



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

June 23, 2022

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

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, June 23, 2022

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular 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 June 23, 2022, 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 Regular Board Meeting of May 19, 2022

Minutes of the May 19, 2022, 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 86 contracts totaling \$1,521,747.86 in May 2022 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes three employment recommendations, one promotion/transfer, and two resignations. The report is included with the Board material.

F. 2022-23 WTC District Boards Association Membership Renewal

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$23,332, an increase of \$916.74, is available electronically with all other Board material.

Recommendation – *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. 2022-23 Budget

Caleb White will present the 2022-23 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material. Mr. White and Kelly Kelly, Controller, will be present for any questions.

Recommendation: *Approve the 2022-23 Budget as presented.*

B. Concept Review: Advanced Technical Certificate – Cancer Information Management

Included in the electronic Board material is a Concept Review for the Cancer Information Management Advanced Technical Certificate. Kim Maier, Executive Director of Innovative and Alternative Learning, will present the information at the Board meeting. Also included in the electronic material is a Board resolution approving the program to be sent with the Concept Review paperwork to the Wisconsin Technical College System Office.

Recommendation: *Approve the Concept Review for the Cancer Information Management Advanced Technical Certificate.*

C. 2022-23 Board Monitoring Schedule

The 2022-23 Board Monitoring Schedule is included in the electronic Board packet. Changes have been made based on feedback from the Board at the May 2022 Board meeting.

Recommendation: *Approve the 2022-23 Board Monitoring Schedule as presented.*

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Student Activities Center Update

Included in the electronic Board material is an update on two options for a Student Activities Center. Dan Imhoff, Director of Facilities, Security & Safety, and Caleb White will present the options and be present for any questions.

B. College Culture Monitoring Report

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

C. 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

1. 2021-22 FTE Comparison YOY Report

2. 2022-23 FTE Comparison YOY 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

C. Acting President's Report

1. Selling of Property: Brownwood Road (C. White)

2. Project RISE Update (C. White)

3. Aspen Celebration (K. Weber)

4. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Oath of Office
2. Election of Officers
3. Three-year Facilities Plan
4. Ten-Year Facilities Plan
5. Designate Legal Counsel
6. 2022-23 Signatory Authority Policy

B. Time and Place

Monday, July 11, 2022, at 7:00 p.m. in Conference Room 430 on Southwest Tech's campus at 1800 Bronson Boulevard, Fennimore, WI.

ADJOURNMENT

Open Meeting

The following statement will be read: "The June 23, 2022, 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 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



BOARD MEETING NOTICE/AGENDA

Thursday, June 23, 2022

5:45 pm – Board Dinner

6:30 p.m. – Budget Hearing

Immediately Following Budget Hearing – Regular Board Meeting

Southwest Tech Campus

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

AGENDA

OPEN MEETING

The following statement will be read: "The June 23, 2022, 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 Regular Board Meeting of May 19, 2022

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. 2022-23 Budget
- B. Concept Review: Advanced Technical Certificate – Cancer Information Management
- C. 2022-23 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Student Activities Center Update
- B. College Culture Monitoring Report
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2021-22 FTE Comparison YOY Report
 - 2. 2022-23 FTE Comparison YOY Report
- B. Chairperson's Report
- C. Acting President's Report
 - 1. Selling of Property: Brownwood Road (C. White)
 - 2. Project RISE Update (C. White)
 - 3. Aspen Celebration (K. Weber)
 - 4. College Happenings
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

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 Regular Board Meeting of May 19, 2022



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MAY 19, 2022**

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:05 p.m. on May 19, 2022, 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, Tracy Fillback, Jeanne Jordie Chris Prange,
Donald Tuescher, Crystal Wallin

Absent: Kent Enright, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Kim Schmelz, CoraBeth Schmitz, Krista Weber, and Caleb White.

Chairperson Tuescher 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, May 19, 2022

6:00 p.m. – Franklin Doctoral Cohort

6:30 p.m. – Dinner

7:00 p.m. – Board Meeting

Southwest Tech

1800 Bronson Boulevard

Fennimore, WI 53809

Conference Room 430

AMENDED AGENDA

OPEN MEETING

The following statement will be read: "The May 19, 2022, 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 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

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat of April 22, 2022, and the Regular Board Meeting of April 25, 2022
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. ACCT Membership Renewal
- G. Southwest WI Workforce Development Board Lease
- H. Division of Vocational Rehabilitation (DVR) Lease
- I. Forward Services Corporation Lease
- J. Public Safety Complex Hay Lease

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP: Renewable Energy Plan
- B. Darlington Outreach Site Lease
- C. 2022-23 Out-of-State Tuition Waivers
- D. 2022-23 Employee Compensation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Foundation Quarterly Report
- B. Real Estate Foundation Quarterly Report
- C. Board Monitoring Report – Fiscal Sustainability
- D. 2022-23 Budget Update
- E. 2022-23 Board Monitoring Schedule
- F. 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
 - 1. Executive Board Leadership Ad Hoc Committee Review
- C. College President's Report
 - 1. Review Governance Policies 2.3: Monitoring College Effectiveness and 2.4: President's Performance Review
 - 2. July Annual Meeting
 - 3. College Happenings
- 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 personnel per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes of February 24, April 22 and 25, 2022

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{If you need an accommodation to attend, call 608-822-2632 (TDD: 608-822-2072) or email disabilityservices@swtc.edu.}

Mr. Prange moved to adjourn to Closed Session to discuss personnel per Wisconsin Statutes 19.85(1)(c). Ms. Wallin seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 7:06 p.m. The meeting reconvened to open session at 7:43 p.m.

After a review of the Consent Agenda, including the May 19, 2022, agenda; April 22, 2022 Board Retreat meeting minutes; April 25, 2022, Board meeting minutes; financial reports; ten contracts totaling \$48,803.78 in April 2022; three employment recommendations for Holly Knapp – Mental Health Counselor, Karen Farner – Medical Lab Tech Program Director/Instructor, and Carly Livingston – part-time Women's Golf Coach; the Association of Community College Trustees membership renewal in the amount of \$3,540; a 18-month lease for Southwest Wisconsin Workforce Development Board to lease 136 square feet of space at the Richland Center Outreach site; a 24-month lease for Division of Vocational Rehabilitation Services (DVR) to rent 439 square feet of space at the Richland Center

Outreach Site; a 24-month lease for Forward Services Corporation to rent 100 square feet of space at the Richland Center Outreach site; and a 5-month lease for Winch's Pine Grove Farms, LP, Fennimore, to rent 2.8 acres of hay ground at the Public Safety Complex, Mr. Bolstad moved to approve the Consent Agenda, as presented, with Ms. Fillback seconding the motion. The motion carried.

The Board was presented with a summary of the RFP: Renewable Energy Plan proposals that were received. The Renewable Energy Plan will assist in preparation of an Integrated Energy Master Plan (IEMP). The IEMP project is fully funded through a grant received from the Public Service Commission of Wisconsin. Five proposals were received and three companies interviewed with the RFP team. The three companies interviewed were asked to submit their best and final process. Mr. Bolstad moved to award the contract for completion of an Integrated Energy Master Plan for the college to Ameresco, Inc. for a total of \$18,060 and, only if necessary, subsequent ongoing project consultation at the standard hourly rates used for completion of the IEMP. Ms. Jordie seconded the motion; the motion unanimously was approved.

Caleb White presented a lease agreement for the Darlington Outreach Site located at 627 Main Street, Darlington, WI. Mr. Tuescher moved to 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, 2022, through June 30, 2023. Ms. Wallin seconded the motion; the motion carried on a unanimous vote.

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 2022-23 Out-of-State Tuition Waiver Requests noting that the plan is to stop offering out-of-state tuition waivers for the 2023-24 school year. Mr. Prange moved to approve the 2022-23 Out-of-State Tuition Waiver Request for 600 credits for 20 needy and worthy students. Ms. Jordie seconded the motion; motion was unanimously approved.

Krista Weber, Chief Human Resources Officer, and Caleb White, Vice President for Administrative Services, presented a proposal for 2022-23 employee compensation. Mr. Blume moved to approve the following for 2022-23 employee compensation:

June 2022 - Pay all regular FT employees a \$1,000 stipend; regular PT employees a \$500 stipend

July 2022 - Increase regular employee pay by 3.0% and raise the floor for base salary at the college to \$40,000

Ms. Wallin seconded the motion. Upon a roll call vote with all members present voting affirmatively, the motion carried.

Kim Schmelz, Director of the Foundation, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives.

Areas highlighted were donations from Patrick Thiele, Daryl Tresner, an anonymous \$100,000 gift, and a gift of 25% of an alum's estate. Also included in the report was an update on the Nurses Scholarship where the Foundation is seeking \$75,000 from each of the seven hospitals in the college's district.

Caleb White updated the board on the Real Estate Foundation (REF) noting that the REF is up slightly in housing numbers for the summer, two of the oldest units will be razed in the fall, housing will be full in the fall, and for the first time ever there will be a transfer from the Real Estate Foundation to the Foundation.

Mr. White presented the Board Monitoring Report on Fiscal Sustainability. He highlighted strengths of the general fund reserves, the reduction of the OPEB liability, the student loan default rate of 3.5%, the reduction in student borrowing, Moody's Investor Service Rating of Aa2, the HLC Composite Financial Index of 4.12, the operational funds directed to instruction, and the property values per FTE. Fiscal risks included the FTE Stagnation/decline, grant revenue to support operations and fund key initiatives, the lack of a financial forecasting/modeling tool, and the profitability of auxiliaries including housing, bookstore, food services, daycare, and vending. Mr. White discussed the fiscal opportunities that Project RISE will provide, reserve funds will allow the college to use some of these funds for innovative sustainable solutions, and the referendum borrowing will come off the books in 2027-28.

Caleb White presented an overview of the FY2023 Budget including the Fund Accounts. Mr. White reviewed all six Funds – General, Special Fund (non-aidable) Trust, Capital Projects, Debt Service, Enterprise (Auxiliaries), and Internal Service. The final budget numbers will be presented at the public hearing prior to the June 23 Board meeting, with the budget on the agenda for approval.

Karen Campbell, Executive Services Director, reviewed the draft 2022-23 Board Monitoring Schedule, which outlines when key items will be brought to the board for approval or monitoring. The Board would like to return to annually holding two Board meetings in locations throughout the district. A final version will be brought to the June board meeting for approval.

An update on College staffing was provided by Krista Weber who noted positions various phases of the hiring process included a 50% Medical Lab Tech Instructor, Institutional Research Analyst, and Electromechanical Technology Instructor.

The 2021-22 and 2022-23 Comparison Year-Over-Year FTE Reports were reviewed. The 2021-22 report showed a slight increase compared to a year ago. The 2022-23 report reflected a eight percent increase compared to the same time last year.

Under the Chairperson's Report, it was noted there will be a discussion at the July annual Board meeting regarding the Executive Board Leadership Ad Hoc Committee.

