credit card payment over the phone.

*\*Annual fees for membership are based on total headcount for credit (full and part-time) for the most recent fall term registration. Fees are due no later than **July 1st** of each year. If needed, please update your headcount by contacting us at [membershipupdates@acct.org](mailto:membershipupdates@acct.org).*

We appreciate your continued partnership. If you have any questions or concerns, or if you need anything from ACCT, please do not hesitate to contact President and CEO J. Noah Brown at [nbrown@acct.org](mailto:nbrown@acct.org).

Best Regards,

David Mathis  
Chair, ACCT Board of Directors

J. Noah Brown  
President & CEO, ACCT

# ACCT

Association of Community College  
Trustees  
P.O. Box 426061  
Washington, D.C. 20042-6061

Customer #: 0000036350

Jason S Wood, Ph.D.  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

## Invoice

Invoice #: 94623  
Invoice Date: 04/30/2021  
Invoice Terms: net 30

Description	Quantity	Price	Discount	Amount
District	1	\$3,540.00	\$0.00	\$3,540.00

Invoice Total	\$3,540.00
Taxes	\$0.00
Amount Paid	\$0.00
<b>PLEASE PAY</b>	<b>\$3,540.00</b>

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice#: 94623

Customer #: 0000036350

Jason S Wood, Ph.D.  
Southwest Wisconsin Technical College  
1800 Bronson Blvd  
Fennimore, WI 53809-9778

Select Payment Method	
<input type="checkbox"/> Check Enclosed	
Card Provider _____	Exp Date ____/____
Card # _____	CVV _____
Card Holder's Name _____	
Card Holder's Signature _____	

Remit Payment To:

**Association of Community College Trustees**

P.O. Box 426061, Washington, D.C. 20042-6061

Total Due: **\$3,540.00**

Am't Remitted \_\_\_\_\_

***G. UMOS Lease***

A 24-month lease ending June 30, 2023, for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$328.42 per month for the first 12 months and \$348.57 per month for the second 12 months is included below.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2021 by and between Southwest Wisconsin Technical College, Lessor, and UMOS, Inc, Lessee:

### 1. PREMISES AND TERM.

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

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

#### 1.2 Term. This lease is for a term of twenty-four (24) months commencing on July 1, 2021, and ending June 30, 2023.

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

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Thirty-eight Dollars and Forty-two Cents (\$328.42) per month as rent for the premises for the first twelve (12) months, and Three Hundred Forty-eight Dollars and Fifty-seven Cents (\$348.57) per month as rent for the premises for the final twelve (12) months of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

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

whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

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

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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



Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

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

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

10. QUIET ENJOYMENT.

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

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

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

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

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

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

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

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

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

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2021.

UMOS, INC.

BY: \_\_\_\_\_  
Jose Martinez, Vice-President of Farmworker & Community Based Svcs

***H. Forward Services Lease***

Included below is a 12-month lease (7/1/21 – 6/30/22) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$318 per month.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2021 by and between Southwest Wisconsin Technical College, Lessor, and Forward Service Corporation, Lessee:

### 1. PREMISES AND TERM.

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

100 square feet of office floor space plus nonexclusive use of common spaces in the Southwest Tech suite located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2021, and ending June 30, 2022.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. If lessee loses their contract to provide W-2 services, lessee may terminate the lease at any time with a 60 day written notice following notification requirements of paragraph 9.1

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred and Eighteen Dollars (\$318.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

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

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

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Financial Officer, Forward Service Corporation, 4600 American Parkway, Suite 301, Madison, WI 53718

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

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

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

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

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

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

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

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

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

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or



amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: \_\_\_\_\_

Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

FORWARD SERVICE CORPORATION

BY: \_\_\_\_\_

  
\_\_\_\_\_  
MARCIA CHRISTIANSEN (May 12, 2021) (CET)

Marcia Christiansen, Chief Executive Officer

## Forward Service sublease 2021-22

Final Audit Report

2021-05-06

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### "Forward Service sublease 2021-22" History

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***I. Clarity Clinic Lease***

Included below is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College located at 1800 Bronson Boulevard, Fennimore, WI, in Building 200, Suite 236. The rental fee is \$50 per month.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2021 by and between Southwest Wisconsin Technical College, Lessor, and Clarity Clinic of SW Wisconsin, LTD, Lessee:

### 1. PREMISES AND TERM.

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

821 square feet of office floor space located at 1800 Bronson Blvd, Building 200, Suite 236, Fennimore, Wisconsin.

#### 1.2 Term. This lease is month to month basis not to exceed ending June 30, 2022 unless agreed upon by both parties.

#### 1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

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

### 2. RENT.

#### 2.1 Payments. The Lessee shall yield and pay the sum of fifty dollars (\$50.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE, HOURS AND SIGNS.

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

#### 3.2 Hours. Lessee shall have unlimited access and use of demised premises during regular school hours, however, no earlier than 7:00 a.m. and no later than 9:00 p.m. This use shall follow the

official college calendar with lessee premises remaining closed during winter/summer breaks, holidays and following a four day work week during designated summer period. A written schedule of hours of operation shall be sent to the Vice President for Administrative Services prior to the beginning of the lease agreement and upon any change to said hours thereafter.

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

- (a) Lessee obtains the Lessor's consent, which Lessor will not reasonably withhold, to the placement of any sign in the building.

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

##### 4.1 Utilities.

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

##### 4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that cannot be removed without material injury to

the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expense, from time to time, with Lessor's consent, which Lessor will not reasonably withhold, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as deemed expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President for Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Clarity Clinic of SW Wisconsin, LTD

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice

pursuant to this paragraph.

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

12. MISCELLANEOUS PROVISIONS.

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

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

CLARITY CLINIC OF SW WISCONSIN, LTD

BY: \_\_\_\_\_  
Megan Fechner, Executive Director



***J. Public Safety Complex Hay Lease***

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month (6/1/21 – 11/1/21) lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included below.

**RECOMMENDATION:** Approve the Consent Agenda

Cash Farm Lease  
(RE)

Section 1 – Opening, Rent, Signatures, Etc.

BY THIS LEASE, in several Sections and in consideration of the rent to be paid and the mutual covenants and agreements hereinafter set forth, the Landlord, herein so called whether one or more, leases to the Tenant, herein so called whether one or more, the Premises hereinafter described.

2.8 acres known as the SW corner of County F and Hwy 18-Southwest Wisconsin Technical College

Rent is \$125 per acre.

LANDLORD: Southwest Wisconsin Technical College  
1800 Bronson Blvd.  
Fennimore, WI 53809  
Attn: Caleb White

TENANT:

Term Begins: 6/1/2021 Security Deposit: None

Term Ends: 11/1/2021

Use: Harvesting hay ground. All materials and services related to harvesting shall be acquired and paid for by the tenant.

LEASE CONDITIONS

The landlord assumes no risk from any crop grown on this parcel.

The tenant accepts all risk and liability associated with harvesting and removal of the crop.

Harvesting should be completed in a manner that does not damage the existing site or other property owned by the landlord.

The tenant must contact and coordinate access to the site with the landlord 12 hours prior to any work commencing.

Amendments and alterations to this lease shall be in writing and shall be signed by both the landlord and tenant.

No partnership intended. It is particularly understood and agreed that this lease shall not be deemed to be nor intended to give rise to a partnership relation.

Tenant shall provide Landlord with a certificate of insurance naming the Landlord as Certificate Holder no later than the date cash rent is due.

Tenant agrees at the expiration or termination of this lease to yield possession of the premises to the landlord without further demand or notice, in as good order and condition as when they were entered upon by the Tenant.

RENT

\$ 350 cash, payable on or before June 1, 2020

The Landlord and Tenant intend that this Lease and the covenants and agreements herein contained shall be binding upon them, their heirs, legal representatives, successors and assigns. Notwithstanding the foregoing, the Landlord does not convey to the Tenant the right to lease or sublease any part of the property or to assign the lease to any person or persons whomsoever without Landlord's written consent.

THIS LEASE EXECUTED this 1<sup>st</sup> day of June 2021.

Lease Holder Signature:

Tenant Signature:

\_\_\_\_\_  
Caleb J. White, VP for Administrative Services  
Southwest Wisconsin Technical College  
822-2446

\_\_\_\_\_  
Winch's Pine Grove Farms, LP  
12742 Brown School Road  
Fennimore, WI 53809

## **Other Items Requiring Board Action**

### ***A. Second Reading of Governance Policy 4.4 – College Values***

The Board approved the first reading of Governance Policy 4.4 – College Values at the April 22, 2021, Board meeting. The College Values are being modified to include an Inclusivity Value and the current six values will be combined into four – Integrity, Learning, Accountability, and Continuous Improvement. The principles from the Values of Partnerships and Innovation have been incorporated into the five Values. The proposed College Values are included below.

