Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

August 26, 2021

Held at

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

Contents

Annotated Agenda

Southwest Wisconsin TECHNICAL COLLEGE

BOARD MEETING NOTICE/AGENDA
Thursday, August 26, 2021

6:00 p.m. – Assurance Argument Presentation
6:30 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The August 26, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, 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

CONSENT AGENDA
   A. Approval of Agenda
   A copy of the agenda is included with the electronic Board material.

   B. Minutes of the Annual Meeting of July 12, 2021
   Minutes of the June 24, 2021, Board meeting are included with the electronic Board packet.

   C. Financial Reports
   1. Purchases Greater than $2,500
   2. Treasurer's Cash Balance
   3. Budget Control

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. Contract Revenue
There were four contracts totaling $6,032.89 in July 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items
The Personnel Report includes two employment recommendations and one retirement being presented for approval. The report is included with the Board material.

Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION
A. Second Reading of Governance Policy 2.6: Acting President Policy
The First Reading of revisions to Governance Policy 2.6 was approved at the July 12, 2021, Board meeting. Several changes have been made to the policy and a proposed revised Governance Policy 2.6: Acting and Interim President is included with the electronic Board material. Jason Wood will present the policy.

Recommendation: Approve the Second Reading of the revision to Governance Policy 2.6: Acting and Interim President Policy.

B. Ad Hoc Committee: Executive Board Leadership
An Ad Hoc Committee: Executive Board Leadership has been discussed at previous meetings. Modifications have been made to the outline of the ad hoc committee, which is included in the electronic Board meeting information. Dr. Wood will present the information to the Board.

Recommendation: Appoint an ad hoc committee.

C. 2021-22 Board Monitoring Schedule
Included in the electronic Board meeting material is the Board Monitoring Schedule for 2021-22. Several new dates are being proposed for Board meetings/retreats. Dr. Wood will present the new dates at the Board meeting.

Recommendation: Approve the updated Board Monitoring Schedule.

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Foundation Quarterly Report
Kim Schmelz, Director of Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts

and other initiates. The FY21 Fourth Quarter report is available with the
electronic Board material.

B. 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. FY2021 FTE Year Over Year Comparison Report
    b. FY2022 FTE Year Over Year Comparison Report
Caleb White will be available for any questions on the reports. The two
reports are included in the electronic Board packet.

B. Chairperson's Report
    a. Board Giving

C. College President's Report
    a. Response to Budget Questions
    b. Grants RFP
    c. Dodgeville Lease for Paramedic Program
    d. Board Retreat Schedule
    e. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
A. Agenda
    a. Boscobel Outreach Site Lease
    b. Dodgeville Lease for Paramedic Program
    c. Real Estate Foundation Report
    d. Board Monitoring Report – Compliance

B. Time and Place
Thursday, September 16, 2021 at 7:00 p.m. at Southwest Tech, 1800
Bronson Boulevard, Fennimore, WI in Conference Room 430

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to closed session for the purpose of
    1. **Discussing a specific personnel issue per Wisconsin Statutes
       19.85(1)(f)** {Considering financial, medical, social or personal histories or
       disciplinary data of specific persons, preliminary consideration of specific
       personnel problems or the investigation of charges against specific

persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}

2. **Discussing an incident on campus that may result in litigation per Wisconsin Statutes 19.85(1)(g)** {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

B. **Approval of Closed Session Minutes from May 21, 2021**

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

Open Meeting

The following statement will be read: "The August 26, 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, 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*

Southwest Wisconsin
TECHNICAL COLLEGE

BOARD MEETING NOTICE/AGENDA
Thursday, August 26, 2021

6:00 p.m. – Assurance Argument Presentation
6:30 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus
1800 Bronson Boulevard, Fennimore, WI 53809
Conference Room 430

AGENDA

OPEN MEETING
The following statement will be read: "The August 26, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, 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

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Annual Meeting of July 12, 2021
    C. Financial Reports
        1. Purchases Greater than $2,500
        2. Treasurer's Cash Balance
        3. Budget Control
    D. Contract Revenue
    E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
    A. Second Reading of Governance Policy 2.6: Acting President Policy

B. Ad Hoc Committee: Executive Board Leadership
C. 2021-22 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Foundation Quarterly Report
B. Staffing Update

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

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

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to closed session for the purpose of
3. Discussing a specific personnel issue per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
4. Discussing an accident on campus that may result in litigation per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
B. Approval of Closed Session Minutes from May 21, 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.}

B. Minutes of the Annual Board Meeting of July 12, 2021

**MINUTES OF THE ANNUAL MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JULY 12, 2021**

The Board of Southwest Wisconsin Technical College met in open session of the annual Board meeting commencing at 5:01 p.m. on July 12, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Jane Wonderling (arrived at 5:35 p.m.)

Absent: Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Schmelz, and Krista Weber. Public present included Courtney McGlynn, Southwest Tech Foundation Board Member.

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
Monday, July 12, 2021

5:00 p.m. – Annual Meeting
6:00 p.m. – Board Dinner
Immediately Following Dinner - Joint Meeting with the District Board, Foundation Board, and Real Estate Foundation Board
Southwest Tech Campus
Conference Room 430

<u>AGENDA</u>

<u>OPEN MEETING</u>
The following statement will be read: "The July 12, 2021, annual 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, 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
C. Oath of Office – recently appointed Board members

CONSENT AGENDA
A. Approval of Agenda
B. Minutes of the Regular Meeting of June 24, 2021
C. Financial Reports
   1. Purchases Greater than $2,500
   2. Treasurer's Cash Balance
   3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
A. Three-Year Facilities Plan
B. Ten-Year Facilities Master Plan
C. Signatory Authority Policy for 2021-22
D. Designate College Legal Counsel for 2021-22
E. First Reading of Governance Policy 2.6: Acting President Policy
F. Election of Officers

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Staffing Update

INFORMATION AND CORRESPONDENCE
A. Enrollment Report
B. Chairperson's Report
   1. ACCT Leadership Congress
   2. Boards Association Committee Appointments
   3. Foundation Board and Real Estate Foundation Board Representatives
C. College President's Report
D. Other Information Items

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

6:00 – Board Dinner

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

Immediately Following Dinner - Meeting with the District Board, SWTC Foundation Board, and Real Estate Foundation Board

BOARD MONITORING OF COLLEGE EFFECTIVENESS
       A. Welcome
       B. Charger Vision

ADJOURNMENT

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

Re-elected Board member Donald Tuescher and newly elected Board member Kent Enright read and signed the Oath of Office. They will serve three-year terms ending June 30, 2023.

After a review of the Consent Agenda, including the July 12, 2021, agenda; June 24, 2021, Board meeting minutes; financial reports; 26 contracts totaling $79,128.40 in June 2021; employment recommendations for JoAnn Wiederholt – Medical Lab Tech Instructor (0.5 FTE) and Chuck Merten – Evening Custodian, Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Jordie seconded the motion; motion carried.