Under the College President's Report, the Board reviewed Governance Policies 2.3: Monitoring College Effectiveness and 2.4: President's Performance Review with no noted changes needed. Other items discussed included moving the joint meeting of the District Board, Foundation Board, and Real Estate Foundation Board to the October Board meeting; Anthology and staff are working towards an end-of-July implementation for the Student module; graduation will be held Friday and Saturday with four ceremonies; and thanked the acting presidents for their roles this summer while Dr. Wood is out of the office.

The second Closed Session was no longer needed so the Board stayed in Open Session.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Mr. Bolstad seconding the motion. The motion carried and the meeting adjourned at 8:53 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 5/01/2022 - 5/31/2022**

Expenditure				
Vendor	Invoice #	Description	Amount	
DTC	JUNE '22 BOND PMT	BOND PAYMENT JUNE '22	2,900,000.00	
Associated Bank	845-104 4/18/22	845-104 ISSUER ID	1,375,350.00	
Associated Bank	845-102 4/18/22	845-102 ISSUER ID	529,900.00	
IRS	SWTC-140004169	Staff PP 2022-10 05112022 10668	178,204.98	
DTC	INTEREST PMT '22	JUNE '22 INTEREST PMT	101,000.00	
Associated Bank	845-103 4/18/22	845-103 ISSUER ID	97,275.00	
Lab Midwest	3012	HYDRAULIC LEARNING SYSTEM	97,145.00	
WRS-PR	04/22 Withholdings2	04/22 Withholdings2	92,786.15	
WRS-PR	04/22 Withholdings	04/22 Withholdings	92,598.27	
WI DOR- PR	SWTC-140004172	Staff PP 2022-10 05112022 10668	29,219.35	
Campus Works	9851	AMENDMENT #2 ITS	29,167.00	
Fennimore Utilities	5.2.22 Billing	5.2.22 BILLING	24,829.80	
Healthequity	05.13 HSA Contribute	05.13 HSA Contribute	17,421.43	
CDW	W797406	APC SMART-UPS	17,139.00	
WIDS	INV170608	WIDS	8,904.00	
Great West	05.13 Great West W/H	05.13 Great West W/H	8,500.71	
CDW	W858859	APC SMART UPS	6,855.60	
Constellation	3476141	MONTHLY BILLING	6,172.11	
WE	4143658630	MONTHLY BILL	5,965.56	
Bluum	868243	Visix Subscription 5/3/22-5/2/23	4,397.00	
3289627	2009804	Student Refund	4,300.36	
Kielser Police	54536267	Midway order	4,136.51	
CLA	3279005	AUDIT SERVICES	3,675.00	
Ridge Lawn Care	1911	LAWN TREATMENT	3,606.76	
WTA Properties	JUNE '22 RENT	JUNE '22 RENT	3,502.00	

3289369	2006986	Student Refund	3,248.00
Hallada M	227623	WO# 825	3,041.28
3281411	2009800	Student Refund	3,000.00
SWTC Foundation	SWTC-140004171	Staff PP 2022-10 05112022 10668	2,826.76
US Omni	05.13 Vanguard W/H	05.13 Vanguard W/H	2,812.28
3369582	2009806	Student Refund	2,775.47
Amazon.com	113-0023585-9241827	Buggy stroller for childcare center	2,598.00
Hallada M	227336	WO# 822	2,596.25
Block Iron	766215	WIRELESS ACCESS CONTROLLER	2,508.00

Total Invoices **\$5,667,457.63**

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
Delta Dental WI ASO Pymt	5/4/2022	GNJL003109	6,450.49
Delta Dental WI ASO Pymt	5/25/2022	GNJL003378	4,992.40
Delta Dental WI ASO Pymt	5/18/2022	GNJL003315	4,546.60
WAGEWORKS FSA RECEIVABLE INV3755407	5/12/2022	GNJL003220	3,965.23
WAGEWORKS FSA RECEIVABLE INV3801546	5/27/2022	GNJL003419	3,290.66

Total Bank Withdrawals **\$23,245.38**

Payroll		
Payroll Period	Payroll Date	Amount
05/13/2022 Payroll	5/13/2022	363,476.09
05/27/2022 Payroll	5/27/2022	355,069.67
05/13/2022 Payroll - Overloads	5/13/2022	140,756.51

Total Payroll **\$859,302.27**

Total Purchases >= \$2,500 **\$6,550,005.28**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 5/31/2022			
Receipts			
Fund			
1 General	448,402.00		
2 Special Revenue	-		
3 Capital Projects	3,596.00		
4 Debt Service	-		
5 Enterprise	71,917.00		
6 Internal Service	326,149.00		
7 Financial Aid/Activities	11,813.00		
Total Receipts		861,877.00	
Expenses			
Fund			
1 General	1,952,227.00		
2 Special Revenue	-		
3 Capital Projects	175,102.00		
4 Debt Service	5,003,525.00		
5 Enterprise	73,612.00		
6 Internal Service	36,377.00		
7 Financial Aid/Activities	47,127.00		
Total Expenses		7,287,970.00	
Net cash change - month			(6,426,093.00)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	17,423,211.56		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,234,294.01		
Ending Cash/Investment Balance		18,660,445.57	

3. Budget Control

Southwest Wisconsin Technical College								
YTD Summary for Funds 1-7								
For 11 Months ended May 2022								
	2021-22	2021-22	2021-22	2020-21	2019-20	2018-19	2017-18	
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	
General Fund Revenue	25,822,200.00	21,226,302.51	82.20	90.16	86.99	87.41	90.36	
General Fund Expenditures	26,558,800.00	21,113,154.85	79.50	88.28	82.93	85.23	82.57	
Capital Projects Fund Revenue	4,335,000.00	4,280,331.47	98.74	101.09	100.19	99.82	104.67	
Capital Projects Fund Expenditures	4,352,500.00	2,159,904.85	49.62	54.67	53.48	56.13	52.26	
Debt Service Fund Revenue	6,090,500.00	4,505,177.06	73.97	68.92	66.74	68.94	70.62	
Debt Service Fund Expenditures	7,080,000.00	6,194,275.00	87.49	87.89	83.77	101.34	45.81	
Enterprise Fund Revenue	1,621,500.00	1,899,855.42	117.17	87.72	76.97	74.74	69.55	
Enterprise Fund Expenditure	1,541,300.00	2,199,901.47	142.73	78.90	84.12	73.03	70.75	
Internal Service Fund Revenue	4,425,000.00	3,632,289.34	82.09	81.35	76.32	80.28	85.60	
Internal Service Fund Expenditures	4,435,000.00	3,193,007.21	72.00	85.73	80.58	84.21	87.04	
Trust & Agency Fund Revenue	9,800,000.00	7,795,123.40	79.54	65.74	72.18	72.23	80.96	
Trust & Agency Fund Expenditures	9,800,000.00	7,377,310.27	75.28	71.40	77.29	75.53	81.11	
Grand Total Revenue	52,094,200.00	43,339,079.20	83.19	83.42	81.89	82.54	85.79	
Grand Total Expenditures	53,767,600.00	42,237,553.65	78.56	81.12	78.87	82.67	75.89	

D. Contract Revenue

There were 86 contracts totaling \$1,521,747.86 in May 2022 being presented for Board approval. The Contract Revenue Report is below.

2021-2022 CONTRACTS

5/1/2022 to 5/31/2022

INDIRECT COST FACTOR

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Barneveld School District	03-2022-0002-4-11	Drivers Education - Classroom	Kim Maier	15	\$ 1,800.00	No		X	
Barneveld School District	03-2022-0003-4-11	Drivers Education - Behind the Wheel	Kim Maier	37	\$ 12,950.00	No		X	
Benton School District	03-2022-0004-4-11	Drivers Education - Classroom	Kim Maier	11	\$ 1,320.00	No		X	
Benton School District	03-2022-0005-4-11	Drivers Education - Behind the Wheel	Kim Maier	23	\$ 8,050.00	No		X	
Boscobel School District	03-2022-0006-4-11	Drivers Education - Classroom	Kim Maier	37	\$ 4,440.00	No		X	
Boscobel School District	03-2022-0007-4-11	Drivers Education - Behind the Wheel	Kim Maier	51	\$ 17,850.00	No		X	
Cassville School District	03-2022-0008-4-11	Drivers Education - Behind the Wheel	Kim Maier	16	\$ 5,600.00	No		X	
Cuba City School District	03-2022-0009-4-11	Drivers Education - Classroom	Kim Maier	29	\$ 3,480.00	No		X	
Cuba City School District	03-2022-0010-4-11	Drivers Education - Behind the Wheel	Kim Maier	66	\$ 23,100.00	No		X	
Dodgeville School District	03-2022-0013-4-11	Drivers Education - Classroom	Kim Maier	35	\$ 4,200.00	No		X	
Dodgeville School District	03-2022-0014-4-11	Drivers Education - Behind the Wheel	Kim Maier	77	\$ 26,950.00	No		X	
Fennimore School District	03-2022-0013-4-11	Drivers Education - Classroom	Kim Maier	13	\$ 1,560.00	No		X	
Fennimore School District	03-2022-0014-4-11	Drivers Education - Behind the Wheel	Kim Maier	69	\$ 24,150.00	No		X	
Highland School District	03-2022-0018-4-11	Drivers Education - Behind the Wheel	Kim Maier	18	\$ 6,300.00	No		X	
Iowa Grant School District	03-2022-0020-4-11	Drivers Education - Behind the Wheel	Kim Maier	66	\$ 23,100.00	No		X	
Lancaster School District	03-2022-0021-4-11	Drivers Education - Classroom	Kim Maier	71	\$ 8,520.00	No		X	
Lancaster School District	03-2022-0022-4-11	Drivers Education - Behind the Wheel	Kim Maier	84	\$ 29,400.00	No		X	

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Mineral Point School District	03-2022-0023-I-11	Drivers Education - Classroom	Kim Maier	78	\$ 9,360.00	No		X	
Mineral Point School District	03-2022-0024-I-11	Drivers Education - Behind the Wheel	Kim Maier	90	\$ 31,500.00	No		X	
Pecatonica School District	03-2022-0026-I-11	Drivers Education - Behind the Wheel	Kim Maier	9	\$ 3,150.00	No		X	
Platteville School District	03-2022-0028-I-11	Drivers Education - Behind the Wheel	Kim Maier	114	\$ 39,900.00	No		X	
Potosi School District	03-2022-0029-I-11	Drivers Education - Behind the Wheel	Kim Maier	39	\$ 13,650.00	No		X	
Riverdale School District	03-2022-0031-I-11	Drivers Education - Behind the Wheel	Kim Maier	46	\$ 16,100.00	No		X	
River Ridge School District	03-2022-0032-I-11	Drivers Education - Behind the Wheel	Kim Maier	84	\$ 29,400.00	No		X	
Southwestern School District	03-2022-0033-I-11	Drivers Education - Classroom	Kim Maier	24	\$ 2,880.00	No		X	
Southwestern School District	03-2022-0034-I-11	Drivers Education - Behind the Wheel	Kim Maier	54	\$ 18,900.00	No		X	
Crawford County Sheriff's Dept.	03-2022-0051-I-21	Adult Basic Education	Julie Pluemer	25	\$ 2,145.60	No		X	
Grant Country Sheriff's Dept.	03-2022-0052-I-21	Adult Basic Education	Julie Pluemer	106	\$ 5,590.50	No		X	
Iowa County Sheriff's Dept.	03-2022-0053-I-21	Adult Basic Education	Julie Pluemer	32	\$ 1,785.72	No		X	
Richland County Sheriff's Dept.	03-2022-0054-I-21	Adult Basic Education	Julie Pluemer	4	\$ 503.10	No		X	
Barneveld School District	03-2022-0055-I-16	Transcripted Credits: Accounting I, Part 1	Mary Johannesen	8	\$ 2,487.36	Yes		X	
Barneveld School District	03-2022-0055-I-16	Transcripted Credits: Accounting I, Part 2	Mary Johannesen	4	\$ 1,243.68	Yes		X	
Barneveld School District	03-2022-0055-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	16	\$ 2,503.36	Yes		X	
Black Hawk School District	03-2022-0056-I-16	Transcripted Credits: Animal Science	Mary Johannesen	25	\$ 11,922.00	Yes		X	