**RECOMMENDATION:** Approve the second reading of Governance Policy 4.4 – College Values, as presented.

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#### 4.4 - COLLEGE VALUES

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

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

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

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

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

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

### ***B. Bid: Building 700 Demolition***

The College sought bids to demolish Building 700 in its entirety and prepare the site for parking. The bids were opened on May 11, 2021, with four vendors providing bids. Caleb White will present the bid summary which is included below.

**RECOMMENDATION:** Accept the low bid for the Building 700 Demolition Project, in the amount of \$57,750 to Robinson Brothers Environmental, Inc. of Waunakee, WI. This project does not require approval by the WTCS State Board.

#### **Bid #2021-05 700 Demo**

**Tuesday May 11, 2021 @ 2:00 p.m., virtual bid opening**

Invitations to bid on the Building 700 Demolition were provided to an extensive list of vendors and posted widely in applicable electronic and physical venues. A pre-bid meeting was held on April 29, 2021 for interested bidders.

The project consists of demolition of building 700 in its entirety including all footings and foundations, paved walks and paths. Prepare the entire site for parking including removal of top soils and other soils, compact sub-base and install 6" gravel base.

Public virtual opening of the bids was held on Tuesday, May 11 at 2:00 p.m. Five vendors responded to the bid request. The results of the four bids are as follows:

<b>Organization</b>	<b>Base Bid</b>	<b>Unit Price 1 – Excess Excavation Per cu. yd.</b>	<b>Unit Price 2 – Compacted Fill Per cu. yd.</b>	<b>Unit Price 3 – Gravel Base per cu. yd.</b>	<b>Receipt of Addendum (Y/N)</b>	<b>Bid Security (Y/N)</b>
Robinson Brothers Environmental, Inc. Waunakee, WI	<b>\$57,750</b>	\$4.00	\$11.00	\$18.00	Y	Y
Earth Construction, LLC Orfordville, WI	<b>58,600</b>	19.00	23.00	20.00	Y	Y
Dakota Intertek New Berlin, WI	<b>85,000</b>	60.00	24.00	28.00	Y	Y
Corporate Contractors, Inc. Beloit, WI	<b>118,610</b>	43.25	41.00	46.60	Y	Y
MZ Construction, Inc. Livingston, WI	<b>239,900</b>	30.00	30.00	30.00	Y	Y

**RECOMMENDATION:** The recommendation is to accept the low bid for the Building 700 Demolition Project, in the amount of \$57,750 to Robinson Brothers Environmental, Inc. of Waunakee, WI. This project does not require approval by the WTCS state board.

### ***C. RFP: Timekeeping System***

Proposals were sought to provide an electronic timekeeping system for the College that will include integration with Anthology/Campus Nexus Finance, HR & Payroll. The proposals were opened on February 24, 2021, with two proposals received. Caleb White and Connie Haberkorn, HR/Benefits & Compensation Manager, will present the summary of the proposals. The summary is included below.

**RECOMMENDATION:** Award the contract for Timekeeping System to TimeClock Plus, LLC, San Angelo, TX, for a five-year cost of ownership of \$127,525 (Implementation cost = \$18,900; Annual subscription = \$21,725)

#### **Timekeeping System**

##### **RFP #2021-04**

The public opening of the request for proposals (RFP) to provide an electronic Timekeeping System for the College was held on Wednesday, February 24, 2021 at 2:00 p.m.

This Timekeeping System will be used by the College to track employees' time, reporting and analytics which includes housing and distribution of federal forms and a robust reporting function. The scope of this project will include integration with Anthology/Campus Nexus Finance, HR & Payroll.

Proposals were received from Ascentis and TimeClock Plus, LLC. An evaluation team consisting of Andy Draus, Sarah Imhoff, Connie Haberkorn, Haylee Freymiller, Sara Bahl, Kim Govier, Lori Needham, Chantel Hampton and Demi Vetesnik reviewed and rated the proposals and as a result, both firms were invited for interviews and demonstrations. Evaluation team scoring was based on the following criteria:

Questionnaire responses	25
References and experience in higher education	20
Total cost	25
Interview and demonstrations	<u>30</u>
<b>Total</b>	<b>100</b>

The evaluation team's average composite score ranking from high to low is as follows:

Ranking	Vendor		5 Year Total Cost of Ownership	Final Score
1	TimeClock Plus, LLC	San Angelo, TX	\$ 127,525.00	<b>77.0</b>
2	Ascentis	Eden Prairie, MN	\$ 115,447.48	<b>61.4</b>

**Recommendation:** Award the contract for Timekeeping System to TimeClock Plus, LLC, San Angelo, TX for a five-year cost of ownership of \$127,525 (Implementation cost = \$18,900; Annual subscription = \$21,725)

#### ***D. 2021-22 Compensation and Health Insurance Plan***

Included below is a one-page summary of proposed changes to the College's health insurance plan and compensation increase for benefit-eligible employees. Caleb White, Connie Haberkorn, and Krista Weber will present the proposal and recommendations.

**RECOMMENDATION:** Approve the changes to compensation and benefits for benefit eligible employees, as presented.

#### **Recommendation to Board on 21/22 Benefits & Compensation (July 1, 2021 through June 30, 2022)**

The recommendation to the Board of Directors for Southwest Tech is to approve the changes to compensation for benefit eligible employees and benefits as listed below.

- **Dental**
  - No change to the dental plan or premiums through June 30, 2022
- **Health Insurance**
  - No changes through December 31, 2021
  - Add the 4-tiered structure plan effective January 1, 2022
- **Health Insurance Deductibles**
  - Increase *in-network* Deductibles and Co-insurance effective January 1, 2022
    - Family, Employee + Children & Employee + Spouse
      - Deductible \$4,000
      - Co-insurance 10% (out of pocket maximum of \$5,000)
    - Single
      - Deductible \$2,000
      - Co-insurance 10% (out of pocket maximum of \$2,500)
  - Increase *out-of-network* Deductibles and Co-insurance effective January 1, 2022
    - Family, Employee + Children & Employee + Spouse
      - Deductible \$8,000
      - Co-insurance 30% (out of pocket maximum of \$10,000)
    - Single
      - Deductible \$4,000
      - Co-insurance 30% (out of pocket maximum of \$5,000)
- **Health Savings Account**
  - Increase Southwest Tech's contribution to Health Savings Account January 1, 2022
    - Family, Employee + Children, Employee + Spouse = \$2,000
    - Single = \$1,000
- **Compensation**
  - Increase 1.23% (CPI) effective July 1, 2021



***E. Darlington Outreach Site Lease***

Caleb White will present a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. The lease agreement is below.

**RECOMMENDATION:** Approve the lease agreement with the City of Darlington to lease 840 square feet of office and educational space located at 627 Main Street, Darlington, WI for \$1220 annually from July 1, 2021, through June 30, 2022.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2021 by and between City of Darlington, Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following: 840 square feet of floor space located at 627 Main Street, Darlington, WI, room 258

1.2 Term. This lease is for a term of 12 months commencing on July 1, 2021, and ending June 30, 2022.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of \$1,220 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

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

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

- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds. Lessor's consent consists of City approval for location, materials and installation method for the placement of both exterior and interior signs.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, and gas.
- (b) Lessee shall be responsible for telephone and WiFi/broadband service expenses.

4.2 Maintenance.

- (a) Lessor is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.
- (b) Lessor is responsible for all exterior maintenance, including snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.
- (c) Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.
- (d) Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease,

ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

- 7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

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

- (a) if to Lessor, to Mayor, City of Darlington, 627 Main Street, Darlington, WI 53530
- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in

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

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2021.

CITY OF DARLINGTON

BY:

\_\_\_\_\_  
Mike McDermott, Mayor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

\_\_\_\_\_  
Caleb White, Vice President for Administrative Services

***F. Prairie du Chien Outreach Site Lease***

Included below is a lease agreement for the Outreach Site located at 1304 S. Marquette Avenue, Prairie du Chien, WI. Caleb White will present the lease.