Dan Imhoff, Director of Facilities, presented the Three-Year Facilities Plan 2021-2024 for approval. Mr. Imhoff explained the plan is an annual plan required to be submitted to the WTCS Office. The plan includes an executive summary and cost breakdowns for three years of construction projects. Mr. Imhoff highlighted several projects including a student activities and event center, the Lenz Center/cafeteria remodel, campus-wide lock system, and the sustainability/alternative energy plan. Mr. Tuescher moved to approve the Three-Year Facilities Plan 2021-2024 with Ms. Fillback seconding the motion. Upon a voice vote where all Board members voted affirmatively, the motion carried.

Mr. Imhoff presented the Ten-Year Facilities Master Plan. This plan is a vision of the next ten years for each campus building or complex. Areas highlighted included campus-wide maintenance, new construction, and remodeling projects; electrical system upgrades; and the farmette. Mr. Tuescher moved to approve the Ten-Year Facilities Master Plan with Mr. Prange seconding the motion. The motion carried.

Per Southwest Wisconsin Technical College District Board Governance Policies only designated Board Officers, the President, or the President's designees as approved by the District Board may commit the College to any official or legally binding transactions, invoices, agreements, contracts, applications, diplomas, certifications, letters, or similar documents. At the District Board's annual organizational meeting in July, the Board reviews and authorizes a policy statement defining who in the organization has the authority to sign for the College. Mr. Tuescher moved to approve, as presented, the Signatory Authority Policy identifying those individuals designated for 2021-22 with the authority to sign official or legally binding documents. Mr. Enright seconded the motion; motion carried.

Letters of engagement were received from Eileen Brownlee, Boardman & Clark, LLP, Fennimore, WI; Jon Anderson of Husch Blackwell, Madison, WI; and Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI. Mr. Tuescher made a motion to retain Eileen Brownlee of Boardman & Clark, LLP, Fennimore, WI, as the General Legal Counsel; retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law; and retain Allison Buchanan of Quarles & Brady, LLP, Milwaukee, WI for Bond Counsel. Mr. Blume seconded the motion, which unanimously carried.

The District Board's Governance Policy 2.6: Acting President Policy was presented for the first reading by Dr. Wood. Mr. Tuescher moved to approve the first reading of the revision to Governance Policy 2.6: Acting President Policy. Mr. Enright seconded the motion; motion carried.

Elections for the 2021-22 Officers of the Board were held. Mr. Prange nominated Donald Tuescher for Chairperson. Mr. Prange moved to close the ballot. Mr. Blume moved that a unanimous ballot be cast. Upon the motion being approved, Mr. Tuescher was elected Chairperson.

Ms. Jordie nominated Chris Prange for Vice Chairperson. Mr. Tuescher seconded the motion and nominations were closed. Mr. Tuescher moved to cast a unanimous ballot. Mr. Enright seconded the motion; motion carried. Mr. Prange was elected Vice Chairperson.

Mr. Tuescher nominated Crystal Wallin for Secretary. Mr. Prange moved the ballot be closed and a unanimous ballot be cast for Ms. Wallin. Mr. Tuescher seconded the motion; motion carried.   Ms. Wallin was elected Secretary.

Mr. Tuescher nominated Jane Wonderling for Treasurer. Ms. Jordie moved the ballot be closed and a unanimous ballot be cast for Ms. Wonderling. Mr. Prange seconded the motion; the motion carried. Ms. Wonderling was elected Treasurer.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting two positions are currently in various phases of the hiring process. The two positions were LTE Day Custodian and Academic Success Coach (part-time).

Mr. White reported the 2020-21 FTE Comparison YOY Report reflected a three percent decrease compared to one year ago. The 21-22 FTE report showed an increase of one percent from this time last year. Work continues on improving the FTE count for fiscal year 21-22.

The Chairperson's report included:
- Re-elected Board member Jane Wonderling read and signed the Oath of Office. She will serve a three-year term ending June 30, 2023.

- ACCT Leadership Congress – A proposal has been submitted for Jane Wonderling – Trustee, Katie Garrity – Chief Academic Officer, and Mary Johannesen – Career Prep & Dual Enrollment Coordinator to present at the Leadership Congress on dual enrollment success.
- Appointments to Boards Association Committees included Awards Committee – Crystal Wallin; Bylaws, Policies & Procedures – David Blume, Chris Prange; External Partnerships – Don Tuescher, Kent Enright, Jeanne Jordie; Internal Best Practices – Tracy Fillback; Insurance Committee – Chris Prange
- Mr. Bolstad was appointed to serve as the Board representative for the SWTC Foundation Board, and Mr. Prange will serve as the Board representative for the Real Estate Foundation Board.

Under the College President's Report, Dr. Wood informed the Board the update on the budget-related questions will be done at the August Board meeting.

Other Information Items included a report from Jane Wonderling that the K-12 District Administrators are recommending to the legislature that middle school students enroll in the College's summer programs for credit.

The Board recessed for dinner for social purposes only with no College business being conducted at 6:01 p.m.   The Board reconvened at 6:50 p.m.

The SWTC Foundation and Real Estate Foundation Boards had been invited to join the District Board to discuss the Charger Vision initiative. One Foundation Board member, Courtney McGlynn, joined the District Board. Dr. Wood explained the College is collecting data on trends and workforce needs from area employers. Katie Glass, Executive Director of Marketing, and Derek Dachelet, Executive Dean of Agriculture, Industry & Trades, led Board members through an interactive activity focused on industry and business trends.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 8:16 p.m.

_____
Crystal Wallin, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE			
PURCHASES GREATER THAN $2,500			
FOR THE PERIOD 07/01/2021 - 07/31/2021			
Expenditure			
Vendor	Invoice #	Description	Amount
Anthology	6/30/21		92,225.00
Vanguard	53033, 53066, 52905		47,939.69
TimeClock Plus	580007		40,625.00
RedShelf	20/21 invoices		39,811.46
MSC	PO# 7035		37,691.29
City of Fennimore	June invoices		22,374.99
AHIMA	27972383		15,463.84
LaCoona	June invoices		13,994.40
Anthology	ANTH_INV_001129		13,200.00
Creative Solutions	C-013579		12,900.90
Vesperman Farms	Dairy Breakfasts		11,250.00
Century Laundry	25-77187		9,516.00
International	SWWTC_kits		7,151.39
Creative Solutions	C013653		6,365.66
DigitalBarn	April-June Inv		6,200.00
SWTC REF	6.30.21 housing		5,269.35
Cleverbridge	273401181		4,608.00
Woodward Comm	6035011		4,547.63
Trugreen	2810.00		2,810.00
Student Refund	1908609		2,786.36
Student Refund	1907032		2,584.24
Realityworks	106630		2,579.00
Fennimore Times	280462		2,524.13
Student Refund	1907038		2,507.30
Total Invoices			**$406,925.63**