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Black Hawk School District	03-2022-0056-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	8	\$ 3,683.04	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Accounting I	Mary Johannesen	7	\$ 4,352.88	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	23	\$ 3,598.58	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	16	\$ 7,366.08	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	23	\$ 10,588.74	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Speech	Mary Johannesen	10	\$ 4,603.80	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: Written Communication	Mary Johannesen	37	\$ 17,034.06	Yes		X	
Boscobel School District	03-2022-0057-I-16	Transcripted Credits: English Composition	Mary Johannesen	12	\$ 5,524.56	Yes		X	
Cassville School District	03-2022-0058-I-16	Transcripted Credits: Accounting I	Mary Johannesen	4	\$ 2,487.36	Yes		X	
Cuba City School District	03-2022-0059-I-16	Transcripted Credits: Foundation of Early Childhood Education	Mary Johannesen	6	\$ 2,762.28	Yes		X	
Darlington School District	03-2022-0060-I-16	Transcripted Credits: Speech	Mary Johannesen	64	\$ 29,464.32	Yes		X	
Dodgeville School District	03-2022-0061-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	38	\$ 17,494.44	Yes		X	
Dodgeville School District	03-2022-0061-I-16	Transcripted Credits: Written Communication	Mary Johannesen	18	\$ 8,286.84	Yes		X	
Dodgeville School District	03-2022-0061-I-16	Transcripted Credits: Business Law I	Mary Johannesen	6	\$ 2,762.28	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcripted Credits: Accounting I	Mary Johannesen	14	\$ 8,705.76	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	23	\$ 10,588.74	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcripted Credits: Plant Science	Mary Johannesen	16	\$ 7,630.08	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcripted Credits: Consumer Equipment Maintenance and Repair	Mary Johannesen	8	\$ 4,151.04	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcripted Credits: Automotive Maintenance	Mary Johannesen	7	\$ 3,632.16	Yes		X	
Southwest Wisconsin Technical College	03-2022-0062-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	17	\$ 7,826.46	Yes		X	

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Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Personal Finance	Mary Johannesen	39	\$ 6,101.94	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Beginning Microsoft Excel	Mary Johannesen	41	\$ 6,414.86	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Beginning Microsoft Access	Mary Johannesen	41	\$ 6,414.86	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: SMAW - Equipment	Mary Johannesen	8	\$ 1,635.68	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: SMAW	Mary Johannesen	10	\$ 4,089.20	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: GMAW - Carbon Steel	Mary Johannesen	13	\$ 2,657.98	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: GTAW - Carbon Steel	Mary Johannesen	6	\$ 1,226.76	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Beginning Microsoft Word	Mary Johannesen	42	\$ 6,571.32	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Microsoft PowerPoint	Mary Johannesen	41	\$ 6,414.86	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Intermediate Word	Mary Johannesen	32	\$ 5,006.72	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: Intermediate Excel	Mary Johannesen	32	\$ 5,006.72	Yes		X	
Fennimore School District	03-2022-0062-I-16	Transcribed Credits: QuickBooks	Mary Johannesen	15	\$ 2,346.90	Yes		X	
Highland School District	03-2022-0063-I-16	Transcribed Credits: Beginning Microsoft Excel	Mary Johannesen	9	\$ 1,408.14	Yes		X	
Highland School District	03-2022-0063-I-16	Transcribed Credits: Beginning Microsoft Word	Mary Johannesen	10	\$ 1,564.60	Yes		X	
Iowa Grant School District	03-2022-0064-I-16	Transcribed Credits: Accounting I	Mary Johannesen	22	\$ 13,680.48	Yes		X	
Iowa Grant School District	03-2022-0064-I-16	Transcribed Credits: Animal Science	Mary Johannesen	3	\$ 1,430.64	Yes		X	
Iowa Grant School District	03-2022-0064-I-16	Transcribed Credits: Personal Finance	Mary Johannesen	40	\$ 6,258.40	Yes		X	
Iowa Grant School District	03-2022-0064-I-16	Transcribed Credits: Agribusiness Management	Mary Johannesen	5	\$ 2,384.40	Yes		X	
Kickapoo School District	03-2022-0066-I-16	Transcribed Credits: Accounting I	Mary Johannesen	1	\$ 621.84	Yes		X	
Kickapoo School District	03-2022-0066-I-16	Transcribed Credits: Applied Math	Mary Johannesen	21	\$ 6,476.82	Yes		X	
Kickapoo School District	03-2022-0066-I-16	Transcribed Credits: Fundamentals of Chemistry	Mary Johannesen	14	\$ 4,317.88	Yes		X	
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Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Accounting I	Mary Johannesen	17	\$ 10,571.28	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	14	\$ 6,445.32	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	40	\$ 18,415.20	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Speech	Mary Johannesen	36	\$ 16,573.68	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Written Communication	Mary Johannesen	41	\$ 18,875.58	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	27	\$ 12,430.26	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	67	\$ 10,482.82	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	67	\$ 10,482.82	Yes		X	
Lancaster School District	03-2022-0067-I-16	Transcripted Credits: Microsoft PowerPoint	Mary Johannesen	67	\$ 10,482.82	Yes		X	
North Crawford School District	03-2022-0068-I-16	Transcripted Credits: Accounting I	Mary Johannesen	5	\$ 3,109.20	Yes		X	
North Crawford School District	03-2022-0068-I-16	Transcripted Credits: Written Communication	Mary Johannesen	23	\$ 10,588.74	Yes		X	
North Crawford School District	03-2022-0068-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	15	\$ 2,346.90	Yes		X	
Pardeeville School District	03-2022-0069-I-16	Transcripted Credits: Animal Science	Mary Johannesen	11	\$ 5,245.68	Yes		X	
Pardeeville School District	03-2022-0069-I-16	Transcripted Credits: Plant Science	Mary Johannesen	4	\$ 1,907.52	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Accounting I, Part 1	Mary Johannesen	3	\$ 932.76	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Consumer Equipment Maintenance and Repair	Mary Johannesen	4	\$ 2,075.52	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: College Mathematics	Mary Johannesen	3	\$ 1,381.14	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	26	\$ 4,067.96	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	8	\$ 1,251.68	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Beginning Microsoft Access	Mary Johannesen	1	\$ 156.46	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	8	\$ 1,251.68	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Microsoft PowerPoint	Mary Johannesen	1	\$ 156.46	Yes		X	