**RECOMMENDATION:** Approve the lease agreement with Workforce Connections, Inc. to lease office and education space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, for \$4200 annually from July 1, 2021, through June 30, 2022.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1<sup>st</sup> day of July 2021 by and between Workforce Connections, Inc., Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following: shared space located at 1304 S. Marquette Ave, Prairie du Chien, WI, 53821

1.2 Term. This lease is for a term of 12 months commencing on July 1, 2021, and ending June 30, 2022.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

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

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of \$4,200 per year as rent for the premises for the term of this Agreement, payable in two equal payments July 15 and January 15.

### 3. USE AND SIGNS.

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

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



- (a) Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and
- (b) Such signs may lawfully be permitted to be erected and maintained; and
- (c) Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessor shall be responsible for water, sewer, heat, electricity, gas, and WiFi/broadband service.
- (b) Lessee shall be responsible for telephone expenses.

4.2 Maintenance.

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

customers, visitors or permittees excepted.

- 4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. No such improvements will be made without written approval by the lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

- 7.1 Lessee shall have nonexclusive access to all off street parking available on the premises.

8. INDEMNITY - LIABILITY INSURANCE

- 8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.
- 8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

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

- (a) if to Lessor, to Executive Director, Workforce Connections, Inc., 2615 East Avenue South, Suite 103, LaCrosse, WI 54601

- (b) if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

10. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

- 10.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.
- 10.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.
- 10.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.
- 10.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.
- 10.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin.
- 10.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

11. MISCELLANEOUS PROVISIONS.

- 11.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or amendment shall specifically provide that it is


intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this 5 day of May 2021.

WORKFORCE CONNECTIONS, INC.

BY:

  
Teresa Pierce, Executive Director

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb White, Vice President for Administrative Services



## **Board Monitoring of College Effectiveness**

### ***A. Project RISE Update***

The Project RISE team of Matthew Baute, Director of Enterprise Applications/Project Rise Project Manager; Sarah Delegge, Project RISE Project Manager; and Heath Ahnen, Director of Information Technology Services will provide an update on the new Enterprise Resource System (ERP) project. A PowerPoint is included below.

# Southwest Wisconsin TECHNICAL COLLEGE

## Project RISE Update

May 2021

Southwest Wisconsin  
TECHNICAL COLLEGE

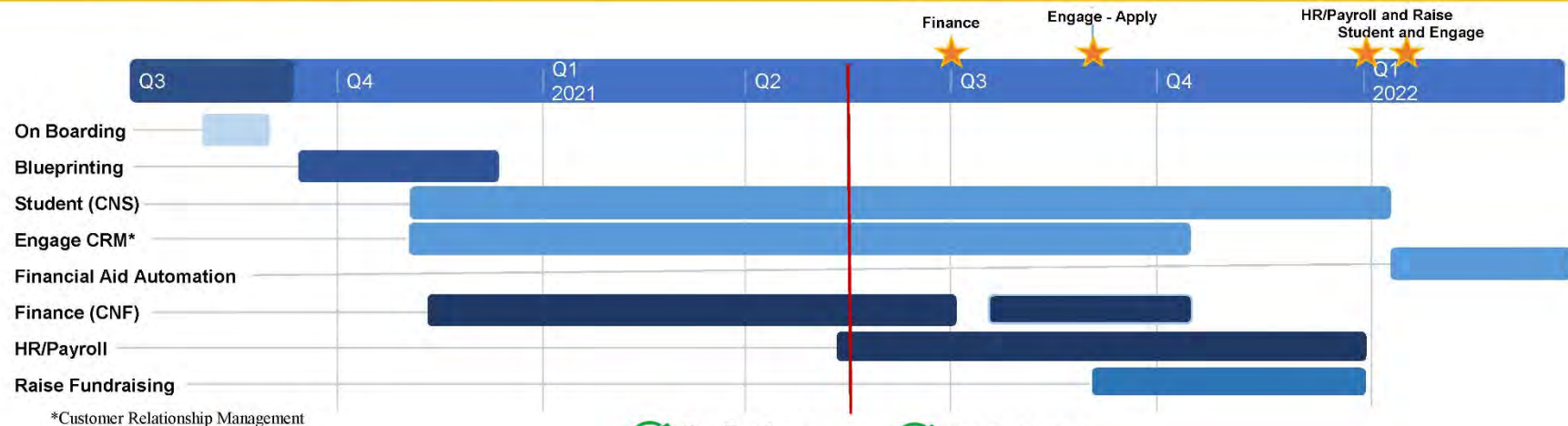
**RISE**

RAISING & INNOVATING  
THE STUDENT EXPERIENCE

 **anthology**

**CAMPUSWORKS**  
Insight. Ingenuity. Impact.

## Schedule and Status



✓ On Budget

✓ On Schedule



- ❖ Student is adding SPIN4 to accommodate data validation for legacy
  - ❖ adjusting the go-live date to January 2022
- ❖ Finance CNF will go-live at the start of the fiscal year, July 1st
  - ❖ Phase 2 will be implementation and rollout of new Budgeting features
- ❖ HR-Payroll kicked-off on May 5th, scheduled extend to 8 months
- ❖ Raise Fundraising on schedule for August kickoff





## Risks

- Function Gaps
  - ✓ Continuing Ed (CE) Shopping Cart Experience
  - ✓ State Reporting by Fiscal Year
  - ✓ Contract Courses and Charges

## Assumptions

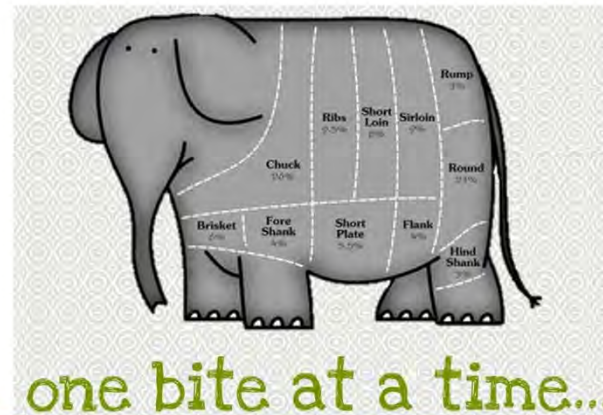
- Remote project work will continue as SWTC starts phasing back into the Office
- HR/Payroll Costing will be adjusted to fixed fee or subscription pricing to ensure on budget implementation

## Issues

- None at this time

## Dependencies

- ✓ Data Archiving or Full Data Load decision
- ✓ Time Sheet 3<sup>rd</sup> Party Software choice
  - Custom Transcripts – pending quote





Southwest Wisconsin  
TECHNICAL COLLEGE

# THANK YOU!



STAY UP TO DATE WITH PROGRESS:

- [www.swtc.edu/erp](http://www.swtc.edu/erp)
- Yammer posts

Questions or Comments:

[erp@swtc.edu](mailto:erp@swtc.edu)

***B. Board Monitoring Report – Fiscal Sustainability***

A PowerPoint slide presentation is included below for the Board Monitoring Report on Fiscal Sustainability. Caleb White will present the information at the Board meeting.



## Fiscal Strength/Sustainability

### Budget

The College budget supports the college's mission, vision and strategic directions by allocating resources to ensure the College is meeting student and community needs.

### Audit

Southwest Tech continues to maintain an unmodified (clean) opinion on its Audit Report, and the financial statements present fairly in all material respects the financial position of the College. The College also has a clean opinion on compliance, no material weaknesses were identified in internal control or any significant deficiencies in internal control over compliance.



THIS IS WHERE **LEARNING IS VALUED**

## Fiscal Strength/Sustainability

### Accomplishments in Linking Finances to Student Learning

- Provided additional resources in Knox Learning Center
- Provided remedial offerings readying student for core coursework
- Expanded offerings of Open Educational Resources to students
- Enhanced College-wide inclusive process for budget development
- Project Rise will improve reporting of data and decision making
- Alignment to revised Accountability Value
  - 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.