Bank Withdrawals				
Vendor	**Transaction Date**	**Audit Trail**	**Amount**	
WI Tech EE Benefits July 2021	7/6/2021	GNJL000013	303,468.85	
RS EE Trust Fund #250116	7/30/2021	GNJL000052	72,382.24	
941 ER Fed Tax 10906253	7/23/2021	GNJL000034	65,237.80	
941 ER Fed Tax #75954334	7/9/2021	GNJL000020	65,101.16	
WRS EE Trust Fund #250116	7/30/2021	GNJL000051	63,989.82	
941 ER Fed Tax 10906253	7/23/2021	GNJL000036	48,135.53	
941 ER Fed Tax #75954334	7/9/2021	GNJL000022	46,663.92	
WI DOR EE Tax 160-515-232	7/23/2021	GNJL000033	26,086.93	
WI DOR EE Tax #075-173-536	7/9/2021	GNJL000019	24,540.81	
GREAT-WEST TRUST 921967433	7/26/2021	GNJL000041	22,804.11	
941 ER Fed Tax 10906253	7/23/2021	GNJL000035	16,081.62	
941 ER Fed Tax #75954334	7/9/2021	GNJL000021	15,442.08	
Great-West Trust #917235906	7/12/2021	GNJL000026	7,835.68	
Delta Dental 481678	7/28/2021	GNJL000046	5,345.60	
Delta Dental #474922	7/7/2021	GNJL000016	5,251.68	
Delta Dental #480500	7/21/2021	GNJL000029	5,202.26	
WageWorks #2911723	7/19/2021	GNJL000006	3,969.24	
Delta Dental #476096	7/15/2021	GNJL000003	3,231.88	
Wage Works #29437477	7/29/2021	GNJL000049	3,047.90	
Total Bank Withdrawals				**$803,819.11**
Payroll				
Payroll Date	**Transaction #**	**Audit Trail**	**Amount**	
07/23/2021 Payroll	7/23/2021	PRIMP000002	413,182.21	
07/09/2021 Payroll	7/9/2021	PRIMP000001	388,905.09	
Total Payroll				**$802,087.30**
Purchase Cards				
Vendor	**Transaction #**	**Audit Trail**	**Amount**	
US Bank ending 6.22.2021	7/7/2021	GNJL000017	44,012.62	
US Bank ending 7.06.21	7/21/2021	GNJL000030	73,276.41	
Total Purchase Cards				**$117,289.03**
Total Purchases >= $2,500				**$2,130,121.07**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 07/31/2021			
Receipts			
Fund			
1 General	565,721.00		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	32,753.00		
6 Internal Service	328,383.00		
7 Financial Aid/Activities	499,470.00		
Total Receipts		**1,426,327.00**	
Expenses			
Fund			
1 General	1,403,407.00		
2 Special Revenue			
3 Capital Projects	14,347.00		
4 Debt Service			
5 Enterprise	31,563.00		
6 Internal Service	330,290.00		
7 Financial Aid/Activities	190,915.00		
Total Expenses		**1,970,522.00**	
Net cash change - month			**(544,195.00)**
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	13,235,198.46		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,725.85		
Ending Cash/Investment Balance		**14,470,864.31**	

3. Budget Control

	2021-22 Budget	2021-22 YTD Actual	2021-22 Percent	2020-21 Percent	2019-20 Percent	2018-19 Percent	2017-18 Percent
Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 1 Months ended July 2021							
General Fund Revenue	25,822,200.00	565,721.43	2.19	2.75	2.57	2.38	4.42
General Fund Expenditures	26,558,799.40	1,403,407.09	5.28	7.78	7.08	8.34	7.91
Capital Projects Fund Revenue	335,000.00	-	-	-	-	0.19	-
Capital Projects Fund Expenditures	4,352,500.00	14,346.85	0.33	-	1.69	0.64	0.53
Debt Service Fund Revenue	6,090,500.00	-	-	-	-	-	-
Debt Service Fund Expenditures	7,080,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	1,621,500.00	32,752.75	2.02	3.55	1.27	2.35	1.57
Enterprise Fund Expenditure	1,541,300.00	31,563.38	2.05	7.89	0.67	3.31	11.54
Internal Service Fund Revenue	4,425,000.00	328,383.27	7.42	7.13	6.85	7.15	7.56
Internal Service Fund Expenditures	4,435,000.00	330,290.09	7.45	7.48	7.49	7.96	7.94
Trust & Agency Fund Revenue	9,800,000.10	499,469.60	5.10	0.92	0.95	0.79	1.73
Trust & Agency Fund Expenditures	9,800,000.00	190,914.81	1.95	1.54	1.69	1.35	1.94
Grand Total Revenue	**48,094,200.10**	**1,426,327.05**	**2.97**	**2.30**	**2.13**	**2.08**	**3.35**
Grand Total Expenditures	**53,767,599.40**	**1,970,522.22**	**3.66**	**4.83**	**4.62**	**5.38**	**5.62**

D. Contract Revenue

There were four contracts totaling $6,032.89 in July 2021 being presented for Board approval. The Contract Revenue Report is included below.

2021-2022 CONTRACTS
7/1/2021 to 7/31/2021

							INDIRECT COST FACTOR		
Contract Holder	**Contract #**	**Service Provided**	**Contact**	**Number Served**	**Price**	**Exchange of Services** (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
WAT Grant - 3M	03-2021-0098-I-47	Leadership Academy 2.0	Amy Charles	11	$ 1,626.78	No		X	
WAT Grant - Rockwell	03-2022-0035-I-47	Everything DiSC	Amy Charles	13	$ 872.30	No		X	
WAT Grant - Rockwell	03-2022-0035-I-47	Everything DiSC	Amy Charles	13	$ 872.30	No		X	
WAT Grant - Rockwell	03-2022-0035-I-47	DiSC Work of Leaders	Amy Charles	13	$ 872.30	No		X	
WAT Grant - Rockwell	03-2022-0035-I-47	DiSC Work of Leaders	Amy Charles	9	$ 872.30	No		X	
WAT Grant - 3M	03-2022-0048-I-47	Safety NFPA 70E Arc Flash	Amy Charles	13	$ 315.04	No		X	
Western Technical College	03-2022-0082-T-18	Assistance with Practical Exam	Karl Sandry		$ 601.87	No		X	

TOTAL of all Contracts	72	**$ 6,032.89**
Exchange of Services	-	$ -
For Pay Service	72	$ 6,032.89

E. Personnel Report

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

PERSONNEL REPORT
August 26, 2021

Employment: NEW HIRES

Name:	Alecia Hach
Title:	Day Custodian
Number of Applicants & Interviewees:	3 applicants; 1 interviewed
Start Date:	07/19/2021
Salary/Wages:	$15.80/hour
Classification:	Part-Time, Limited Term
Education and/or Experience:	Experience in customer service, school paraprofessional aide and in-home daycare

Name:	Vickie Udelhoven
Title:	Academic Success Coach
Number of Applicants & Interviewees:	4 applicants; 3 interviewed
Start Date:	8/6/2021
Salary/Wages:	$25.00/hour
Classification:	Part-time, Limited Term
Education and/or Experience:	Master's Degree in Education, Bachelor's Degree in Education- History & Social Studies with 30 years of teaching experience

PROMOTIONS / TRANSFERS

RETIREMENTS / RESIGNATIONS

Darnell Wiegman – Retirement 10/1/21	Grants Manager

Recommendation – Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. *Second Reading of Governance Policy 2.6: Acting President Policy*

The First Reading of revisions to Governance Policy 2.6 was approved at the July 12, 2021, Board meeting. Several changes have been made to the policy and a proposed revised Governance Policy 2.6: Acting and Interim President is included below. Jason Wood will present the policy.