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Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Intermediate Word	Mary Johannesen	8	\$ 1,251.68	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Intermediate Excel	Mary Johannesen	7	\$ 1,095.22	Yes		X	
Pecatonica School District	03-2022-0070-I-16	Transcripted Credits: Welding for Maintenance	Mary Johannesen	8	\$ 2,711.36	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: Accounting I	Mary Johannesen	7	\$ 4,352.88	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	35	\$ 5,476.10	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	11	\$ 5,064.18	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: Business Law I	Mary Johannesen	5	\$ 2,301.90	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: SMAW - Equipment	Mary Johannesen	6	\$ 1,226.76	Yes		X	
Platteville School District	03-2022-0071-I-16	Transcripted Credits: SMAW	Mary Johannesen	6	\$ 2,453.52	Yes		X	
Potosi School District	03-2022-0072-I-16	Transcripted Credits: Accounting I	Mary Johannesen	8	\$ 4,974.72	Yes		X	
Potosi School District	03-2022-0072-I-16	Transcripted Credits: Animal Science	Mary Johannesen	10	\$ 4,768.80	Yes		X	
Potosi School District	03-2022-0072-I-16	Transcripted Credits: Plant Science	Mary Johannesen	7	\$ 3,338.16	Yes		X	
Potosi School District	03-2022-0072-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	12	\$ 1,877.52	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Accounting I	Mary Johannesen	16	\$ 9,949.44	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	5	\$ 782.30	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Marketing Principles	Mary Johannesen	22	\$ 10,128.36	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Animal Science	Mary Johannesen	45	\$ 21,459.60	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Introduction to Psychology	Mary Johannesen	48	\$ 22,098.24	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	41	\$ 18,875.58	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Speech	Mary Johannesen	47	\$ 21,637.86	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Written Communication	Mary Johannesen	34	\$ 15,652.92	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Plant Science	Mary Johannesen	39	\$ 18,598.32	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	24	\$ 11,049.12	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: College Mathematics	Mary Johannesen	28	\$ 12,890.64	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	53	\$ 8,292.38	Yes		X	
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Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Beginning Microsoft Excel	Mary Johannesen	21	\$ 3,285.66	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Beginning Microsoft Access	Mary Johannesen	14	\$ 2,190.44	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: College Tech Math 1A	Mary Johannesen	59	\$ 27,162.42	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: College Tech Math 1B	Mary Johannesen	19	\$ 5,859.98	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Introductory Statistics	Mary Johannesen	15	\$ 6,905.70	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: College Physics I	Mary Johannesen	7	\$ 3,338.16	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Intro to Sociology	Mary Johannesen	32	\$ 14,732.16	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Beginning Microsoft Word	Mary Johannesen	14	\$ 2,190.44	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Intro to American Government	Mary Johannesen	42	\$ 19,335.96	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Human Body in Health & Disease	Mary Johannesen	12	\$ 5,524.56	Yes		X	
Prairie du Chien School District	03-2022-0073-I-16	Transcripted Credits: Pharmacology for Allied Health	Mary Johannesen	12	\$ 3,701.04	Yes		X	
Richland Center School District	03-2022-0074-I-16	Transcripted Credits: Accounting I	Mary Johannesen	7	\$ 4,352.88	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Accounting I	Mary Johannesen	20	\$ 12,436.80	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Computer Applications	Mary Johannesen	21	\$ 3,285.66	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Animal Science	Mary Johannesen	11	\$ 5,245.68	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Oral/Interpersonal Communication	Mary Johannesen	30	\$ 13,811.40	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Written Communication	Mary Johannesen	24	\$ 11,049.12	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	33	\$ 15,192.54	Yes		X	
River Ridge School District	03-2022-0075-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	30	\$ 4,693.80	Yes		X	
River Valley School District	03-2022-0076-I-16	Transcripted Credits: Speech	Mary Johannesen	23	\$ 10,588.74	Yes		X	
River Valley School District	03-2022-0076-I-16	Transcripted Credits: Plant Science	Mary Johannesen	9	\$ 4,291.92	Yes		X	
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Riverdale School District	03-2022-0077-I-16	Transcripted Credits: Accounting I	Mary Johannesen	5	\$ 3,109.20	Yes		X	
Riverdale School District	03-2022-0077-I-16	Transcripted Credits: Applied Math	Mary Johannesen	7	\$ 2,158.94	Yes		X	
Riverdale School District	03-2022-0077-I-16	Transcripted Credits: Animal Science	Mary Johannesen	18	\$ 8,583.84	Yes		X	
Riverdale School District	03-2022-0077-I-16	Transcripted Credits: Plant Science	Mary Johannesen	8	\$ 3,815.04	Yes		X	
Seneca School District	03-2022-0078-I-16	Transcripted Credits: Accounting I	Mary Johannesen	2	\$ 1,243.68	Yes		X	
Seneca School District	03-2022-0078-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	5	\$ 2,301.90	Yes		X	
Southwestern School District	03-2022-0079-I-16	Transcripted Credits: Accounting I	Mary Johannesen	4	\$ 2,487.36	Yes		X	
Southwestern School District	03-2022-0079-I-16	Transcripted Credits: Introduction to Soils	Mary Johannesen	5	\$ 2,384.40	Yes		X	
Southwestern School District	03-2022-0079-I-16	Transcripted Credits: Plant Science	Mary Johannesen	5	\$ 2,384.40	Yes		X	
Southwestern School District	03-2022-0079-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	13	\$ 2,033.98	Yes		X	
Weston School District	03-2022-0081-I-16	Transcripted Credits: Introduction to Business	Mary Johannesen	4	\$ 1,841.52	Yes		X	
Weston School District	03-2022-0081-I-16	Transcripted Credits: Personal Finance	Mary Johannesen	8	\$ 1,251.68	Yes		X	
Weston School District	03-2022-0081-I-16	Transcripted Credits: Related Welding	Mary Johannesen	5	\$ 2,044.60	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Applied Math	Katie Garrity	2	\$ 616.84	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Workplace Communication	Katie Garrity	5	\$ 1,542.10	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Beginning Keyboarding Software	Kim Maier	2	\$ 312.92	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Windows 7	Kim Maier	4	\$ 625.84	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Beginning Microsoft Word	Kim Maier	1	\$ 156.46	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Beginning Microsoft Excel	Kim Maier	3	\$ 469.38	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Beginning Microsoft Access	Kim Maier	3	\$ 469.38	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Intermediate Microsoft Word	Kim Maier	3	\$ 469.38	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Intermediate Microsoft Excel	Kim Maier	2	\$ 312.92	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Intermediate Microsoft Access	Kim Maier	1	\$ 156.46	Yes		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>
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Microsoft Power Point	Kim Maier	1	\$ 156.46	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Introduction to Microsoft Publisher	Kim Maier	1	\$ 156.46	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Fundamentals of Building Trades Safety	Derek Dachelet	3	\$ 1,991.52	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Basic Carpentry	Derek Dachelet	2	\$ 995.76	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Blueprint Reading for Construction	Derek Dachelet	2	\$ 663.84	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Bricklaying/Masonry III	Derek Dachelet	1	\$ 777.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Bricklaying/Masonry IV	Derek Dachelet	1	\$ 777.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Sketching and Print Reading	Derek Dachelet	1	\$ 310.92	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Estimating	Derek Dachelet	1	\$ 310.92	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Sum 21/22) Related Welding	Derek Dachelet	2	\$ 408.92	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	Boscobel: (Sum 21/22) Salon Services VI	Cynde Larsen	1	\$ 829.80	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Applied Mathematics	Katie Garrity	4	\$ 1,233.68	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Workplace Communication	Katie Garrity	5	\$ 1,542.10	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Beginning Microsoft Word	Kim Maier	5	\$ 782.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Beginning Microsoft Excel	Kim Maier	5	\$ 782.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Beginning Microsoft Access	Kim Maier	5	\$ 782.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Intermediate Microsoft Word	Kim Maier	5	\$ 782.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Intermediate Microsoft Excel	Kim Maier	4	\$ 625.84	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Intermediate Microsoft Access	Kim Maier	6	\$ 938.76	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Microsoft Power Point	Kim Maier	6	\$ 938.76	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Introduction to Microsoft Publisher	Kim Maier	6	\$ 938.76	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Beginning Keyboarding Software	Kim Maier	5	\$ 782.30	Yes		X	
WI Dept of Corrections	03-2022-0087-I-32	PDC: (Fall 21/22) Windows 7	Kim Maier	4	\$ 625.84	Yes		X	
WI Dept of Corrections Southwest Wisconsin Technical College	03-2022-0087-I-32	PDC: (Fall 21/22) Bricklaying/Masonry I	Derek Dachelet	7	\$ 5,441.10	Yes		X	

E. Personnel Report

Three employment recommendations, one promotion/transfer, and two resignations are being presented for approval in the Personnel Report. The Personnel Report follows:

PERSONNEL REPORT June 23, 2022

Employment: NEW HIRES

Name:	Shannon Cathman
Title:	Medical Lab Tech Instructor
Number of Applicants & Interviewees:	2 applicants/2 interviews
Start Date:	7/1/2022
Salary/Wages:	\$62,000 annual base
Classification:	Part-Time
Education and/or Experience:	Bachelor's degree in Clinical Laboratory Science & Bachelor's degree in Animal Science with 9 years of clinical lab experience. Shannon has been an adjunct instructor at Southwest Tech for 2 years

Name:	Leonor Chivas
Title:	Institutional Research Analyst
Number of Applicants & Interviewees:	14 applicants/4 interviews
Start Date:	7/11/2022
Salary/Wages:	\$83,000
Classification:	Full-time
Education and/or Experience:	Master's in Demographic & Social Analysis, Bachelors in Sociology & a Bachelors in Latino Studies with 6 years of data & research experience

Name:	Stephen Goss
Title:	Electromechanical Technician Instructor
Number of Applicants & Interviewees:	1 applicants/1 interviews
Start Date:	7/1/2022
Salary/Wages:	\$69,027.13
Classification:	Full-time
Education and/or Experience:	Associate degree in Electromechanical Technology, Master Electrician with 7 years of field experience & 7 years of teaching experience

PROMOTIONS / TRANSFERS

Lori Needham – Administrative Assistant	Executive Assistant
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RETIREMENTS / RESIGNATIONS

Craig Peterson (Resignation 6/30/22)	Building Trades-Carpentry Instructor
Giulio Reyes (Resignation 6/30/22)	Multicultural Success Coach

E. 2022-23 WTC District Boards Association Membership Renewal

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$23,332, an increase of \$916.74, is available below.

Recommendation – *Approve the Consent Agenda as presented.*



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

June 15, 2022

President Jason Wood
Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore WI 53809-9989

Attention: Invoice enclosed

Dear President Wood,

The District Boards Association's Board of Directors has approved the 2022-23 operating budget for the year beginning July 1, 2022. Please note that Association fees for next year are not due until August 1, 2022.

Per Association bylaws, membership dues are based on a formula, with 50% of the budget assessed as a flat fee, and 50% assessed *pro rata* according to relative share of FTE enrollment. Following last year's zero increase in fees, the Association approved a 3% dues adjustment for 2022-23, in recognition of rising operating costs, including an involuntary office move, modest 1% to 2% increases for staff salaries, and benefits costs. These increases, combined with relative changes in prior year FTE enrollments, resulted in changes in fees to the colleges ranging from -\$2,983 to \$2,234 from last year to this year, and fee totals that ranged from \$20,637 to \$54,373.

Your college's continuing commitment to, and partnership in, this Association is deeply appreciated. We look forward to another productive year of successful advocacy and professional development for our members. Please contact me if you would like additional information about the Association budget, membership dues, or the Association.

Sincerely,

A handwritten signature in black ink, appearing to read 'L Merrifield', with a stylized, cursive script.

Layla Merrifield
Executive Director

encl. Invoice
cc: Board of Directors Delegate
District Board Chairperson



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

June 15, 2022

INVOICE

2022-2023 Fee Assessment

(July 1st, 2022 - June 30th, 2023)

Southwest Technical College

\$23,332

Payment due August 1st, 2022

Please make check payable to:
Wisconsin Technical College District Boards Association
104 King Street #202
Madison, Wisconsin 53703

We value your membership! Thank you.

Other Items Requiring Board Action

A. 2022-23 Budget

Caleb White will present the 2022-23 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material. Mr. White and Kelly Kelly, Controller, will be present for any questions.

Recommendation: *Approve the 2022-23 Budget, as presented.*



BUDGET

JULY 1, 2022 – JUNE 30, 2023



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

Southwest Wisconsin Technical College District

2022-2023 Budget

The Board is comprised of nine members (two employer members, two employee members, three additional members, one elected official member and one school district administrator). The Board is appointed by the K-12 School Board Chairpersons within the District and is confirmed by the Wisconsin Technical College System Board. The members are appointed for staggered three-year terms and elect a Chairperson, Vice Chairperson, Secretary and Treasurer for a one-year term.

The members of the Board and the expiration of their respective terms of office are as follows:

Board Members	Employer and Position	Expiration of Term
David A. Blume	ElderSpan Management, Maintenance Supervisor	June 2023
Charles J. Bolstad	Retired Educator	June 2022
Kent Enright	Carey's Seamless Gutters & Doors, Sales Representative	June 2024
Tracy Fillback	Good Steward Consulting, Local Representative for Badger Hollow Solar Farm	June 2022
Jeanne Jordie	Retired	June 2022
Chris J. Prange	Retired Banker	June 2023
Donald L. Tuescher	Tuescher Electric & Refrigeration, President	June 2024
Crystal Wallin	Prairie Maison, Assistant Director of Nursing	June 2023
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2024

Administration

The District Board is empowered to employ a President to conduct the District's day-to-day operations. Dr. Jason Wood became the President effective July 1, 2015. Dr. Wood previously served as the Executive Vice President for Student & Academic Services at Central Wyoming College in Riverton, WY for 3 years. The other Administrative team members are listed below:

Name	Title	Years of Service
Caleb White	Vice President for Administrative Services	18.0
Katie Garrity	Chief Academic Officer/Executive Dean	17.5
Krista Weber	Chief Human Resources Officer	7.5
Holly Clendenen	Chief of Student Services	7.0

Budget prepared by: Caleb White, Vice President for Administrative Services and Kelly Kelly, Controller.