THIS IS WHERE **LEARNING IS VALUED**

## Fiscal Strength/Sustainability

### General Fund Reserves – 6/30/20

Board Policy Minimum – 16.7% (2 months of operating expenditures)  
6/30/08 SWTC – 17.2% → 6/30/20 SWTC 43.6%

WTCS Average 32.5%

Nicolet 66.2%

**SWTC 43.6%**

Lakeshore 41.5%

Blackhawk 39.8%

Midstate 33.4%

Northcentral 43.4%

(Listed in ascending order of size, operating budget less than \$40M)

### OPEB Liability (other post employment benefits)

6/30/11 - \$11,936,782

6/30/20 - \$3,641,903



THIS IS WHERE LEARNING IS VALUED

## Fiscal Strength/Sustainability

### Student Loan Default Rate

College	2010	2011	2012	2013	2014	2015	2016	2017
Southwest Wisconsin Technical College	15.0%	13.4%	12.6%	17.0%	13.1%	7.9%	4.5%	4.6%

WTCS Average: 13.1%

Wisconsin Average: 9.0%

National 2 Year College Average: 15.9%

National Average of all Institutions: 9.7%

Southwest Tech currently has the lowest cohort default rate in the WTCS and has a 2017 rate of 4.6%. The low default rate is attributed to a few factors including: not awarding students at their maximum yearly loan levels, double disbursement of student loans, increased contact with student borrowers who are delinquent and our partnership with WISS Default Management Solutions who helps reach out to students who are entering repayment or have fallen behind on their loan payments.



THIS IS WHERE LEARNING IS VALUED



## Fiscal Strength/Sustainability

### Student Borrower Statistics

Year	Total Loans Borrowed	Unduplicated Borrowers	Yearly Average Loans per Borrower	Students who Received Financial Aid*	Percent of Students who Received Financial Aid and Borrow Loans**
2015/16	\$ 3,291,658	799	\$ 4,119.72	1,092	73%
2016/17	\$ 3,259,708	776	\$ 4,200.65	1,101	70%
2017/18	\$ 2,780,639	675	\$ 4,119.47	1,086	62%
2018/19	\$ 2,648,015	648	\$ 4,086.44	1,063	61%
2019/20	\$ 2,435,176	621	\$ 3,921.38	1,097	57%

\*This includes students who received federal funds, state funds and/or scholarships through the Southwest Tech Foundation.

\*\*This only includes students who received federal funds, state funds and/or scholarships through the Southwest Tech Foundation



THIS IS WHERE LEARNING IS VALUED

## Fiscal Strength/Sustainability

### Moody's Investor Service Rating

The College's goal is to maintain or improve on its Aa2 rating. This reflects the district's growing and healthy reserves, large and growing tax base, low debt burden and modest unfunded pension liability. The rating also reflects the district's declining enrollment trend, limited revenue raising flexibility due to state imposed levy restrictions and below average resident income levels.

#### Factors that could lead to an upgrade

- Strengthening of the district's tax base and/or resident income levels
- Stabilization and strengthening of enrollment.

#### Factors that could lead to a downgrade

- Weakening of the district's tax base and/or resident income levels
- Declines in the district's reserves and/or liquidity
- Substantial growth in the district's debt burden and fixed costs



THIS IS WHERE LEARNING IS VALUED

## Fiscal Strength/Sustainability

### HLC Composite Financial Index – 6/30/19

The purpose of this process is to identify institutions that may be at risk of not meeting components of the Criteria for Accreditation.

HLC has identified ranges, or zones, of CFI values that indicate whether further review is required.

Above the zone > 1.0 = good standing, no follow-up needed

In the zone 0.0 – 1.0 = concern, follow-up required from College President

Below the zone < 0.0 = concern, report required for review by a panel of HLC peer reviewers

Nicolet 7.63

**SWTC 2.74**

Lakeshore 1.93

Blackhawk 1.86

Midstate -0.04

Northcentral 0.87

(Listed in ascending order of size, operating budget less than \$40M)



THIS IS WHERE LEARNING IS VALUED

## Fiscal Strength/Sustainability

### Operational funds directed to Instruction – 6/30/20

Ensuring appropriate levels of operational funding goes directly instructional functions is important to carryout the SWTC mission and vision.

6/30/10 SWTC 68.9% —————> 6/30/20 SWTC 57.7%

Nicolet 48.5%

**SWTC 57.7%**

Lakeshore 56.6%

Blackhawk 61.3%

Midstate 56.9%

Northcentral 58.9%

(Listed in ascending order of size, operating budget less than \$40M)



THIS IS WHERE LEARNING IS VALUED

## Fiscal Strength/Sustainability

### Property Value per Full Time Equivalent student (FTE) – 6/30/19

How well SWTC services it's district as steward of district tax dollars is important. District property valuation has a close correlation to taxes levied on district residents. For every \$6.354M in district property tax value, SWTC trains an FTE. That ratio is an indication of value produced by the college and is the second best in the WTCS for 2018/19.

Nicolet \$21.056M

**SWTC \$6.354M**

Lakeshore \$9.202M

Blackhawk \$8.777M

Midstate \$8.378M

Northcentral \$6.550M

(Listed in ascending order of size, operating budget less than \$40M)



THIS IS WHERE LEARNING IS VALUED

## Fiscal Risks

### FTE stagnation/decline

6/30/10 1,740

6/30/11 1,768

6/30/12 1,644

6/30/13 1,637

6/30/14 1,654

6/30/15 1,533

6/30/16 1,443

6/30/17 1,332

6/30/18 1,354

6/30/19 1,333

6/30/20 1,296

6/30/21 1,260 projected

6/30/22 1,250 budgeted – trending below that number currently

Continuation of FTE decrease may lead to structure budget adjustments – 'rightsizing'.



THIS IS WHERE LEARNING IS VALUED

## Fiscal Risks

### Grant revenue stagnation/decline

6/30/16 \$2,912,146 – 62 grants  
6/30/17 \$2,121,513 – 46 grants  
6/30/18 \$1,734,234 – 41 grants  
6/30/19 \$1,518,268 – 38 grants  
6/30/20 \$1,700,793 – 42 grants

Financial Forecasting/Modeling – the college does not utilize a developed tool for planning

Profitability of auxiliaries including Housing, Bookstore, Food Services, Daycare & Vending



THIS IS WHERE LEARNING IS VALUED

## Fiscal Opportunities

Project Rise will provide benefits including

- Improved efficiencies mitigating increased compliance demands
- Improved efficiencies allowing increased services to students
- Improved student satisfaction mitigating increased competition

Reserve funds from operations and enterprise fund balance and relief funds allows the College flexibility to innovate and create student pipelines.



THIS IS WHERE LEARNING IS VALUED



## Fiscal Sustainability

Questions/Concerns/Suggestions?



***C. 2021-22 Budget Update***

Included in the electronic Board material is the overview of the FY2022 Budget Status and the Fund Accounts. Caleb White will present the status of the FY2022 Budget.