Recommendation: Approve the Second Reading of the revision to Governance Policy 2.6: Acting and Interim President Policy.

2.6 – ACTING and INTERIM PRESIDENT

On occasion, the President of the College will be absent from campus on account of official business, vacation, illness, or other unavoidable cause. It is possible a situation may arise when the president is suddenly unavailable and/or may not be able to perform their duties for an extended period of time. At some point, there will be a change in Presidents.

During Presidential absences, it is essential that provision be made so that official business may proceed. Furthermore, the long-term vitality of the College is strengthened by providing executive leadership learning opportunities for people to learn and grow.

An Acting President serves in the temporary and short-term absence of the President when the President is expected to return to work, the order of succession for President of the College will be as follows:

1. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. **To Be Determined by April 2022**

The Chief Academic Officer serves as an Executive Advisor to the President and maintains that role with the Acting President to ensure the teaching and learning perspective is considered in decisions as possible.

An Interim President serves as a bridge to a new President when it is likely the incumbent President will not return to work. In the event the President will be unavailable and out of the office for a period of time longer than 30 calendar days, the Interim President will be:

1. **Chief Human Resources Officer, Krista Weber**
2. **Chief Financial Officer, Caleb White**

Prior to appointing an Interim President, the Board will determine if it intends to conduct a full search or make an appointment at the conclusion of a successful term. It is clearly understood if the Board determines to replace the current President for any reason, they will have full autonomy to appoint a new President using the process and parameters of their choosing. This policy provides a plan for their consideration in the event a presidential transition occurs and facilitates professional development and training.

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. An Interim President will be appointed by the Board Chair and considered by the entire Board at the next Board meeting during which time they will adjust the compensation for the Interim President according to the situation. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration through the policy approval process

The President's Office will notify the Leadership Team when an Acting President or Interim President is named and forward that notification to the Board Chair. The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

1. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
2. Assess and evaluate the performance of the Acting President.
3. Provide compensation for services rendered as Acting President.
4. Support the pursuit of a terminal degree when needed through an investment of time and resources.

Adopted: 7/9/18

Reviewed:

Revised: 1/24/19, 3/28/19

SECTION 2 – BOARD/STAFF RELATIONSHIP

POLICY 2.6 (CONTINUED)

POSITION DESCRIPTION

JOB TITLE: Acting College President

REPORTS TO: College President

SUMMARY: Under the authority delegated by the President, the Acting College President serves in the place of the President when he/she is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community Colleges, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversite ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.
- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

EDUCATION AND QUALIFICATIONS:

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

B. *Ad Hoc Committee: Executive Board Leadership*

An Ad Hoc Committee: Executive Board Leadership has been discussed at previous meetings. Modifications have been made to the outline of the ad hoc committee, which is included below. Dr. Wood will present the information to the Board.

Recommendation: Appoint an ad hoc committee.

Ad-Hoc Committee: Executive Board Leadership

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

1. Ensure Board development by:
   a. Strengthening the Board leadership pipeline through mentoring and training.
   b. Enhance Board member relationships of trust through collaborative leadership.
   c. Emphasizing continued inclusion of diverse thoughts and ideas in the Board decision-making process.
2. Prepare the Board for the Future by:
   a. Scheduling prioritized "ends" well in advance
   b. Expanding the President's influence with business and community leaders

Timeline: The EBL will meet on a quarterly basis as follows:

1. September 1, 2021 from 12:30 to 2:00 pm
2. November 3, 2021 from 12:30 to 2:00 pm
3. March 2, 2022 from 12:30 to 2:00 pm
4. May 4, 2022 from 12:30 to 2:00 pm

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 – this assignment will rotate each quarter. 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. A meeting schedule will be distributed and shared with the entire Board once membership is finalized. 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 which will be shared with the full Board.

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. The junior member of the EBL will provide the verbal report to the full Board.

C. *2021-22 Board Monitoring Schedule*

Included below is the Board Monitoring Schedule for 2021-22. Several new dates are being proposed for Board meetings/retreats. Dr. Wood will present the new dates at the Board meeting.

<u>*Recommendation*</u>: Approve the updated Board Monitoring Schedule.

SOUTHWEST TECH BOARD MONITORING SCHEDULE
JULY 2021 – JUNE 2022

DATE	ACTIVITY/PURPOSE	LOCATION
July 12, 2021	**Southwest Tech Annual Board Meeting** ➢ Oath of Office ➢ Election of Officers ➢ Three-year Facilities Plan	**Southwest Tech**
July 12, 2021	**Southwest Tech Joint Meeting of the District Board, SWTC Foundation Board, and Real Estate Foundation Board**	**Southwest Tech**
July 13-14	WTCS Board Meeting	Nicolet College – Rhinelander
July 15-17	District Boards Association Summer Meeting	Mid-State – Wisconsin Rapids with a virtual option
~~August 11~~	~~Real Estate Foundation Board Meeting~~	~~Southwest Tech~~
August 18	Foundation Board Meeting	Southwest Tech
August 26	**Southwest Tech Board Meeting** ➢ Foundation Quarterly Report	**Southwest Tech**
September 1	Real Estate Foundation Board Meeting	Southwest Tech
September 14-15	WTCS Board Meeting	Madison College - Madison
September 16 ~~23~~	**Southwest Tech Board Meeting** ➢ Compliance Monitoring Report	**Southwest Tech**
October 13-16	Association of Community College Trustees Leadership Congress	San Diego, CA
October 14 ~~21~~	**Southwest Tech Board Meeting/Half-Day Retreat** ➢ Resolution for Adoption of 2021 Tax Levy ➢ Fund & Account Transfers (2020-21 Budget Modifications) ➢ Review of Purchasing Activity ➢ WI Code of Ethics Resolution ➢ Foundation Quarterly Report ➢ Student Access Monitoring Report	**Southwest Tech**
Oct. 27-30	District Boards Association Fall Meeting - Legal Issues Seminar	WCTC – Pewaukee
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
November 3	Foundation Board Meeting	Southwest Tech
November 9-10	WTCS Board Meeting	Southwest Tech
November 18	**Southwest Tech Board Meeting** ➢ 2021-22 Budget Process	**Southwest Tech**
December 10	Southwest Tech Winter Graduation	Southwest Tech
December 16	**Southwest Tech Board Meeting** ➢ Financial Audit	**Southwest Tech**