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INTRODUCTION

JULY 1, 2022–JUNE 30, 2023 BUDGET





June 2022

Dear Friends:

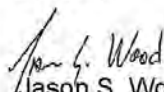
For over two years we have been adapting to a variety of external factors that have significantly impacted our operations. The pandemic, social unrest, political turmoil, international wars, etc. have all caused disruptions and uncertainty. Despite the chaos, we remain steadfastly focused on helping our students be successful. Student learning is our top priority. We are successful when we recruit more students to Southwest Tech, teach them to master competencies, and help them find good-paying jobs. We improve lives, and we are among the best in the nation!

Please review our financial investments and notice our priorities. We care about our faculty and staff a great deal. We are proud of our ability to support each of them as they all contribute to our students achieving their goals. Once you have considered the budget, please check out our website (www.swtc.edu) for our Strategic Plan. You will find our Prioritized Projects which are designed to help more students be more successful. Feel free to send me your ideas, comments, or feedback.

Now, perhaps more than ever before, your help is needed. Please consider referring someone to study at Southwest Tech. We would be happy to host you and a potential student on campus for a tour and free lunch. You will meet our faculty and staff who do so much to help our students be successful. If you do not have a referral, please consider supporting our students with a scholarship. Your investment in someone's learning helps boost our local economy as many employers are seeking our graduates.

Finally, at Southwest Tech we are proud of our accomplishments. We appreciate your help and influence. Please let me know if there is something we can do to help you. And, as always, thank you for your support of Southwest Tech.

Sincerely,


Jason S. Wood, Ph.D.
President


Donald L. Tuescher
District Chairperson

College Mission

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

College Vision

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

College Purposes

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services, which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

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.

Core Abilities

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on the job. These six core abilities will be evaluated in all programs within the college.

Southwest Tech's core abilities provide graduates with lifelong skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote person who exhibit the following characteristics.

Act Professionally – To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

Communicate Clearly – To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Value Learning – The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Work Productively – To work productively means an individual applies effective work habits and attitudes within a work setting.

Work Cooperatively – To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Solve Problems – To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

2022-2023 COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget.

The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules.

The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Vision, Mission, Purposes, Values, financial assumptions (local, state, and federal funds) and other plans and related materials (e.g., strategic plan, capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the budget process calendar, which includes the timetables for completion of the budget process in November.
4. The Board will review the President's proposed direction statements and establish budget assumptions and parameters in February.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the five-year capital plan.
6. The Board will review the President's final proposed College budget during the month of May.
7. Public hearings on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2021-22 at 1,253 full-time equivalent students (FTEs), a decrease of approximately 5 FTEs relative to 2020-21. That mark will exceed the college's budget goal for the year of 1,250 FTEs. Over the fifteen-year period from 2006-07 through 2021-22 the college total FTEs have declined by approximately 15%. In the face of declining enrollment in the District's high schools, loss of significant partnership contracts, a prolonged period of near full employment in the region and rapidly changing and ultra-competitive higher education environment, the College's ability to pursue growth in alternative areas over the fifteen-year period in opposition to those challenges is a significant accomplishment in service to regional students and employers. The budget for 2022-23 has built on a projection of 1,250 FTEs, relatively flat from the prior two years.

Budget Priorities / Strategic Projects for 2022-23 include the following:

1. Engage Students in High Quality Experiential Learning
 - a. Academic Master Plan
 - b. Universal Design: Creating a learning environment where all people can succeed
 - c. Provide students with out-of-the classroom learning experiences
2. Strengthen a Culture of Caring and Success
 - a. Project Rise: Creating world class experiences through relationships and technology
 - b. Develop a Diversity, Equity, and Inclusion Plan
3. Enhance the College's Economic Impact
 - a. Prioritize in-district and in-industry job placement
 - b. Access and Improve Core Abilities
 - c. Renewable and Sustainable Investments

The operational budget (general and special revenue funds) for 2022-23 is projecting a 3% increase in revenue levels in comparison to 2021-22. This is based on generating 1,250 FTEs and including anticipated increases in state funding through grants and increasing in customized instruction contracting. The local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6442 or \$0.64 per \$1,000 of property valuation. General Fund budgeted expenditures for 2022-23 reflect significant inflationary pressures. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$577,000 in additional budget. Additional estimated increases in heat, electricity, general utilities, supplies, advertising/printing accounts and maintenance items have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, efficiency gains, reorganization savings and other adjustments to create the budget presented.

Serving 1,253 FTEs in 2021-22 is a credit to the College's ability to balance priorities with limited resources, outside enrollment pressures and an ever-increasing drain on resources to meet compliance requirements. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on creating an increasingly positive environment/culture for both staff and students, enhancement of quality teaching and learning and offering unique and effective support services for students. Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy while navigating the uncertain and ever-changing environment that has become a new normal for us all.

Wisconsin Technical College Districts



Southwest Wisconsin Technical College District Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwestern Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County.



The image shows a computer monitor displaying a spreadsheet application. The spreadsheet is a budget for 2015, with columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec) and a total column. The rows are categorized by department (Personnel, Marketing, Sales, etc.) and specific items (Benefits, Payroll Taxes, Salaries, etc.). The chart on the right is a line graph showing sales over time, with a title 'Sales Chart' and a legend indicating 'Sales' and 'Target'.

	A	B	C	D	E	F	G	H	I	J	K	L
			Category	Q1	Q2	Q3	Q4	2015	2015	2015	2015	2015
1	Personnel Budget											
2	10440 Benefits	1	Personnel	9	12,014	13,905	16,874					
3	35240 Payroll Taxes	1	Personnel	9	345	347	154					
4	78740 Salaries	1	Personnel	1	521	434	178					
5	18620 Commissions and Bonuses	1	Personnel	0	0	2,300	198					
6	23674 Personnel Total	1	Personnel	1	12,680	16,686	17,166					
7	14870 Web Research	2	Marketing	0	6,900	2,380	5,000					
8	11007 Independent Research	2	Marketing	1	2,500	5,450	3,000					
9	6643 Firm Research Fees	2	Marketing	0	3,000	4,400	2,500					
10	17699 Market Research Total	2	Marketing	1	16,200	12,230	10,500					
11	34015 Promotions	3	Comms	2	1,239	160	1,240					
12	19221 Branding	3	Comms	1	537	417	1,110					
13	95238 Video Advertising	3	Comms	0	-	530	150					
14	25594 Direct Marketing	3	Comms	0	-	1,360	12					
15	88508 Newspaper Advertising	3	Comms	4	12,600	19,240	12,416					
16	06342 Communication Total	3	Comms	4	19,300	19,330	19,300					
17	85963 Travel	4	Other	0	200	160	150					
18	07162 iPhone	4	Other	0	200	160	150					
19	93012 Computer/Office Equipment	4	Other	0	660	133	296					
20	24601 Postage	4	Other	0	20,950	18,738	15,917					
21	35151 Other Tools	4	Other	0	12,914	13,380	14,872					
22	10440 Benefits	1	Personnel	9	345	347	154					
23	35240 Payroll Taxes	1	Personnel	1	521	434	178					
24	78740 Salaries	1	Personnel	0	0	2,300	198					
25	18620 Commissions and bonuses	1	Personnel	1	12,300	16,440	17,160					
26	23674 Personnel Total	2	Marketing	0	6,900	2,380	5,000					
27	14870 Web Research	2	Marketing	1	2,500	5,450	3,000					
28	11007 Independent Research	2	Marketing	0	3,000	4,400	2,500					



Southwest Wisconsin Technical College
Schedule of Full-Time Staff Positions
2022-2023 Budget Year

Function	2021-2022*	2022-2023*
Instructional	119	75
Instructional Resources	3	2
Student Services	30	56
General Institutional	32	49
Physical Plant	14	12
Auxiliary Services	6	6
Total	204	200

*Does not include 14 regular part-time positions or approximately 250 part-time outreach positions.

Position Summary - FTE Basis

Category	2020-21 Actual	2021-22 Budget	General Fund	Enterprise Fund	Trust & Agency Fund	Total 22-23 Budget
Administrators/Supervisors	21	28	24			24
Teachers	125	136	99			99
Other Staff	117	110	103	6	1	110
TOTAL	263	274	226	6	1	233

NOTE: Above numbers include part-time instructors, students, and temporary staff.

*Approximately 17 FTEs are supported through grant funding.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The governmental, expendable trust and agency funds, are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All revenues are considered susceptible to accrual except summer school tuition and fees that are recorded as deferred revenue. For debt service, property taxes levied to make principal and interest payments with due dates within the fiscal year are revenue. Any debt service property taxes levied to make principal and interest payments with due dates outside the fiscal year are deferred revenue.
- Expenditures are recognized on an encumbrance basis when the purchase commitment is made, except for interest and principal on general long-term obligation debt, which are recognized as expenditures when due. Expenditures for claims and judgments are recognized when it becomes probable that an asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Fixed assets are recorded as capital outlays at the time of purchase.
- Proceeds of long-term obligations are treated as a financing source when received.

The proprietary funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expense is also included.

The Governmental Accounting Standards Board (GASB) Statement No. 20 "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting" provides that proprietary funds may apply all GASB pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Statements and interpretations of the Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARBs) on the Committee on Accounting Procedure.

BASIS OF BUDGETING

Southwest Wisconsin Technical College adopts an annual operating budget which is prepared on substantially the same basis as the financial statements, which are prepared in accordance with GAAP, except budgetary expenditures include encumbrances and budgetary revenues include all property taxes levied for the fiscal year.

DESCRIPTION OF FUNCTIONAL UNITS

Revenues

Southwest Wisconsin Technical College has a diversified funding base composed of property taxes, state aid, student fees, federal grants, and institutionally-generated revenues. Southwest Wisconsin Technical College believes that this diversity, the strength of the local economy, and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future without significant changes in the level of services provided.

Local Government

Local Property Tax Levy Revenue. The debt service mill rate is added to the operational mill rate to get a total mill rate amount. The debt service tax levy is used to pay the principal and interest payments that are due that year. The operational tax levy is used to fund expenditures in the general fund.

State Aids

State Aids and any other revenue derived from State Government.

Student Fees

Fees are collected from students for tuition, materials, and miscellaneous items. Tuition and material fee rates are set annually by the Wisconsin Technical College System based upon estimated total operating expenditures of the districts.

Program Fees: A charge to recover a portion of the cost of operating the instructional areas other than books and consumable supplies.

Material Fees: Charges for instructional materials consumed by the student and/or instructor.

Other Student Fees: Other charges to students such as out-of-state tuition, application fees, and community services fees.

Institutional Revenue

Sales and services, investment income, rentals and other revenues derived from other than governmental sources, except for those more properly coded as other resources.

Federal/State

Grants, contracts, and any other reimbursements received from federal/state government sources.

Expenditures

The Wisconsin Technical College System Board requires each technical college to classify expenditures by function to provide activity detail of our primary activity -- instruction. The following is a listing and description of the expenditure functions used by Southwest Wisconsin Technical College.