Southwest Wisconsin Technical College  
General Fund  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,305,000	5,366,000	5,468,000	5,545,000
State Aids	10,762,965	10,310,500	10,332,000	10,983,400
Program Fees	4,498,373	4,546,600	4,523,000	4,628,000
Material Fees	282,343	286,000	273,000	284,000
Other Student Fees	522,807	433,100	582,000	398,000
Institutional	1,775,918	1,808,400	1,990,000	1,506,500
Federal	<u>799,525</u>	<u>379,500</u>	<u>1,418,000</u>	<u>2,477,300</u>
Total Revenues	23,946,931	23,130,100	24,586,000	25,822,200
<b>EXPENDITURES</b>				
Instruction	13,974,073	14,811,600		15,267,600
Instructional Resources	126,998	143,900		296,700
Student Services	2,043,777	2,140,400		2,571,200
General Institutional	4,987,213	4,615,900		5,964,500
Physical Plant	<u>1,878,757</u>	<u>2,070,300</u>	<u>-</u>	<u>2,490,200</u>
Total Expenditures	23,010,818	23,782,100	24,200,000	26,590,200
Net Revenue (Expenditures)	936,113	(652,000)	386,000	(768,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	218,244	53,000	150,000	168,000
Operating Transfer Out	<u>(48,044)</u>	<u>(47,000)</u>	<u>(45,000)</u>	<u>(47,000)</u>
Total Resources (Uses)	170,200	6,000	105,000	121,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	1,106,313	(646,000)	491,000	(647,000)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	1,106,313	(646,000)	491,000	(647,000)
Beginning Fund Balance	<u>8,931,137</u>	<u>9,446,137</u>	<u>10,037,450</u>	<u>10,528,450</u>
Ending Fund Balance	<u>10,037,450</u>	<u>8,800,137</u>	<u>10,528,450</u>	<u>9,881,450</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
<b>REVENUES</b>				
State Aids	520,445	547,000	530,000	547,000
Other Student Fees	267,324	250,000	275,000	250,000
Institutional	165,779	245,000	135,000	245,000
Federal	<u>5,287,211</u>	<u>6,958,000</u>	<u>4,800,000</u>	<u>8,511,000</u>
Total Revenues	6,240,759	8,000,000	5,740,000	9,553,000
<b>EXPENDITURES</b>				
Student Services	<u>6,267,783</u>	<u>8,000,000</u>	<u>5,759,000</u>	<u>9,600,000</u>
Total Expenditures	6,267,783	8,000,000	5,759,000	9,600,000
Net Revenue (Expenditures)	(27,024)	-	(19,000)	(47,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>48,044</u>	<u>47,000</u>	<u>45,000</u>	<u>47,000</u>
Total Resources (Uses)	48,044	47,000	45,000	47,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Student Organizations	<u>21,020</u>	<u>47,000</u>	<u>26,000</u>	-
Total Transfers To (From) Fund Balance	21,020	47,000	26,000	-
Beginning Fund Balance	<u>460,232</u>	<u>567,232</u>	<u>481,252</u>	<u>507,252</u>
Ending Fund Balance	<u>481,252</u>	<u>614,232</u>	<u>507,252</u>	<u>507,252</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
<b>REVENUES</b>				
Institutional	<u>31,612</u>	<u>20,000</u>	<u>41,000</u>	<u>50,000</u>
<b>Total Revenues</b>	<b>31,612</b>	<b>20,000</b>	<b>41,000</b>	<b>50,000</b>
<b>EXPENDITURES</b>				
Instruction	584,841	819,800	590,000	489,000
Instructional Resources	56,429	18,000	30,000	64,000
General Institutional	418,263	2,760,000	2,445,000	993,000
Physical Plant	<u>2,246,556</u>	<u>2,264,200</u>	<u>2,415,000</u>	<u>2,555,000</u>
<b>Total Expenditures</b>	<b>3,306,089</b>	<b>5,862,000</b>	<b>5,480,000</b>	<b>4,101,000</b>
<b>Net Revenue (Expenditures)</b>	<b>(3,274,477)</b>	<b>(5,842,000)</b>	<b>(5,439,000)</b>	<b>(4,051,000)</b>
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(218,244)</u>	<u>(53,000)</u>	<u>(150,000)</u>	<u>(68,000)</u>
<b>Total Resources (Uses)</b>	<b>3,781,756</b>	<b>3,947,000</b>	<b>3,850,000</b>	<b>3,932,000</b>
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	<u>507,279</u>	<u>(1,895,000)</u>	<u>(1,589,000)</u>	<u>(119,000)</u>
<b>Total Transfers To (From) Fund Balance</b>	<b>507,279</b>	<b>(1,895,000)</b>	<b>(1,589,000)</b>	<b>(119,000)</b>
 Beginning Fund Balance	 <u>1,362,684</u>	 <u>2,042,684</u>	 <u>1,869,963</u>	 <u>280,963</u>
<b>Ending Fund Balance</b>	<b><u>1,869,963</u></b>	<b><u>147,684</u></b>	<b><u>280,963</u></b>	<b><u>161,963</u></b>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
Summary Borrowing Plan

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

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

Equipment/Software Budget by Department

Agriculture and Industry	265,000	
Public Safety	175,000	
Health and Service	<u>49,000</u>	
Subtotal Instruction		489,000

Library/Media/Distance Education	<u>64,000</u>	
Subtotal Instructional Resources		64,000

College-wide Computing/Network/Telecommunications	243,000	
Phone System Upgrade	200,000	
Enterprise Planning Resource Project	<u>550,000</u>	
Subtotal General Institutional		993,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	105,000	
New Construction	1,350,000	
Remodeling/Maintenance Projects	720,000	
Engineering/Architect Fees	230,000	
Classroom/Office Furniture	<u>150,000</u>	
Subtotal for Physical Plant		<u>2,555,000</u>

<b>TOTAL CAPITAL PROJECTS</b>		<b><u>\$ 4,101,000</u></b>
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Southwest Wisconsin Technical College  
Debt Service Fund  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Local Government	5,345,000	5,650,000	5,650,000	6,050,000
State Aids	20,283	20,500	42,800	20,500
Institutional	42,520	20,000	5,200	20,000
Federal Aids	-	-	-	-
Total Revenues	<u>5,407,803</u>	<u>5,690,500</u>	<u>5,698,000</u>	<u>6,090,500</u>
EXPENDITURES				
Physical Plant	<u>4,805,713</u>	<u>6,767,500</u>	<u>5,947,786</u>	<u>7,080,000</u>
Total Expenditures	<u>4,805,713</u>	<u>6,767,500</u>	<u>5,947,786</u>	<u>7,080,000</u>
Net Revenue (Expenditures)	602,090	(1,077,000)	(249,786)	(989,500)
OTHER SOURCES (USES)				
Refunding Debt Issued	-	-	-	-
Operating Transfer In (Out)	<u>199,744</u>	-	-	-
Total Resources (Uses)	<u>801,834</u>	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>801,834</u>	<u>(1,077,000)</u>	<u>(249,786)</u>	<u>(989,500)</u>
Total Transfers To (From) Fund Balance	<u>801,834</u>	<u>(1,077,000)</u>	<u>(249,786)</u>	<u>(989,500)</u>
Beginning Fund Balance	<u>1,597,735</u>	<u>2,163,265</u>	<u>2,399,569</u>	<u>2,149,783</u>
Ending Fund Balance	<u>2,399,569</u>	<u>1,086,265</u>	<u>2,149,783</u>	<u>1,160,283</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Enterprise Fund  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Federal	5,009			
Institutional	<u>1,450,747</u>	<u>1,336,000</u>	<u>1,255,000</u>	<u>1,621,500</u>
Total Revenues	<u>1,455,756</u>	<u>1,336,000</u>	<u>1,255,000</u>	<u>1,621,500</u>
EXPENDITURES				
Auxiliary Services	<u>1,571,105</u>	<u>1,706,000</u>	<u>1,405,000</u>	<u>1,541,300</u>
Total Expenditures	<u>1,571,105</u>	<u>1,706,000</u>	<u>1,405,000</u>	<u>1,541,300</u>
Net Revenue (Expenditures)	(115,349)	(370,000)	(150,000)	80,200
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(100,000)</u>
Total Resources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>(100,000)</u>
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(115,349)</u>	<u>(370,000)</u>	<u>(150,000)</u>	<u>(19,800)</u>
Total Transfers To (From) Fund Balance	<u>(115,349)</u>	<u>(370,000)</u>	<u>(150,000)</u>	<u>(19,800)</u>
Beginning Fund Balance	<u>3,823,691</u>	<u>3,761,691</u>	<u>3,708,342</u>	<u>3,558,342</u>
Ending Fund Balance	<u>3,708,342</u>	<u>3,391,691</u>	<u>3,558,342</u>	<u>3,538,542</u>

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

\*Actual is presented on a budgetary basis.

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



Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
2021-22 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2019-20 <u>Actual*</u>	2020-21 <u>Budget</u>	2020-21 <u>Estimate**</u>	2021-22 <u>Budget</u>
REVENUES				
Institutional	3,674,390	4,427,000	3,932,000	4,425,000
Total Revenues	3,674,390	4,427,000	3,932,000	4,425,000
EXPENDITURES				
Auxiliary Services	3,443,400	4,427,000	4,092,000	4,435,000
Total Expenditures	3,443,400	4,427,000	4,092,000	4,435,000
Net Revenue (Expenditures)	230,990	-	(160,000)	(10,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	230,990	-	(160,000)	(10,000)
Total Transfers To (From) Fund Balance	230,990	-	(160,000)	(10,000)
Beginning Fund Balance	1,499,387	1,155,711	1,730,377	1,570,377
Ending Fund Balance	1,730,377	1,155,711	1,570,377	1,560,377

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

\*Actual is presented on a budgetary basis.