Approved 6.24.21

DATE	ACTIVITY/PURPOSE	LOCATION
January 18	WTCS Board Meeting	WTCS Office - Madison
January 20	**Southwest Tech Board Meeting** ➢ Foundation Quarterly Report ➢ Safety & Security Monitoring Report	**Southwest Tech**
January 27-29	District Boards Association Winter Meeting	Lakeshore – Elkhart Lake
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
February 6-9	Association of Community College Trustees National Legislative Summit	Washington, DC
February 24 ~~25-26~~	**Southwest Tech Board ~~Retreat/~~Meeting** ➢ Budget Assumptions & Parameters	~~Southwest Tech~~ ~~To Be Determined~~
March 15-16	WTCS Board Meeting	Southwest Tech-Fennimore
March 24	**Southwest Tech Board Meeting** ➢ Quality Teaching & Learning Monitoring Report	**Southwest Tech**
To Be Determined	American Association of Community Colleges Annual Convention	To Be Determined
April 28-30	District Boards Association Spring Meeting	MATC - Milwaukee
April 22	**Southwest Tech Board Retreat**	**Southwest Tech**
April 25 (Monday)	**Southwest Tech Board Meeting** ➢ Out-of-State Tuition Waivers ➢ Foundation Quarterly Report	**Southwest Tech**
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
To Be Determined	Foundation Board Meeting	Southwest Tech
May 17	WTCS Board Meeting	WTCS Office – Madison
May 21	Southwest Tech Graduation	Southwest Tech
May 19	**Southwest Tech Board Meeting** ➢ Proposed Budget ➢ State of College Report ➢ Financial Sustainability Monitoring Report ➢ President's Evaluation & Contract	**To Be Determined**
June 23	**Southwest Tech Board Meeting** ➢ Public Budget Hearing/Approval ➢ College Culture Monitoring Report	**Southwest Tech**
July 11, 2022	**Southwest Tech Annual Board Meeting**	**Southwest Tech**

Board Monitoring of College Effectiveness

A. *Foundation Quarterly Report*

Kim Schmelz, Director of Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 Fourth Quarter report is available below.

Southwest Tech Foundation
FY21 Fourth Quarter Report to District Board
August 26, 2021

The future was unknown in 2020 but the support of our donors and friends never wavered, in fact it only grew stronger. We ended the fiscal year 20-21 with a record number of gifts to the Southwest Tech Foundation, exceeding our million-dollar goal and reaching $1.25 million at the end of June 2021.

Fundraising Totals 7/1/20-6/30/21

$1,252,735.53 total gifts received

$923,026.85 cash received
$329,708.68 Gift In-Kind total
We received 6,344 gifts from 1,066 total donors

The support of our employees continues to be AMAZING! It's so much easier to ask others for gifts when we can say that Southwest Tech has a culture of giving with **93% of our full-time employees giving a gift** this year and **143 giving through ongoing payroll deductions**! This year **our employees donated $107,768** to support students through the Southwest Tech Foundation.

Each year our Phonathon reaches new heights by calling alumni, retirees, board members and friends of the college. Our goal was to raise $65,000 this year and **Gina Udelhofen and her student team raised $72,284.** $69,608 has been received and $2,675 is outstanding yet.

Donor Appreciation and Alumni and Retiree Recognition Event

- o If you haven't already please take the time to look at our new donor wall that was just installed. Sherry Kane did a beautiful job with the layout and worked with our facilities team and Signs to Go to get it up and installed prior to our Donor Appreciation event.

- o The Donor Wall recognizes donors who have given $10,000+ and we were so grateful to be able to add **23 new donors** to the wall this year and **move 15 donors up to a new levels** on the wall.

- o We recognized three Distinguished Alumni and one Retiree. A big shout-out to Dan Wackershauser for creating the linked videos of each of them!
  - Renee Edge (Nursing graduation from Potosi)
  - Melody Loy (Marketing graduate from Dodgeville)
  - Robin Gilbertson (All-Round Butcher from Blanchardville)
  - John Gander was recognized as our Retiree Achievement Award recipient

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4th Quarter Gift Highlights of $2,500 +

- $146,390 in-kind gift from Sloan Implement for the Industry, Trades and Ag Development Fund, for use in the Ag Power program
- $77,500 from Elise Lindeman for the Lindeman Family Scholarship, Southwest Tech Scholarship for the Dodgeville Community, Fuel a Charger, Chargers Cupboard and Medical Assistant Scholarship
- $26,556 from Daryl Tresner for the Daryl Tresner Scholarship
- $15,000 from Linda Kramer for the John N. and Linda C. Kramer Scholarship
- $10,750 from Sue Lewison for Suzann (Sue) Lewison Scholarship, Vern Lewison Scholarship and Southwest Tech Scholarship for the Fennimore Community
- $7,500 from Compeer Financial for the Compeer Financial Scholarship
- $5,500 in-kind gift from Ritchie Implement for the Industry, Trades and Ag Development Fund, for use in the Ag Power program
- $5,000 from Districts Mutual Insurance for the Southwest Tech Foundation Scholarship
- $5,000 from John Haskins for John Haskins Dairy Scholarship and John Haskins Scholarship for the Lancaster Community
- $4,500 from Jason Wood for the Wood Family Student Diversity Scholarship, Charge Forward Scholarship, Charger Dream Fund, and Helping Hands Scholarship
- $2,500 from the Dupaco R.W. Hoefer Foundation for the Charger Dream Fund
- $2,500 from Joe Ricco for the Gilbertson Pitzer Radley VFW Post 10393 Scholarship

Southwest Tech Foundation Investments
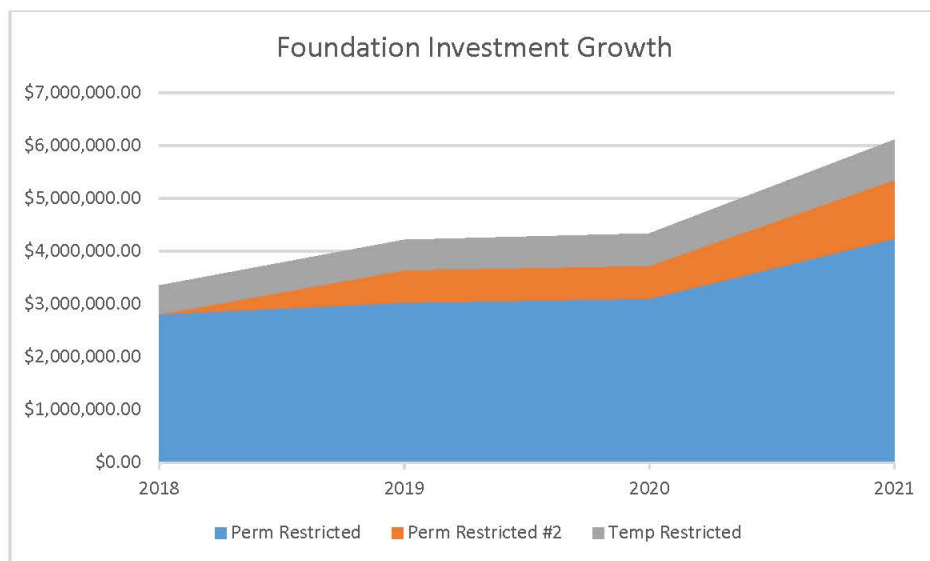
Scholarships - The 2021-22 projected scholarship awards are **554 scholarships for a total of $382,680** in funding. This is an increase of $32,000 from the 2020-21 scholarship projections.