<p style="text-align: center;">Instruction</p> <p>This function includes teaching, academic administration, including clerical support, and other activities related directly to the teaching of students, guiding the students in the educational program, and coordination and improvement of teaching.</p>
<p style="text-align: center;">Instructional Resources</p> <p>This function includes all learning resource activities such as the library and audio-visual aids center, learning resource center, instructional media center, instructional resources administration, and clerical support.</p>
<p style="text-align: center;">Student Services</p> <p>This function includes those non-instructional services provided for the student body such as student recruitment; student services administration and clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow-up. Non-instructional athletics such as intramural athletics are also included.</p>
<p style="text-align: center;">General Institution</p> <p>This function includes all services benefiting the entire College, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditure are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. District Board, President's Office, Fiscal Services, Human Resources Services, and Information Technology are included in this function.</p>
<p style="text-align: center;">Physical Plant</p> <p>This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term obligations are included under this function as are the general utilities such as heat, light, and power.</p>
<p style="text-align: center;">Auxiliary Services</p> <p>This function includes commercial-type activities such as the bookstore, child care center, and vending services.</p>

DEFINITION OF FUNDS

Fund

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Governmental Fund Category

General Fund (100)

The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.

Special Revenue Fund (200)

A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.

Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.

Capital Projects Fund (300)

The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.

Debt Service Fund (400)

The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.

Proprietary Fund Category

Enterprise Fund (500)

The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.

Internal Service Fund (600)

The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.

Fiduciary Fund Category

Trust and Agency Fund (700)

The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.

SWTC PRO FORMA BALANCE SHEET - June 30, 2022

	Governmental Fund Category				Proprietary Fund Cat.		Account Groups		Total	
	General	Spec. Rev Operational	Spec. Rev Non-Aidable	Debt Service	Capital Projects	Enterprise	Internal Service	Fixed Assets	Long-term Debt	Memorandum Only
Assets										
Cash/Investments	7,973,750		986,822	2,335,618	1,136,081	3,179,910	1,664,890			17,277,071
Receivables:										
Property Taxes	3,340,560									3,340,560
Accounts	225,000					-				225,000
Due From Other Funds										
Inventory						300,000				300,000
Prepaid Expenses	290,000									290,000
Fixed Assets						-		20,000,000		20,000,000
Amount Available in										
Debt Service Fund(s)									2,335,618	2,335,618
Amount to be Provided										
for Long-term Debt									26,319,076	26,319,076
Total Assets	11,829,310	-	986,822	2,335,618	1,136,081	3,479,910	1,664,890	20,000,000	28,654,694	70,087,325
Liabilities										
Accounts Payable	225,000		1,000		250,000	15,000				491,000
Employee Related Payables	275,000		9,000			5,000				289,000
Due to Other Funds										
Deferred Revenues	475,000									475,000
Accrued Self-insurance										-
General Long-term Debt									25,154,694	25,154,694
Compensated Absences/ Unfunded Pension									3,500,000	3,500,000
Total Liabilities	975,000	-	10,000	-	250,000	20,000	-	-	28,654,694	29,909,694
Fund Equity										
Investment in Fixed Assets								20,000,000		20,000,000
Retained Earnings						3,459,910	1,664,890			5,124,800
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				2,335,618						2,335,618
Reserve for Self-insurance										
Reserve for Student Organizations			976,822							976,822
Unreserved:										
Designated for Operations	10,854,310									10,854,310
Designated for Fund Balance for Subsequent Year					886,081					886,081
Total Fund Equity	10,854,310	-	976,822	2,335,618	886,081	3,459,910	1,664,890	20,000,000		40,177,631
Total Liability & Fund Equity	11,829,310	-	986,822	2,335,618	1,136,081	3,479,910	1,664,890	20,000,000	28,654,694	70,087,325

Southwest Wisconsin Technical College
General Fund
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
Local Government	5,468,541	5,545,000	5,163,622	5,118,300
State Aids	10,276,189	10,983,400	10,800,000	11,649,600
Program Fees	4,485,321	4,628,000	4,460,000	4,629,000
Material Fees	270,491	284,000	260,000	270,000
Other Student Fees	623,036	398,000	515,000	511,000
Institutional	1,901,562	1,506,500	1,499,000	1,994,000
Federal	<u>1,213,041</u>	<u>2,477,300</u>	<u>1,393,700</u>	<u>585,400</u>
Total Revenues	24,238,181	25,822,200	24,091,322	24,757,300
EXPENDITURES				
Instruction	14,319,890	15,162,400	13,500,000	13,687,100
Instructional Resources	145,856	297,500	275,000	299,000
Student Services	2,061,086	2,628,900	2,750,000	2,823,900
General Institutional	5,063,662	6,009,200	5,700,000	6,347,500
Physical Plant	<u>1,922,059</u>	<u>2,460,800</u>	<u>1,910,000</u>	<u>2,107,900</u>
Total Expenditures	23,512,553	26,558,800	24,135,000	25,265,400
Net Revenue (Expenditures)	725,628	(736,600)	(43,678)	(508,100)
OTHER SOURCES (USES)				
Operating Transfer In	49,649	168,000	168,000	10,000
Operating Transfer Out	<u>(35,739)</u>	<u>(47,000)</u>	<u>(47,000)</u>	<u>(45,000)</u>
Total Resources (Uses)	13,910	121,000	121,000	(35,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	739,538	(615,600)	77,322	(543,100)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	739,538	(615,600)	77,322	(543,100)
Beginning Fund Balance	<u>10,037,450</u>	<u>10,528,450</u>	<u>10,776,988</u>	<u>10,854,310</u>
Ending Fund Balance	<u>10,776,988</u>	<u>9,912,850</u>	<u>10,854,310</u>	<u>10,311,210</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.

Special Revenue - Non-Aidable Fund
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
State Aids	516,962	547,000	485,000	553,000
Other Student Fees	281,142	250,000	275,000	877,000
Institutional	131,227	245,000	205,000	317,400
Federal	<u>4,836,139</u>	<u>8,758,000</u>	<u>6,900,000</u>	<u>6,555,400</u>
Total Revenues	5,765,470	9,800,000	7,865,000	8,302,800
EXPENDITURES				
Student Services	5,760,640	9,800,000	7,400,000	7,664,400
Auxiliary	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>38,400</u>
Total Expenditures	5,760,640	9,800,000	7,410,000	7,702,800
Net Revenue (Expenditures)	4,830	-	455,000	600,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>35,740</u>	<u>47,000</u>	<u>-</u>	<u>(555,000)</u>
Total Resources (Uses)	35,740	47,000	-	(555,000)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>40,570</u>	<u>47,000</u>	<u>455,000</u>	<u>45,000</u>
Total Transfers To (From) Fund Balance	40,570	47,000	455,000	45,000
Beginning Fund Balance	<u>481,252</u>	<u>507,252</u>	<u>521,822</u>	<u>976,822</u>
Ending Fund Balance	<u>521,822</u>	<u>554,252</u>	<u>976,822</u>	<u>1,021,822</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
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
Institutional	69,104	50,000	128,000	25,000
Federal	<u>167,185</u>	<u>285,000</u>	<u>150,000</u>	<u>250,000</u>
Total Revenues	236,289	335,000	278,000	275,000
EXPENDITURES				
Instruction	692,986	736,500	615,000	547,000
Instructional Resources	20,457	64,000	-	64,000
General Institutional	2,567,120	997,000	1,615,000	1,832,000
Physical Plant	<u>1,948,958</u>	<u>2,555,000</u>	<u>1,989,000</u>	<u>2,691,000</u>
Total Expenditures	5,229,521	4,352,500	4,219,000	5,134,000
Net Revenue (Expenditures)	(4,993,232)	(4,017,500)	(3,941,000)	(4,859,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(49,650)</u>	<u>(68,000)</u>	<u>-</u>	<u>(10,000)</u>
Total Resources (Uses)	3,950,350	3,932,000	4,000,000	3,990,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(1,042,882)</u>	<u>(85,500)</u>	<u>59,000</u>	<u>(869,000)</u>
Total Transfers To (From) Fund Balance	(1,042,882)	(85,500)	59,000	(869,000)
Beginning Fund Balance	<u>1,869,963</u>	<u>208,351</u>	<u>827,081</u>	<u>886,081</u>
Ending Fund Balance	<u>827,081</u>	<u>122,851</u>	<u>886,081</u>	<u>17,081</u>

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

July 1, 2022 - June 30, 2023

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-three 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 nine 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	501,000	
Public Safety	46,000	
Health and Service	<u>-</u>	
Subtotal Instruction		547,000

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

College-wide Computing/Network/Telecommunications	1,065,000	
Phone System Upgrade	190,000	
Enterprise Planning Resource Project	<u>577,000</u>	
Subtotal General Institutional		1,832,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	61,000	
New Construction	1,350,000	
Upgrade Lock System	650,000	
Remodeling/Maintenance Projects	330,000	
Engineering/Architect Fees	150,000	
Classroom/Office Furniture	<u>150,000</u>	
Subtotal for Physical Plant		<u>2,691,000</u>

TOTAL CAPITAL PROJECTS	<u>\$ 5,134,000</u>
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Southwest Wisconsin Technical College
Debt Service Fund
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
Local Government	5,650,000	6,050,000	6,210,000	6,510,000
State Aids	19,793	20,500	20,500	20,000
Institutional	8,662	20,000	15,000	8,500
Federal Aids	-	-	-	-
Total Revenues	<u>5,678,455</u>	<u>6,090,500</u>	<u>6,245,500</u>	<u>6,538,500</u>
EXPENDITURES				
Physical Plant	<u>5,947,786</u>	<u>7,080,000</u>	<u>6,200,000</u>	<u>7,401,644</u>
Total Expenditures	<u>5,947,786</u>	<u>7,080,000</u>	<u>6,200,000</u>	<u>7,401,644</u>
Net Revenue (Expenditures)	(269,331)	(989,500)	45,500	(863,144)
OTHER SOURCES (USES)				
Refunding Debt Issued	-			
Operating Transfer In (Out)	<u>159,880</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	<u>(109,451)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>(109,451)</u>	<u>(989,500)</u>	<u>45,500</u>	<u>(863,144)</u>
Total Transfers To (From) Fund Balance	<u>(109,451)</u>	<u>(989,500)</u>	<u>45,500</u>	<u>(863,144)</u>
Beginning Fund Balance	<u>2,399,569</u>	<u>2,149,783</u>	<u>2,290,118</u>	<u>2,335,618</u>
Ending Fund Balance	<u>2,290,118</u>	<u>1,160,283</u>	<u>2,335,618</u>	<u>1,472,474</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
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
Federal	715,624		652,000	
Institutional	<u>1,263,853</u>	<u>1,621,500</u>	<u>1,500,000</u>	<u>1,547,000</u>
Total Revenues	1,979,477	1,621,500	1,500,000	1,547,000
EXPENDITURES				
Auxiliary Services	<u>2,127,909</u>	<u>1,541,300</u>	<u>1,600,000</u>	<u>1,815,700</u>
Total Expenditures	2,127,909	1,541,300	1,600,000	1,815,700
Net Revenue (Expenditures)	(148,432)	80,200	(100,000)	(268,700)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>(100,000)</u>	<u>-</u>	<u>600,000</u>
Total Resources (Uses)	-	(100,000)	-	600,000
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(148,432)</u>	<u>(19,800)</u>	<u>(100,000)</u>	<u>331,300</u>
Total Transfers To (From) Fund Balance	(148,432)	(19,800)	(100,000)	331,300
Beginning Fund Balance	<u>3,708,342</u>	<u>3,558,342</u>	<u>3,559,910</u>	<u>3,459,910</u>
Ending Fund Balance	<u>3,559,910</u>	<u>3,538,542</u>	<u>3,459,910</u>	<u>3,791,210</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***
July 1, 2022 - June 30, 2023
Resources, Uses, and Changes in Fund Balance