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

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

***D. Staffing Update***

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

## Staffing Update 2020-2021

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
1	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - David Carter-Plake	8/7/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$22.00
2	New Position	Midwifery Program Coordinator (Part-time)	Hired - Sara Stites	8/7/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$24.00
3	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired - Andrea Hill	9/1/2020	Hourly Band B24 - \$20.75 - \$26.98 Hired at \$22.00
4	New Position	System Analyst - Advancement/Recruitment	Hired - Calvin Butteris	8/24/2020	Salary Band C42 Hourly- \$23.46 - \$32.8 Hired at \$32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Hired - Darwyn Wolfe	8/24/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.25
6	New Position	System Analyst - Finance/HR/Payroll	Hired - Andrew Draus	8/31/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.69

## Staffing Update 2020-2021

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
7	New Position	Student Services Assistant (LTE)	Hired - Tina Leis	8/24/2020	Hourly Band A13 - \$16.77 - \$20.12 Hired at \$17.00
8	New Position	Financial Aid/Business Office Assistant (LTE)	Hired - Karen Forseth	8/24/2020	Hourly Band B22 - \$18.26 - \$23.74 Hired at \$18.50
9	New Position	Administrative Assistant (LTE)	Hired - Stephanie Evanchik	9/1/2020	Hourly Band B22 - \$18.26 - \$23.74 Hired at \$19.00
10	Replacement	Nursing Assistant Instructor - Part-time	Christina Chappell	8/17/2020	BS Salary Range - \$48,304 - \$76,805 Hired at \$54,000
11	New Position	Math Instructor - Part-time (LTE)	Hired - Saikanth Ratnavale	8/17/2020	Master's Salary Range - \$53,314 - \$84,768 Hired at \$55,000 annually
12	New Position	Multi-cultural Success Coach	Hired - Guilio Reyes	10/19/2020	Salary Band C42 - \$48,795 - \$68,313 Hired at \$58,000

## Staffing Update 2020-2021

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
13	New Position	Marketing/Recruitment Assistant (LTE)	Hired - Holly Straka	11/2/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$22.00
14	New Position	Human Resources/Payroll Assistant (LTE)	Hired - Demi Vetesnik	11/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.25
15	New Position	Budget & Finance Assistant (LTE)	Hired - Mackenzie Marovets	11/2/2020	Hourly Band B22 \$15.00
16	Replacement - Holly Miller	Chief Student Services Officer	Holly Clendenen	12/21/2020	Salary Band E83 \$81,863 - \$118,702 Salary: \$112,000
17	Replacements	Evening Custodians	Matt Nation	2/1/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.50
18	Replacements	Evening Custodians	Robert Lund	2/10/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$15.50

## Staffing Update 2020-2021

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
19	Replacements	Evening Custodians	Austin Whiteaker	2/15/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
20	Replacements	Evening Custodians	Chris Reuter	2/15/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
21	Replacement	Financial Aid/Business Office Assistant (LTE)	Tina Leis	3/1/2021	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.65
22	Replacement	Student Services Specialist (LTE)	Jaimie Fogel	3/8/2021	Hourly Band A13 \$16.77 - \$20.12 Hired at \$17.00
23	Replacement	Evening Custodians	Rence Schlaugat	3/22/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
24	Replacement	Evening Custodians	Bryce Kazda	4/5/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00

## Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	New Position	Data Analyst/Data Analytics Instructor	Sasha Annan	6/1/2021	Salary Band C43 \$51,467 - \$72,055 Hired at \$64,000
26	Replacement	Physical Therapist Assistant Instructor	Angela Moyer	5/17/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$58,000
27	Replacement	Biology Instructor	Interviews Scheduled	5/14/2021	Masters Salary Range \$53,314 - \$84,768


## **Information and Correspondence**

### **A. Enrollment Report**

The 2020-21 and 2021-22 FTE Comparison Enrollment Reports are below.

1. **2020-21 FTE Comparison YOY Report**
2. [2021-22 FTE Comparison YOY Report](#)

### **2020-21 FTE Comparison YOY Report**


	<b>2018-2019, 2019-2020 and 2020-2021 FTE Comparison</b>									
	05-13-19 Students	05-11-20 Students	05-10-21 Students	19 to '21 Student Change	20 to '21 Student Change	05-13-19 FTE	05-11-20 FTE	05-10-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
Accounting	25	50	70	45	20	17.33	37.63	45.90	28.57	8.27
Agribusiness Science & Technology - AgBus Mgmt	19	14	9	(10)	(5)	17.83	14.20	4.57	(13.27)	(9.63)
Agribusiness Science & Technology - Agronomy	14	16	19	5	3	13.77	17.57	18.37	4.60	0.80
Agribusiness Science & Technology - Animal Science	30	29	20	(10)	(9)	27.27	29.50	16.57	(10.70)	(12.93)
Business Management	135	134	132	(3)	(2)	88.27	84.70	82.50	(5.77)	(2.20)
Cancer Information Management	97	95	111	14	16	50.87	50.97	55.90	5.03	4.93
Criminal Justice	52	46	49	(3)	3	39.93	37.23	33.37	(6.57)	(3.87)
Culinary Arts	12	6	6	(6)	-	7.63	2.77	5.10	(2.53)	2.33
Culinary Management	7	5	2	(5)	(3)	5.80	4.80	1.53	(4.27)	(3.27)
Direct Entry Midwife	60	77	124	64	47	23.60	31.83	48.87	25.27	17.03
Early Childhood Education	56	45	63	7	18	41.07	31.63	43.43	2.37	11.80
Electro-Mechanical Technology	36	31	32	(4)	1	32.83	29.07	29.40	(3.43)	0.33
Golf Course Management	24	18	10	(14)	(8)	20.57	14.63	9.77	(10.80)	(4.87)
Graphic And Web Design	31	26	20	(11)	(6)	25.50	18.63	15.20	(10.30)	(3.43)
Health Information Technology	47	52	48	1	(4)	26.07	24.63	19.13	(6.93)	(5.50)
Human Services Associate	38	42	33	(5)	(9)	27.70	31.63	26.27	(1.43)	(5.37)
Individualized Technical Studies	6	2	3	(3)	1	5.10	1.00	1.40	(3.70)	0.40
Instrumentation and Controls Technology	7	10	4	(3)	(6)	5.70	7.57	0.90	(4.80)	(6.67)
IT-Network Specialist	46	24	27	(19)	3	31.47	13.23	14.53	(16.93)	1.30
Leadership Development	34	24	11	(23)	(13)	16.20	11.23	3.47	(12.73)	(7.77)
Medical Laboratory Technician	19	21	21	2	-	13.30	16.37	14.57	1.27	(1.80)
Nonprofit Leadership			1	1	1			0.40	0.40	0.40
Nursing-Associate Degree	201	210	225	24	15	106.53	107.43	127.17	20.63	19.73
Physical Therapist Assistant	44	40	31	(13)	(9)	28.67	24.07	18.87	(9.80)	(5.20)
Supply Chain Management	41	44	25	(16)	(19)	22.03	25.43	10.97	(11.07)	(14.47)
<b>Total Associate Degree</b>	<b>1,081</b>	<b>1,061</b>	<b>1,096</b>	<b>15</b>	<b>35</b>	<b>695.03</b>	<b>667.77</b>	<b>648.13</b>	<b>(46.90)</b>	<b>(19.63)</b>