Foundation Board

- New officers include <u>Theresa Braudt</u> as President, <u>Beth Mikrut-Gilles</u> as Vice President. A big thank you to <u>Lisa Gotzinger</u>, Secretary and <u>Jerry Brunner</u>, Treasurer for their continued service.

  Please help us welcome two new board members: **Deb Wehrle** and **Natalie Tollefson**

- **Sheila Ruchti completed her 6-year term** on June 30 and **Connie Haberkorn** completed her 3-year term as the employee representative on the board. <u>**We are so grateful for their service!**</u>

B. *Staffing Update*

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

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Medical Lab Tech Instructor-50%	JoAnn Wiederholt	7/1/2021	BS: $48,304 - $76,805 AS: $50,810 - $80,787 MS: $53,314 – $84,768 Hired at $58,000
2	New Position	Day Custodian LTE ending 12/31/2021	Alecia Hach	7/19/2021	A12 - Hourly Range: $15.61 - $18.73 Hired at $15.80
3	Replacement	Evening Custodian	Chuck Merten	7/12/2021	A12 - Hourly Range: $15.61 - $18.73 Hired at $16.00
4	Replacement	Academic Success Coach-Part-time LTE	Vickie Udelhoven	8/6/2021	B24 - Hourly Range: $21.01 - $27.31 Hired at $25.00

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

		SY 18-19 08-20-19 Students	SY 19-20 08-17-20 Students	SY 20-21 08-16-21 Students	19 to '21 Student Change	20 to '21 Student Change	SY 18-19 08-19-19 FTE	SY 19-20 08-17-20 FTE	SY 20-21 08-16-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
Program Code	Program Title										
10-101-1	Accounting	25	48	70	45	22	17.33	35.90	45.90	28.57	10.00
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	9	(11)	(5)	18.97	14.20	4.57	(14.40)	(9.63)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	19	6	3	12.63	17.57	18.37	5.73	0.80
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	20	(10)	(8)	27.27	28.13	16.57	(10.70)	(11.57)
10-102-3	Business Management	135	134	132	(3)	(2)	88.27	84.70	82.50	(5.77)	(2.20)
10-530-5	Cancer Information Management	97	94	111	14	17	50.87	50.10	55.90	5.03	5.80
10-504-X	Criminal Justice	54	46	50	(4)	4	42.23	37.23	34.40	(7.83)	(2.83)
10-316-1	Culinary Arts	11	5	6	(5)	1	7.13	2.27	5.10	(2.03)	2.83
10-317-1	Culinary Management	7	6	2	(5)	(4)	5.63	5.30	1.53	(4.10)	(3.77)
10-510-6	Direct Entry Midwife	60	77	124	64	47	23.60	31.83	48.87	25.27	17.03
10-307-1	Early Childhood Education	57	45	63	6	18	42.27	31.63	43.43	1.17	11.80
10-620-1	Electro-Mechanical Technology	36	34	32	(4)	(2)	32.83	32.37	28.27	(4.57)	(4.10)
10-325-1	Golf Course Management	24	18	10	(14)	(8)	20.47	14.63	9.77	(10.70)	(4.87)
10-201-2	Graphic And Web Design	31	26	20	(11)	(6)	25.50	18.63	15.20	(10.30)	(3.43)
10-530-1	Health Information Technology	45	53	47	2	(6)	24.87	25.37	18.73	(6.13)	(6.63)
10-520-3	Human Services Associate	38	42	32	(6)	(10)	27.70	31.63	26.07	(1.63)	(5.57)
10-825-1	Individualized Technical Studies	1	4	3	2	(1)	0.10	3.27	1.40	1.30	(1.87)
10-620-3	Instrumentation and Controls Technology	7	7	4	(3)	(3)	5.70	4.27	0.90	(4.80)	(3.37)
10-150-2	IT-Network Specialist	44	26	27	(17)	1	29.53	15.70	14.53	(15.00)	(1.17)
10-196-1	Leadership Development	34	24	11	(23)	(13)	16.20	11.23	3.47	(12.73)	(7.77)
10-513-1	Medical Laboratory Technician	19	21	21	2	-	13.30	16.37	14.57	1.27	(1.80)
10-196-6	Nonprofit Leadership			1	1	1			0.40	0.40	0.40
10-543-1	Nursing-Associate Degree	202	208	226	24	18	106.90	106.17	127.80	20.90	21.63
10-524-1	Physical Therapist Assistant	44	40	31	(13)	(9)	28.67	24.07	18.87	(9.80)	(5.20)
10-182-1	Supply Chain Management	41	44	27	(14)	(17)	22.03	25.43	12.73	(9.30)	(12.70)
	Total Associate Degree	**1,075**	**1,060**	**1,098**	**23**	**38**	**690.00**	**668.00**	**649.83**	**(40.17)**	**(18.17)**

Table title: **2018-2019, 2019-2020 and 2020-2021 FTE Comparison**

Program Code	Program Title	SY 18-19 08-20-19 Students	SY 19-20 08-17-20 Students	SY 20-21 08-16-21 Students	19 to '21 Student Change	20 to '21 Student Change	SY 18-19 08-19-19 FTE	SY 19-20 08-17-20 FTE	SY 20-21 08-16-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
31-101-1	Accounting Assistant	8	9	13	5	4	4.10	4.63	5.57	1.47	0.93
30-531-6	Advanced EMT	8	10		(8)	(10)	2.27	1.33		(2.27)	(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	33	34	35	2	1	31.07	32.10	33.10	2.03	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	33	27	34	1	7	26.43	24.30	22.97	(3.47)	(1.33)
31-408-1	Bricklaying & Masonry		3		-	(3)		1.33		-	(1.33)
30-443-1	Building Maintenance & Construction	8	4	1	(7)	(3)	3.43	1.33	0.07	(3.37)	(1.27)
31-475-1	Building Trades-Carpentry	8	11	9	1	(2)	6.83	9.27	8.20	1.37	(1.07)
31-307-1	Child Care Services	10	9	5	(5)	(4)	6.30	4.73	3.40	(2.90)	(1.33)
30-420-2	CNC Machine Operator/Programmer	6	8	3	(3)	(5)	4.97	7.97	2.23	(2.73)	(5.73)
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	13	17	14	1	(3)	8.73	12.23	9.33	0.60	(2.90)
31-317-1	Culinary Specialist	3	3		(3)	(3)	2.00	1.47		(2.00)	(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	58	105	68	47	9.07	9.70	15.77	6.70	6.07
32-080-4	Farm Operations & Management - Ag Mechanics	4	2	10	6	8	4.13	1.67	8.67	4.53	7.00
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	14	17	8	(6)	(9)	14.53	16.10	5.97	(8.57)	(10.13)
31-080-3	Farm Operations & Management - Dairy Technician	7	4	3	(4)	(1)	4.93	1.73	0.63	(4.30)	(1.10)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	4	(6)	(7)	8.17	3.40	2.13	(6.03)	(1.27)
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	2	3		(2)	(3)	1.70	1.70		(1.70)	(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	5	5	3	-	1.83	4.53	5.17	3.33	0.63
31-154-6	IT-Computer Support Technician	12	23	15	3	(8)	7.80	16.90	11.53	3.73	(5.37)
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	64	65	102	38	37	29.00	30.97	42.37	13.37	11.40
30-504-4	Nail Technician		2	3	3	1		0.37	1.20	1.20	0.83
30-543-1	Nursing Assistant	234	198	227	(7)	29	33.60	26.77	27.53	(6.07)	0.77
50-427-5	Plumbing Apprentice	26	20	18	(8)	(2)	3.28	3.52	2.52	(0.77)	(1.00)