	<u>2020-21</u> <u>Actual*</u>	<u>2021-22</u> <u>Budget</u>	<u>2021-22</u> <u>Estimate**</u>	<u>2022-23</u> <u>Budget</u>
REVENUES				
Institutional	<u>3,930,379</u>	<u>4,425,000</u>	<u>3,790,000</u>	<u>4,455,000</u>
Total Revenues	3,930,379	4,425,000	3,790,000	4,455,000
EXPENDITURES				
Auxiliary Services	<u>4,185,866</u>	<u>4,435,000</u>	<u>3,600,000</u>	<u>4,455,000</u>
Total Expenditures	4,185,866	4,435,000	3,600,000	4,455,000
Net Revenue (Expenditures)	(255,487)	(10,000)	190,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(255,487)</u>	<u>(10,000)</u>	<u>190,000</u>	-
Total Transfers To (From) Fund Balance	(255,487)	(10,000)	190,000	-
Beginning Fund Balance	<u>1,730,377</u>	<u>1,570,377</u>	<u>1,474,890</u>	<u>1,664,890</u>
Ending Fund Balance	<u>1,474,890</u>	<u>1,560,377</u>	<u>1,664,890</u>	<u>1,664,890</u>

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.

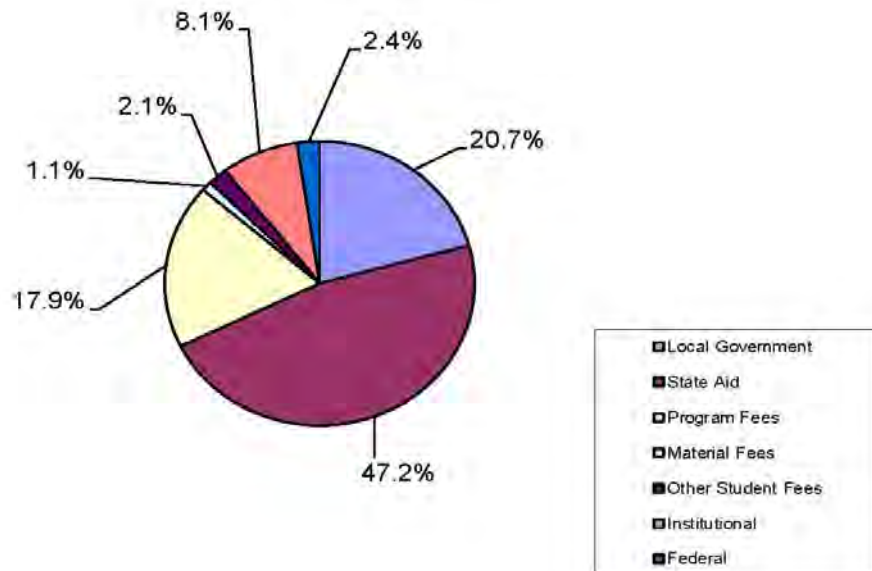
Southwest Wisconsin Technical College
Classification Breakdown by Fund
2022-23 Fiscal Year

		Spec. Rev.	Spec. Rev.	Capital	Debt		Internal	
	General	Operational	Non-Aidable	Projects	Service	Enterprise	Service	Total
Personnel Services	19,668,700		188,100			853,900		20,710,700
Salaries	13,863,200		130,500			560,100		14,553,800
Fringe	5,805,500		57,600			293,800		6,156,900
Current Expense	5,596,700					421,000	4,400,000	10,417,700
Resale Merchandise			7,514,700			540,800	55,000	8,110,500
Capital				5,134,000				5,134,000
Debt Service					7,401,644			7,401,644
Total Expenditures	25,265,400	-	7,702,800	5,134,000	7,401,644	1,815,700	4,455,000	51,774,544

2022-23 Expenditures
General - Operational



Southwest Wisconsin Technical College
2022-23 Revenue Sources
General – Operational



	2022-23	
Revenues	Budget	Percent
Local Government	5,118,300	20.7
State Aid	11,649,600	47.2
Program Fees	4,629,000	18.7
Material Fees	270,000	1.1
Other Student Fees	511,000	2.1
Institutional	1,994,000	8.1
Federal	585,400	2.4
Total Revenues	24,757,300	100.0

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2022-23 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
G.O. Refunding bonds (AR) 10/01/14 to Robert W. Baird & Co. Inc. in the amount of \$5,215,000			
2022-2023	490,000	95,550	585,550
2023-2024	505,000	80,850	585,850
2024-2025	525,000	65,700	590,700
2025-2026	540,000	49,950	589,950
2026-2027	550,000	33,750	583,750
2027-2028	<u>575,000</u>	<u>17,250</u>	<u>592,250</u>
Total Payments Due	3,185,000	343,050	3,528,050
G.O. Refunding Bond (12 years) issued to 12/20/17 to Robert W. Baird & Co. Inc. in the amount of \$6,485,000			
2022-2023	-	194,550	194,550
2023-2024	-	194,550	194,550
2024-2025	-	194,550	194,550
2025-2026	1,555,000	194,550	1,749,550
2026-2027	1,595,000	147,900	1,742,900
2027-2028	1,645,000	100,050	1,745,050
2028-2029	<u>1,690,000</u>	<u>50,700</u>	<u>1,740,700</u>
Total Payments Due	6,485,000	1,076,850	7,561,850
Promissory note (5 years) issued 10/10/18 to Hutchinson, Shockey, Erley & Co. in the amount of \$4,000,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2022-2023	<u>800,000</u>	<u>28,000</u>	<u>828,000</u>
Total Payments Due	800,000	28,000	828,000
G.O. Refunding Bond issued 03/06/2019 to Robert W. Baird & Co. Inc. in the amount of \$7,775,000			
2022-2023	1,305,000	165,100	1,470,100
2023-2024	1,355,000	139,000	1,494,000
2024-2025	<u>1,425,000</u>	<u>71,250</u>	<u>1,496,250</u>
Total Payments Due	4,085,000	375,350	4,460,350

Southwest Wisconsin Technical College
Schedule of Long-term Obligations
2022-23 Budget Year

Promissory note (5 years) issued 03/12/2020
to Northland Securities, Inc. in the amount of \$4,000,000

2022-2023	800,000	64,000	864,000
2023-2024	<u>800,000</u>	<u>32,000</u>	<u>832,000</u>
Total Payments Due	1,600,000	96,000	1,696,000

Promissory note (5 years) issued 02/16/2021 to
Huntington Securities, Inc. in the amount of \$4,000,000

2022-2023	800,000	48,000	848,000
2023-2024	800,000	36,000	836,000
2024-2025	<u>800,000</u>	<u>18,000</u>	<u>818,000</u>
Total Payments Due	2,400,000	102,000	2,502,000

Promissory note (5 years) issued 04/04/2022 to
Northland Securities, Inc. in the amount of \$4,000,000

2022-2023	1,600,000	82,444	1,682,444
2023-2024	800,000	48,000	848,000
2024-2025	800,000	32,000	832,000
2025-2026	<u>800,000</u>	<u>16,000</u>	<u>816,000</u>
Total Payments Due	4,000,000	178,444	4,178,444

Promissory note (5 years) to be issued in 2022 to the
successful bidder in the amount of \$4,000,000 to finance
construction, facility improvements, remodeling, and
equipment purchases.

2022-2023	800,000	80,000	880,000
2023-2024	800,000	128,000	928,000
2024-2025	800,000	96,000	896,000
2025-2026	800,000	64,000	864,000
2026-2027	<u>800,000</u>	<u>32,000</u>	<u>832,000</u>
Total Payments Due	4,000,000	400,000	4,400,000

Southwest Wisconsin Technical College
 Combined Schedule of Long-term Obligations
 Summary of Fiscal Year
 2022-23 Budget

Fiscal Year(s)	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022-2023	6,595,000	757,644	7,352,644
2023-2024	5,060,000	658,400	5,718,400
2024-2025	4,350,000	477,500	4,827,500
2025-2026	3,695,000	324,500	4,019,500
2026-2027	2,945,000	213,650	3,158,650
2027-2029	<u>3,910,000</u>	<u>168,000</u>	<u>4,078,000</u>
Total Payments Due	\$ 26,555,000	\$ 2,599,694	\$ 29,154,694

**Southwest Wisconsin Technical College
Debt Limit
2022-23 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2022, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2022-23 budget is \$26,555,000. The five (5) percent limit is \$500,292,507.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2022-23 budget is \$13,755,000. The two (2) percent limit is \$200,117,003.

Southwest Wisconsin Technical College
Combined Budget Summary
2022-23 Budgetary Statement of
Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES				
Local Government	11,118,541	11,595,000	11,373,622	11,628,300
State Aids	10,812,944	11,550,900	11,305,500	12,222,600
Program Fees	4,485,321	4,628,000	4,460,000	4,629,000
Material Fees	270,491	284,000	260,000	270,000
Other Student Fees	904,178	648,000	790,000	1,388,000
Institutional	7,304,787	7,868,000	7,144,000	8,346,900
Federal	<u>6,931,989</u>	<u>11,520,300</u>	<u>8,308,700</u>	<u>7,390,800</u>
Total Revenues	41,828,251	48,094,200	43,641,822	45,875,600
EXPENDITURES				
Instruction	15,012,876	15,898,900	14,115,000	14,234,100
Instructional Resources	166,313	361,500	275,000	363,000
Student Services	7,821,726	12,428,900	10,150,000	10,488,300
General Institutional	7,630,782	7,006,200	7,315,000	8,179,500
Physical Plant	9,818,803	12,095,800	10,099,000	12,200,544
Auxiliary Services	<u>6,313,775</u>	<u>5,976,300</u>	<u>5,210,000</u>	<u>6,309,100</u>
Total Expenditures	46,764,275	53,767,600	47,164,000	51,774,544
Net Revenue (Expenditures)	(4,936,024)	(5,673,400)	(3,394,178)	(5,898,944)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Refunding/Premium	159,880	-	-	-
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	(776,144)	(1,673,400)	605,822	(1,898,944)
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	(1,042,882)	(85,500)	59,000	(869,000)
Reserve for Debt Service	(109,451)	(989,500)	45,500	(863,144)
Retained Earnings	(403,919)	(29,800)	90,000	331,300
Reserve for Student Organizations	40,570	47,000	455,000	45,000
Reserve for Operations	739,538	(615,600)	77,322	(543,100)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	(776,144)	(1,673,400)	726,822	(1,898,944)
Beginning Fund Balance	<u>20,226,953</u>	<u>18,522,555</u>	<u>19,450,809</u>	<u>20,177,631</u>
Ending Fund Balance	<u>19,450,809</u>	<u>16,849,155</u>	<u>20,177,631</u>	<u>18,278,687</u>