Program Code	Program Title	05-13-19 Students	05-11-20 Students	05-10-21 Students	19 to '21 Student Change	20 to '21 Student Change	05-13-19 FTE	05-11-20 FTE	05-10-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
31-101-1	Accounting Assistant	8	7	13	5	6	4.10	2.90	5.57	1.47	2.67
30-531-6	Advanced EMT	9	10		(9)	(10)	2.97	1.33		(2.97)	(1.33)
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			1.13	1.13	1.13
32-070-1	Agricultural Power & Equipment Technician	34	34	35	1	1	31.90	32.10	33.10	1.20	1.00
31-405-1	Auto Collision Repair & Refinish Technician	14	11	11	(3)	-	9.97	5.87	8.07	(1.90)	2.20
32-404-2	Automotive Technician	32	26	34	2	8	25.60	23.10	22.97	(2.63)	(0.13)
31-408-1	Bricklaying & Masonry		3		-	(3)		1.33		-	(1.33)
30-443-1	Building Maintenance & Construction	6	3	1	(5)	(2)	2.30	0.70	0.07	(2.23)	(0.63)
31-475-1	Building Trades-Carpentry	7	11	9	2	(2)	5.93	9.27	8.20	2.27	(1.07)
31-307-1	Child Care Services	11	9	5	(6)	(4)	7.50	4.73	3.40	(4.10)	(1.33)
30-420-2	CNC Machine Operator/Programmer	6	8	2	(4)	(6)	4.97	7.97	1.30	(3.67)	(6.67)
31-502-1	Cosmetology	26	29	19	(7)	(10)	21.90	19.83	13.60	(8.30)	(6.23)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	17	14	(3)	(3)	10.33	12.23	9.33	(1.00)	(2.90)
31-317-1	Culinary Specialist	2	3		(2)	(3)	1.33	1.47		(1.33)	(1.47)
30-508-2	Dental Assistant	17	16	11	(6)	(5)	8.97	8.87	5.57	(3.40)	(3.30)
30-812-1	Driver and Safety Education Certification	14	26	27	13	1	3.40	5.80	5.50	2.10	(0.30)
31-413-2	Electrical Power Distribution	24	45	44	20	(1)	24.47	43.87	40.60	16.13	(3.27)
50-413-2	Electricity (Construction) Apprentice	22	19	20	(2)	1	2.93	2.47	3.03	0.10	0.57
30-531-3	Emergency Medical Technician	37	52	108	71	56	9.07	9.07	17.67	8.60	8.60
32-080-4	Farm Operations & Management - Ag Mechanics	1	2	9	8	7	0.87	1.67	7.60	6.73	5.93
31-080-6	Farm Operations & Management - Crop Operations	3	2	1	(2)	(1)	1.07	0.37	0.07	(1.00)	(0.30)
32-080-3	Farm Operations & Management - Dairy	13	16	8	(5)	(8)	13.33	14.73	5.97	(7.37)	(8.77)
31-080-3	Farm Operations & Management - Dairy Technician	7	4	3	(4)	(1)	4.93	1.73	0.67	(4.27)	(1.07)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	9	13	5	(4)	(8)	7.30	5.67	3.20	(4.10)	(2.47)
32-080-6	Farm Operations & Management - Livestock		1	1	1	-		0.93	1.03	1.03	0.10
31-080-7	Farm Operations & Management - Livestock Tech	3	3		(3)	(3)	2.90	1.70		(2.90)	(1.70)
30-317-1	Food Production Assistant	1			(1)	-	1.03			(1.03)	-
50-413-1	Industrial Electrician Apprentice	5	8	10	5	2	0.67	1.40	1.67	1.00	0.27
31-620-1	Industrial Mechanic	2	4	4	2	-	1.83	3.43	3.97	2.13	0.53
31-154-6	IT-Computer Support Technician	10	26	15	5	(11)	5.00	20.47	11.53	6.53	(8.93)
31-513-1	Laboratory Science Technician	4	4	5	1	1	2.30	2.13	2.80	0.50	0.67
50-620-1	Mechatronics Technician Apprentice	8	6	5	(3)	(1)	1.93	1.60	1.27	(0.67)	(0.33)
31-509-1	Medical Assistant	38	33	44	6	11	28.57	24.57	34.40	5.83	9.83
31-530-2	Medical Coding Specialist	62	65	101	39	36	27.80	30.83	41.97	14.17	11.13
30-504-4	Nail Technician		2	3	3	1		0.37	1.20	1.20	0.83
30-543-1	Nursing Assistant	243	197	237	(6)	40	34.90	26.73	29.83	(5.07)	3.10
50-427-5	Plumbing Apprentice	26	20	18	(8)	(2)	3.28	3.52	2.52	(0.77)	(1.00)
31-504-5	Security Operations	2	2	1	(1)	(1)	1.93	1.20	0.70	(1.23)	(0.50)
31-182-1	Supply Chain Assistant	5	3	7	2	4	2.87	0.37	3.93	1.07	3.57
31-442-1	Welding	49	46	53	4	7	34.13	31.67	41.20	7.07	9.53
	<b>Total Technical Diploma</b>	<b>777</b>	<b>786</b>	<b>884</b>	<b>107</b>	<b>98</b>	<b>354.28</b>	<b>367.98</b>	<b>374.62</b>	<b>20.33</b>	<b>6.63</b>

Program Code	Program Title	05-13-19 Students	05-11-20 Students	05-10-21 Students	19 to '21 Student Change	20 to '21 Student Change	05-13-19 FTE	05-11-20 FTE	05-10-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
20-800-1	Liberal Arts - Associate of Arts	23	24	31	8	7	8.57	8.50	9.73	1.17	1.23
20-800-2	Liberal Arts - Associate of Science	13	9	12	(1)	3	4.87	4.73	3.27	(1.60)	(1.47)
	Undeclared Majors	502	559	484	(18)	(75)	98.13	96.97	84.73	(13.40)	(12.23)
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>538</b>	<b>592</b>	<b>527</b>	<b>(11)</b>	<b>(65)</b>	<b>111.57</b>	<b>110.20</b>	<b>97.73</b>	<b>(13.83)</b>	<b>(12.47)</b>
	<b>Total</b>	<b>2,396</b>	<b>2,439</b>	<b>2,507</b>	<b>111</b>	<b>68</b>	<b>1,160.88</b>	<b>1,145.95</b>	<b>1,120.48</b>	<b>(40.40)</b>	<b>(25.47)</b>
	<b>Percent of Change</b>									<b>-3.48%</b>	<b>-2.22%</b>
	Vocational Adult (Aid Codes 42-47)	3,087	3,041	2,982	(105)	(59)	64.49	63.56	61.55	(2.94)	(2.01)
	Community Services (Aid Code 60)	28	-	48	20	48	0.41	-	0.16	(0.25)	0.16
	Basic Skills (Aid Codes 73,74,75,76)	310	313	231	(79)	(82)	43.97	38.43	43.07	(0.90)	4.63
	Basic Skills (Aid Codes 77 & 78)	732	693	312	(420)	(381)	33.60	36.60	11.77	(21.83)	(24.83)
	<b>Grand Total</b>	<b>6,553</b>	<b>6,486</b>	<b>6,080</b>	<b>(473)</b>	<b>(406)</b>	<b>1,303.34</b>	<b>1,284.54</b>	<b>1,237.03</b>	<b>(66.31)</b>	<b>(47.51)</b>
	<b>Total Percent of Change</b>									<b>-5.09%</b>	<b>-3.70%</b>
					Budgeted/Goal FTEs		1,380	1,300	1,275		
					% of Budgeted/Goal FTEs Achieved to date		94.4%	98.8%	97.0%		
					Final Actual FTEs Achieved		1,333	1,296			
					% of Final Actual FTEs Achieved to date		97.8%	99.1%			
					<b>20/21 Projected Ending FTEs using historical trend</b>		<b>1,265</b>	<b>1,248</b>			
					<b>Will budget be met</b>		<b>NO</b>	<b>NO</b>			