Program Code	Program Title	SY 18-19 08-20-19 Students	SY 19-20 08-17-20 Students	SY 20-21 08-16-21 Students	19 to '21 Student Change	20 to '21 Student Change	SY 18-19 08-19-19 FTE	SY 19-20 08-17-20 FTE	SY 20-21 08-16-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
31-504-5	Security Operations	1	2	1	-	(1)	1.00	1.20	0.70	(0.30)	(0.50)
31-182-1	Supply Chain Assistant	5	3	5	-	2	2.87	0.37	2.17	(0.70)	1.80
31-442-1	Welding	50	47	52	2	5	35.00	32.57	40.27	5.27	7.70
	Total Technical Diploma	**774**	**795**	**871**	**97**	**76**	**360.25**	**369.88**	**370.22**	**9.97**	**0.33**
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	482	549	518	36	(31)	95.83	96.07	93.03	(2.80)	(3.03)
	Total Liberal Arts & Undeclared Majors	**518**	**582**	**561**	**43**	**(21)**	**109.27**	**109.30**	**106.03**	**(3.23)**	**(3.27)**
	Total	**2,367**	**2,437**	**2,530**	**163**	**93**	**1,159.52**	**1,147.18**	**1,126.08**	**(33.43)**	**(21.10)**
	Percent of Change									**-2.88%**	**-1.84%**
	Vocational Adult (Aid Codes 42-47)	3,138	3,040	3,084	(54)	44	65.14	62.29	64.12	(1.02)	1.83
	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)	320	313	234	(86)	(79)	47.33	41.43	47.70	0.37	6.27
	Basic Skills (Aid Codes 77 & 78)	886	803	417	(469)	(386)	61.17	45.87	17.60	(43.57)	(28.27)
	Grand Total	**6,739**	**6,593**	**6,313**	**(426)**	**(280)**	**1,333.56**	**1,296.77**	**1,255.66**	**(77.90)**	**(41.11)**
	Total Percent of Change									**-5.84%**	**-3.17%**
						Budgeted/Goal FTEs	1,380	1,300	1,275		
						% of Budgeted/Goal FTEs Achieved	96.6%	99.8%	98.5%		

2021-22 FTE Comparison YOY Report

Program Code	Program Title	SY 19-20 08-19-19 Students	SY 20-21 08-17-20 Students	SY 21-22 08-16-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08-19-19 FTE	SY 20-21 08-17-20 FTE	SY 21-22 08-16-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	44	56	53	9	(3)	19.30	23.70	22.70	3.40	(1.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	9	9	(8)	-	9.67	3.90	5.00	(4.67)	1.10
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	10	(4)	(7)	7.70	9.90	5.27	(2.43)	(4.63)
10-006-6	Agribusiness Science & Technology - Animal Science	29	17	29	-	12	17.23	8.50	13.13	(4.10)	4.63
10-102-3	Business Management	103	107	91	(12)	(16)	42.17	44.77	38.03	(4.13)	(6.73)
10-530-5	Cancer Information Management	88	92	72	(16)	(20)	27.97	30.23	27.70	(0.27)	(2.53)
10-504-X	Criminal Justice	41	46	44	3	(2)	18.33	20.43	21.97	3.63	1.53
10-316-1	Culinary Arts	3	6	5	2	(1)	0.77	2.63	3.43	2.67	0.80
10-317-1	Culinary Management	7	3		(7)	(3)	3.50	1.47		(3.50)	(1.47)
10-102-1	Data Analytics			1	1	1			0.50	0.50	0.50
10-510-6	Direct Entry Midwife	50	59	95	45	36	15.53	18.77	36.03	20.50	17.27
10-307-1	Early Childhood Education	42	48	43	1	(5)	17.70	19.83	17.90	0.20	(1.93)
10-620-1	Electro-Mechanical Technology	37	33	26	(11)	(7)	17.03	17.17	13.00	(4.03)	(4.17)
10-325-1	Golf Course Management	19	10	11	(8)	1	8.97	4.93	6.17	(2.80)	1.23
10-201-2	Graphic And Web Design	25	16	25	-	9	10.30	7.20	10.43	0.13	3.23
10-530-1	Health Information Technology	51	35	49	(2)	14	17.07	11.77	15.10	(1.97)	3.33
10-520-3	Human Services Associate	36	32	29	(7)	(3)	17.03	15.17	14.90	(2.13)	(0.27)
10-825-1	Individualized Technical Studies	2	3		(2)	(3)	1.27	1.13		(1.27)	(1.13)
10-620-3	Instrumentation and Controls Technology	8	4	1	(7)	(3)	2.83	0.63	0.10	(2.73)	(0.53)
10-150-2	IT-Network Specialist	34	20	27	(7)	7	14.97	9.40	11.73	(3.23)	2.33
10-196-1	Leadership Development	21	8	9	(12)	1	6.73	1.60	3.67	(3.07)	2.07
10-513-1	Medical Laboratory Technician	21	19	18	(3)	(1)	8.97	7.13	7.07	(1.90)	(0.07)
10-196-6	Nonprofit Leadership			2	2	2			0.80	0.80	0.80
10-543-1	Nursing-Associate Degree	188	219	205	17	(14)	54.33	71.07	63.40	9.07	(7.67)
10-524-1	Physical Therapist Assistant	32	26	19	(13)	(7)	11.97	9.17	7.07	(4.90)	(2.10)
10-182-1	Supply Chain Management	41	24	29	(12)	5	15.27	8.33	10.63	(4.63)	2.30
10-499-5	Technical Studies-Journeyworker			1	1	1			0.20	0.20	0.20
	Total Associate Degree	**953**	**909**	**903**	**(50)**	**(6)**	**366.60**	**348.83**	**355.93**	**(10.67)**	**7.10**
31-101-1	Accounting Assistant	3	6	6	3	-	0.93	1.73	2.23	1.30	0.50
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		0.53	0.10	0.10	(0.43)
32-070-1	Agricultural Power & Equipment Technician	38	37	36	(2)	(1)	18.93	19.23	18.50	(0.43)	(0.73)
31-405-1	Auto Collision Repair & Refinish Technician	10	13	9	(1)	(4)	3.47	6.20	5.10	1.63	(1.10)
32-404-2	Automotive Technician	26	35	20	(6)	(15)	12.47	15.83	9.37	(3.10)	(6.47)