## 2021-22 FTE Comparison YOY Report

		2019-2020, 2020-2021 and 2021-2022 FTE Comparison									
Program Code	Program Title	05-13-19 Students	05-11-20 Students	05-10-21 Students	20 to '21 Student Change	21 to '22 Student Change	05-13-19 FTE	05-11-20 FTE	05-10-21 FTE	20 to '21 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	35	42	35	-	(7)	15.03	20.03	16.50	1.47	(3.53)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	7	8	(6)	1	8.00	2.87	4.37	(3.63)	1.50
10-006-5	Agribusiness Science & Technology - Agronomy	13	15	9	(4)	(6)	7.17	8.77	4.50	(2.67)	(4.27)
10-006-6	Agribusiness Science & Technology - Animal Science	26	10	21	(5)	11	15.93	5.03	9.90	(6.03)	4.87
10-102-3	Business Management	87	85	48	(39)	(37)	38.33	37.87	20.90	(17.43)	(16.97)
10-530-5	Cancer Information Management	77	66	53	(24)	(13)	26.53	22.57	21.77	(4.77)	(0.80)
10-504-X	Criminal Justice	40	37	34	(6)	(3)	18.63	17.00	18.37	(0.27)	1.37
10-316-1	Culinary Arts	3	3	3	-	-	1.17	1.30	1.90	0.73	0.60
10-317-1	Culinary Management	5	1		(5)	(1)	2.27	0.40		(2.27)	(0.40)
10-510-6	Direct Entry Midwife	23	26	67	44	41	6.77	8.13	26.17	19.40	18.03
10-307-1	Early Childhood Education	38	39	28	(10)	(11)	16.30	15.57	12.30	(4.00)	(3.27)
10-620-1	Electro-Mechanical Technology	19	23	20	1	(3)	9.57	11.30	10.20	0.63	(1.10)
10-325-1	Golf Course Management	14	8	7	(7)	(1)	6.80	3.77	3.90	(2.90)	0.13
10-201-2	Graphic And Web Design	16	15	19	3	4	7.53	7.00	8.97	1.43	1.97
10-530-1	Health Information Technology	42	27	28	(14)	1	14.20	7.93	9.70	(4.50)	1.77
10-520-3	Human Services Associate	30	18	24	(6)	6	14.37	9.30	12.10	(2.27)	2.80
10-825-1	Individualized Technical Studies		2		-	(2)		0.70		-	(0.70)
10-620-3	Instrumentation and Controls Technology	6	5	1	(5)	(4)	1.93	0.70	0.10	(1.83)	(0.60)
10-150-2	IT-Network Specialist	19	10	10	(9)	-	8.87	4.97	4.90	(3.97)	(0.07)
10-196-1	Leadership Development	16	7	4	(12)	(3)	3.60	1.47	1.70	(1.90)	0.23
10-513-1	Medical Laboratory Technician	17	21	13	(4)	(8)	7.43	8.33	4.50	(2.93)	(3.83)
10-196-6	Nonprofit Leadership			1	1	1			0.60	0.60	0.60
10-543-1	Nursing-Associate Degree	156	177	173	17	(4)	45.33	54.80	52.87	7.53	(1.93)
10-524-1	Physical Therapist Assistant	16	15	10	(6)	(5)	6.23	5.23	3.27	(2.97)	(1.97)
10-182-1	Supply Chain Management	17	21	12	(5)	(9)	6.63	7.33	4.20	(2.43)	(3.13)
	<b>Total Associate Degree</b>	<b>729</b>	<b>680</b>	<b>628</b>	<b>(101)</b>	<b>(52)</b>	<b>288.63</b>	<b>262.37</b>	<b>253.67</b>	<b>(34.97)</b>	<b>(8.70)</b>
31-101-1	Accounting Assistant	4	6	5	1	(1)	1.50	2.40	1.63	0.13	(0.77)
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			0.10	0.10	0.10
32-070-1	Agricultural Power & Equipment Technician	42	34	30	(12)	(4)	20.93	18.20	15.33	(5.60)	(2.87)
31-405-1	Auto Collision Repair & Refinish Technician	8	9	10	2	1	2.77	5.03	5.60	2.83	0.57
32-404-2	Automotive Technician	18	24	18	-	(6)	8.47	11.43	8.60	0.13	(2.83)
31-475-1	Building Trades-Carpentry	6	9	8	2	(1)	3.07	4.80	4.20	1.13	(0.60)
31-307-1	Child Care Services	4	6	1	(3)	(5)	1.60	2.50	0.50	(1.10)	(2.00)
30-420-2	CNC Machine Operator/Programmer	5	1		(5)	(1)	2.37	0.37		(2.37)	(0.37)
31-502-1	Cosmetology	22	17	17	(5)	-	11.00	8.27	8.17	(2.83)	(0.10)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	11		(17)	(11)	11.90	7.70		(11.90)	(7.70)
31-317-1	Culinary Specialist	1			(1)	-	0.50			(0.50)	-

Program Code	Program Title	05-13-19 Students	05-11-20 Students	05-10-21 Students	20 to '21 Student Change	21 to '22 Student Change	05-13-19 FTE	05-11-20 FTE	05-10-21 FTE	20 to '21 FTE Change	21 to '22 FTE Change
30-508-2	Dental Assistant	12	11	15	3	4	6.40	5.87	8.00	1.60	2.13
30-812-1	Driver and Safety Education Certification	2	3		(2)	(3)	0.30	0.30		(0.30)	(0.30)
31-413-2	Electrical Power Distribution	39	39	40	1	1	18.93	19.17	19.83	0.90	0.67
30-531-3	Emergency Medical Technician	6		1	(5)	1	1.00		0.43	(0.57)	0.43
32-080-4	Farm Operations & Management - Ag Mechanics	2	7	10	8	3	0.80	3.37	4.97	4.17	1.60
31-080-6	Farm Operations & Management - Crop Operations	1			(1)	-	0.10			(0.10)	-
32-080-3	Farm Operations & Management - Dairy	15	7	6	(9)	(1)	9.63	2.90	2.77	(6.87)	(0.13)
31-080-3	Farm Operations & Management - Dairy Technician	4		1	(3)	1	1.00		0.53	(0.47)	0.53
31-080-2	Farm Operations & Management - Farm Ag Maintenance	9	1	1	(8)	-	2.03	0.30	0.10	(1.93)	(0.20)
32-080-6	Farm Operations & Management - Livestock		1	3	3	2		0.57	1.53	1.53	0.97
31-080-7	Farm Operations & Management - Livestock Tech	2		1	(1)	1	1.00		0.47	(0.53)	0.47
50-413-1	Industrial Electrician Apprentice	2	4	3	1	(1)	0.13	0.27	0.20	0.07	(0.07)
31-620-1	Industrial Mechanic		2		-	(2)		1.13		-	(1.13)
31-154-6	IT-Computer Support Technician	6	8	4	(2)	(4)	2.83	3.87	1.93	(0.90)	(1.93)
31-513-1	Laboratory Science Technician	1	1		(1)	(1)	0.27	0.27		(0.27)	(0.27)
31-509-1	Medical Assistant	27	25	24	(3)	(1)	13.87	12.77	10.50	(3.37)	(2.27)
31-530-2	Medical Coding Specialist	33	32	76	43	44	12.10	10.73	30.93	18.83	20.20
30-504-4	Nail Technician		1	1	1	-		0.17	0.17	0.17	-
30-543-1	Nursing Assistant	31	28	30	(1)	2	3.77	2.97	2.00	(1.77)	(0.97)
50-427-5	Plumbing Apprentice			1	1	1			0.10	0.10	0.10
31-504-5	Security Operations	2			(2)	-	0.77			(0.77)	-
31-182-1	Supply Chain Assistant	3		3	-	3	0.53		0.93	0.40	0.93
31-442-1	Welding	30	32	28	(2)	(4)	14.70	15.47	14.03	(0.67)	(1.43)
	<b>Total Technical Diploma</b>	<b>354</b>	<b>319</b>	<b>338</b>	<b>19</b>	<b>(319)</b>	<b>154.27</b>	<b>140.80</b>	<b>143.57</b>	<b>(10.70)</b>	<b>2.77</b>
20-800-1	Liberal Arts - Associate of Arts	12	18	23	11	5	2.60	3.63	5.13	2.53	1.50
20-800-2	Liberal Arts - Associate of Science	7	7	5	(2)	(2)	2.00	1.47	1.07	(0.93)	(0.40)
	Undeclared Majors	66	81	54	(12)	(27)	9.73	12.13	6.67	(3.07)	(5.47)
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>85</b>	<b>106</b>	<b>82</b>	<b>(3)</b>	<b>(24)</b>	<b>14.33</b>	<b>17.23</b>	<b>12.87</b>	<b>(1.47)</b>	<b>(4.37)</b>
	<b>Total</b>	<b>1,168</b>	<b>1,105</b>	<b>1,048</b>	<b>(120)</b>	<b>(57)</b>	<b>457.23</b>	<b>420.40</b>	<b>410.10</b>	<b>(47.13)</b>	<b>(10.30)</b>
	<b>Percent of Change</b>									<b>-10.31%</b>	<b>-2.45%</b>
	Vocational Adult (Aid Codes 42-47)	491	508	419	(72)	(89)	11.13	11.44	9.10	(2.03)	(2.35)
	Basic Skills (Aid Codes 77 & 78)	92	119	104	12	(15)	-	-	-	-	-
	<b>Grand Total</b>	<b>1,751</b>	<b>1,732</b>	<b>1,571</b>	<b>(180)</b>	<b>(161)</b>	<b>468.36</b>	<b>431.84</b>	<b>419.20</b>	<b>(49.17)</b>	<b>(12.65)</b>
	<b>Total Percent of Change</b>									<b>-10.50%</b>	<b>-2.93%</b>
					Budgeted/Goal FTEs		1,300	1,275	1,250		
					% of Budgeted/Goal FTEs Achieved to date		36.0%	33.9%	33.5%		
					Final Actual FTEs Achieved		1,297				
					% of Final Actual FTEs Achieved to date		36.1%				
					<b>21/22 Projected Ending FTEs using historical trend</b>		<b>1,161</b>				
					<b>Will budget be met</b>		<b>NO</b>				

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

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

1. Continuing Education & Leadership Opportunities
2. College Happenings

***D. Other Information Items***

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

***A. Agenda***

1. RFP: Universal Design Training
2. Public Budget Hearing/Approval
3. College Culture Monitoring Report

***B. Time and Place***

Thursday, June 24, 2021 – 6:30 p.m. Public Budget Hearing followed immediately by the Board meeting on Southwest Tech's campus, Conference Room 430.

### **Adjourn to Closed Session**

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

1. Discussing the President's Contract and Evaluation 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 of April 22, 2021***

### **Reconvene to Open Session**

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

### **Adjournment**