Program Code	Program Title	SY 19-20 08-19-19 Students	SY 20-21 08-17-20 Students	SY 21-22 08-16-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08-19-19 FTE	SY 20-21 08-17-20 FTE	SY 21-22 08-16-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-408-1	Bricklaying & Masonry	1			(1)	-	0.07			(0.07)	-
30-443-1	Building Maintenance & Construction	1	1		(1)	(1)	0.07	0.07		(0.07)	(0.07)
31-475-1	Building Trades-Carpentry	9	10	11	2	1	4.67	5.27	5.67	1.00	0.40
31-307-1	Child Care Services	7	5	2	(5)	(3)	2.00	2.10	0.80	(1.20)	(1.30)
30-420-2	CNC Machine Operator/Programmer	7	1	7	-	6	3.37	0.40	2.77	(0.60)	2.37
31-502-1	Cosmetology	27	20	26	(1)	6	13.47	9.80	12.27	(1.20)	2.47
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	3.00	(9.23)	(6.33)
31-317-1	Culinary Specialist	2	1		(2)	(1)	0.57	0.53		(0.57)	(0.53)
30-508-2	Dental Assistant	17	12	22	5	10	9.07	6.40	11.90	2.83	5.50
30-812-1	Driver and Safety Education Certification	12	13	7	(5)	(6)	2.10	2.40	1.00	(1.10)	(1.40)
31-413-2	Electrical Power Distribution	44	44	46	2	2	21.03	21.40	21.90	0.87	0.50
50-413-2	Electricity (Construction) Apprentice	19	20	24	5	4	1.27	1.43	1.60	0.33	0.17
30-531-3	Emergency Medical Technician	48	1	26		25	6.63	0.30	4.27	(2.37)	3.97
30-531-6	EMT-IV (Advanced EMT)			11		11			1.67	1.67	1.67
32-080-4	Farm Operations & Management - Ag Mechanics	3	8	10	7	2	1.07	3.80	5.10	4.03	1.30
31-080-6	Farm Operations & Management - Crop Operations	2	1		(2)	(1)	0.27	0.07		(0.27)	(0.07)
32-080-3	Farm Operations & Management - Dairy	16	7	8	(8)	1	10.33	2.73	4.10	(6.23)	1.37
31-080-3	Farm Operations & Management - Dairy Technician	4	2	2	(2)	-	1.00	0.20	1.07	0.07	0.87
31-080-2	Farm Operations & Management - Farm Ag Maintenance	9	2	2	(7)	-	1.80	0.50	0.20	(1.60)	(0.30)
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		0.37	(0.63)	0.37
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	0.67	0.87	0.40	(0.27)	(0.47)
31-620-1	Industrial Mechanic	2	2	1	(1)	(1)	1.07	1.13	0.57	(0.50)	(0.57)
31-154-6	IT-Computer Support Technician	15	13	7	(8)	(6)	6.50	5.90	2.23	(4.27)	(3.67)
31-513-1	Laboratory Science Technician	4	4	8	4	4	1.07	1.20	2.13	1.07	0.93
50-620-1	Mechatronics Technician Apprentice	6			(6)	-	0.80			(0.80)	-
31-509-1	Medical Assistant	33	37	29	(4)	(8)	16.93	19.13	13.27	(3.67)	(5.87)
31-530-2	Medical Coding Specialist	46	56	85	39	29	15.50	18.57	31.80	16.30	13.23
30-504-4	Nail Technician		2	2	2	-		0.53	0.33	0.33	(0.20)
30-543-1	Nursing Assistant	81	109	99	18	(10)	10.57	11.57	8.63	(1.93)	(2.93)
50-427-5	Plumbing Apprentice	20	15	10	(10)	(5)	1.87	0.97	0.97	(0.90)	-
31-504-5	Security Operations	3			(3)	-	1.27			(1.27)	-
31-182-1	Supply Chain Assistant	3		1	(2)	1	0.37		0.37	-	0.37
31-442-1	Welding	33	42	33	-	(9)	15.60	20.50	16.67	1.07	(3.83)
	Total Technical Diploma	**578**	**545**	**568**	**(10)**	**23**	**200.00**	**191.20**	**191.87**	**(8.13)**	**0.67**
20-800-1	Liberal Arts - Associate of Arts	19	28	42	23	14	3.70	6.43	10.93	7.23	4.50
20-800-2	Liberal Arts - Associate of Science	9	10	7	(2)	(3)	2.97	2.17	1.97	(1.00)	(0.20)
	Undeclared Majors	288	373	368	80	(5)	42.63	56.43	55.20	12.57	(1.23)
	Total Liberal Arts & Undeclared Majors	**316**	**411**	**417**	**101**	**6**	**49.30**	**65.03**	**68.10**	**18.80**	**3.07**
	Total	**1,847**	**1,865**	**1,888**	**41**	**23**	**615.90**	**605.07**	**615.90**	**(0.00)**	**10.83**
	Percent of Change									**0.00%**	**1.79%**

Program Code	Program Title	SY 19-20 08-19-19 Students	SY 20-21 08-17-20 Students	SY 21-22 08-16-21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 08-19-19 FTE	SY 20-21 08-17-20 FTE	SY 21-22 08-16-21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
	Vocational Adult (Aid Codes 42-47)	1,278	1,346	1,378	100	32	24.61	28.43	28.53	3.92	0.10
	Community Services (Aid Code 60)	-	15	-	-	(15)	-	0.05	-	-	(0.05)
	Basic Skills (Aid Codes 73,74,75,76)	99	52	72	(27)	20	6.90	4.00	6.40	(0.50)	2.40
	Basic Skills (Aid Codes 77 & 78)	64	83	59	(5)	(24)	-	-	0.03	0.03	0.03
	Grand Total	3,288	3,361	3,397	109	36	647.41	637.54	650.86	3.45	13.32
	Total Percent of Change									0.53%	2.09%
	Budgeted/Goal FTEs						1,300	1,275	1,250		
	% of Budgeted/Goal FTEs Achieved to date						49.8%	50.0%	52.1%		
	Final Actual FTEs Achieved						1,297	1,256			
	% of Final Actual FTEs Achieved to date						49.9%	50.8%			
	21/22 Projected Ending FTEs using historical trend						1,304	1,282			
	Will budget be met						YES	YES			

B. Chairperson's Report
1. Board Giving

C. College President's Report
1. Response to Budget Questions
2. Grants RFP
3. Dodgeville Lease for Paramedic Program
4. Board Retreat Schedule
5. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda
1. Boscobel Outreach Site Lease
2. Dodgeville Lease for Paramedic Program
3. Real Estate Foundation Report
4. Board Monitoring Report – Compliance

B. Time and Place
Thursday, September 16, 2021 at 7:00 p.m. at Southwest Tech, 1800 Bronson Boulevard, Fennimore, WI in Conference Room 430

Adjourn to Closed Session

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

1. **Discussing a specific personnel issue per Wisconsin Statutes 19.85(1)(f)** {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}

2. **Discussing an incident on campus that may result in litigation per Wisconsin Statutes 19.85(1)(g)** {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}

B. *Approval of Closed Session Minutes of May 21, 2021*

Reconvene to Open Session

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

Adjournment