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
 Combined Budget Summary
 2022-23 Budgetary Statement of
 Resources, Uses, and Changes in Fund Balance

	2020-21 <u>Actual*</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate**</u>	2022-23 <u>Budget</u>
REVENUES BY FUND				
General Fund	24,238,181	25,822,200	24,091,322	24,757,300
Special Revenue-Non-Aidable Fund	5,765,470	9,800,000	7,865,000	8,302,800
Capital Projects Fund	236,289	335,000	278,000	275,000
Debt Service Fund	5,678,455	6,090,500	6,245,500	6,538,500
Enterprise Fund	1,979,477	1,621,500	1,500,000	1,547,000
Internal Service Fund	<u>3,930,379</u>	<u>4,425,000</u>	<u>3,790,000</u>	<u>4,455,000</u>
Total Revenue by Fund	<u>41,828,251</u>	<u>48,094,200</u>	<u>43,769,822</u>	<u>45,875,600</u>
EXPENDITURES BY FUND				
General Fund	23,512,553	26,558,800	24,135,000	25,265,400
Special Revenue-Non-Aidable Fund	5,760,640	9,800,000	7,410,000	7,702,800
Capital Projects Fund	5,229,521	4,352,500	4,219,000	5,134,000
Debt Service Fund	5,947,786	7,080,000	6,200,000	7,401,644
Enterprise Fund	2,127,909	1,541,300	1,600,000	1,815,700
Internal Service Fund	<u>4,185,866</u>	<u>4,435,000</u>	<u>3,600,000</u>	<u>4,455,000</u>
Total Expenditures by Fund	<u>46,764,275</u>	<u>53,767,600</u>	<u>47,164,000</u>	<u>51,774,544</u>

*Actual is presented on a budgetary basis.

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



SUPPLEMENTAL DATA

JULY 1, 2022–JUNE 30, 2023 BUDGET



DISTRICT PROFILE	
Southwest Wisconsin Technical College District is located primarily within the counties of Crawford, Grant, Iowa, Lafayette, and Richland. The College is organized along public school district lines and encompasses 30 public school districts. There is only one centrally located campus at Fennimore.	
PROGRAMS OFFERED	
Associate Degree	Short-Term Technical Diploma
Accounting	Advanced EMT
Agribusiness Science & Technology - AgBus Mgmt	Building Maintenance & Construction-WI Secure Program Facility
Agribusiness Science & Technology - Agronomy	Criminal Justice-Law Enforcement 720 Academy
Agribusiness Science & Technology - Animal Science	Dental Assistant-Short Term
Business Management	Driver and Safety Education Certification
Cancer Information Management	Emergency Medical Technician
Criminal Justice-Law Enforcement 2	Farm Business & Production Management
Criminal Justice Studies	Nursing Assistant
Culinary Arts	
Culinary Management	
Data Analytics	
Direct Entry Midwife	
Early Childhood Education	One Year Technical Diploma
Electromechanical Technology	Accounting Assistant
Golf Course Management	Agribusiness Science & Technology-Agronomy Technician
Graphic And Web Design	Auto Collision Repair & Refinishing Technician
Health Information Technology	Bricklaying & Masonry - WI Secure Program Facility
Human Services Associate	Building Trades-Carpentry
Individualized Technical Studies	Child Care Services
Instrumentation and Controls Technology	CNC Machine Operator/Programmer (Precision Machining)
IT-Network Specialist	Computer Support Technician
Leadership Development	Cosmetology
Medical Laboratory Technician	Electrical Power Distribution
Nonprofit Leadership	Emergency Medical Technician - Paramedic (Collaborative w/ Lakeshore Tech)
Nursing - Associate Degree	
Physical Therapist Assistant	Farm Operations & Management-Dairy Technician
Respiratory Therapist-collaborative w/ Western Tech	Farm Operations & Management-Farm Ag Maintenance
Supply Chain Management	Farm Operations & Management-Livestock Tech
Surgical Technology	Industrial Mechanic
Technical Studies-Journey Worker	Laboratory Science Technician
University Transfer Liberal Arts	Medical Assistant
	Medical Coding Specialist
	Nail Technician
	Pharmacy Technician-collaborative w/ Lakeshore Tech
	Supply Chain Assistant
	Welding

PROGRAMS OFFERED, continued	
Two-Year Technical Diploma	Apprentice
Agricultural Power & Equipment Technician	Electricity (Construction) Apprentice
Automotive Technician	Industrial Electrician Apprentice
Farm Operations & Management - Ag Mechanics	Mechatronics Technician Apprentice
Farm Operations & Management - Dairy	Plumbing Apprentice
Farm Operations & Management- Livestock	
PathWay Certificates	Internal Certificates
Applicator Technician	Dairy Goat Herd Management
Farm Operations & Management- Reproduction Technician	
Logistics	
Payroll Assistant	
Production Planner	
Purchasing Agent/Buyer	
Tax Preparer Assistant	
SPECIAL OFFERINGS	
3-Wheel Basic Rider Course	Jail Academy
Basic Rider Course	Law Enforcement Training
Basic Rider 2 Course	Leadership Certificate
Beginning Microsoft Excel	Logistics Certificate
Birth Doula Labor Support	Preschool Credential
Computer Applications	QuickBooks
Concealed Carry Training	Nail Technician Certificate
CPR/AED/First Aid Training	OSHA Training
Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)	Responsible Beverage Server
Emergency Medical Services/First Responder Courses	Traffic Safety-Group Dynamics
Farm Training Workshops/Seminars/Conferences	Traffic Safety-Multiple Offender
Fire Safety Courses	Traffic Safety-Point Reduction
Golf Technique Training	Tractor Safety
Human Resources Certificate	
IV Therapy	

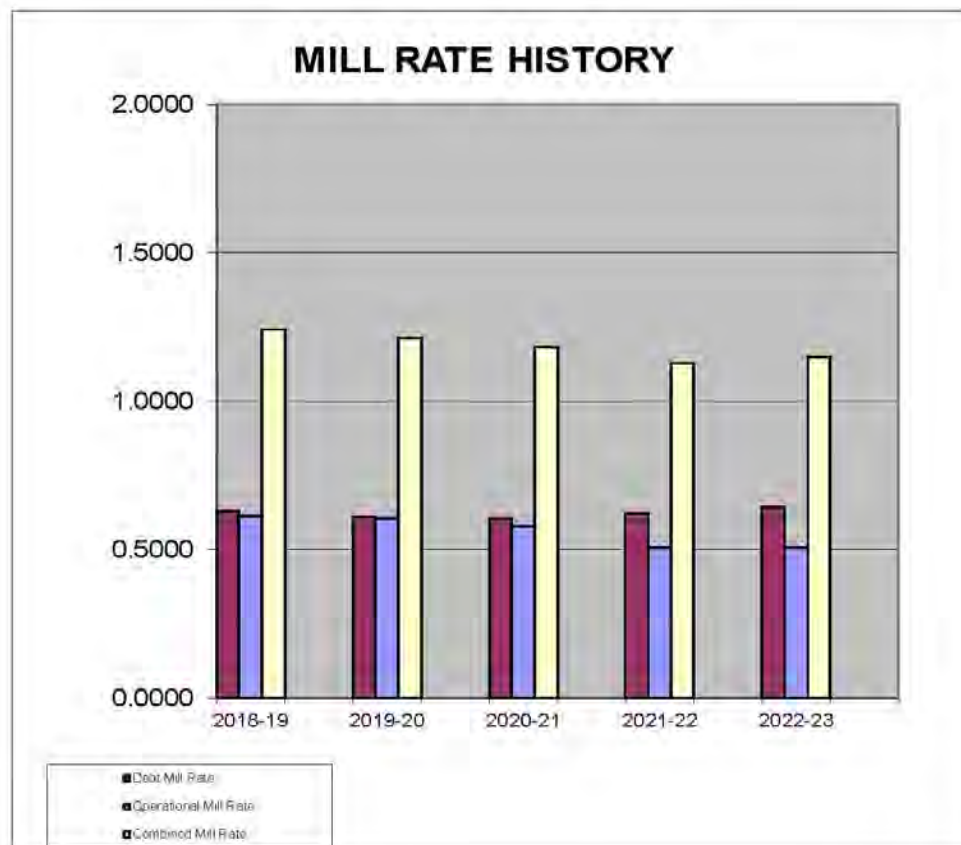
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Online Learning Courses	
Abstracting Principles and Practice I	Dairy Goat-Nutrition
Abstracting Principles and Practice II	Dairy Goat-Production Records and Analysis
Accounting 1	Dairy Goat-Reproduction and Breeding Program
Accounting 1, Part 1	Dairy Goat-Writing a Business Plan
Accounting 2	Data Analytics 1
Accounting 3	Data Analytics 1
Accounting 4	Data Analytics 2
Adv Anatomy & Physiology	Databases
Advanced Accounting Spreadsheets	Developing a Business Plan
Advanced Microbiology	Developmental Psychology
Applied Pharmacology	Digital Literacy for Healthcare
Basic Anatomy	Driver Education Classroom Instruction
Beginning Microsoft Excel	Driver Education In-Car Instruction
Beginning Microsoft Word	Driver Education Safety
Blueprint Reading-Welding 1	Driver Education Theory - Online
Blueprint Reading-Welding 2	ECE: Advanced Practicum
Board Relations and Volunteer Management	ECE: Child Development
Body Structure and Function	ECE: Children w Diff Abilities
Business Analytics	ECE: Early Language and Literacy
Business Intelligence and Visualization	ECE: Family & Community Rel
Business Law 2	ECE: Foundations of ECE
Business Law I	ECE: Guiding Child Behavior
Business Management Strategies	ECE: Hlth Safety & Nutrition
Cancer Disease Management	ECE: Infant & Toddler Dev
Cancer Patient Follow-Up	ECE: Intermediate Practicum
Cancer Registry Management Practicum	ECE: Introductory Practicum
Cancer Statistics and Epidemiology	ECE: Preschool Practicum
Career Planning in Business	ECE: Social Studies, Art and Music
College Mathematics	ECE: STEM
Community & Social Service in Nonprofits	Economics
Cost Accounting	Elicitation & Coll Techniques
CPT Coding	Emergency Medical Technician (EMT)-Refresher
CTR Prep	English Composition 1
Culture of Healthcare	Ethics in Data Analytics
Current Trends in Non-profits	Foundations and NonProfits
Dairy Goat-Business Promotion and Marketing	Foundations of HIM
Dairy Goat-Farm Records & Financial Management	Fundamentals of Chemistry
Dairy Goat-Genetics and Selection	General Anatomy & Physiology
Dairy Goat-Herd Health	Global Supply Chain Management
Dairy Goat-Introduction to the Industry	Health Quality Management
Dairy Goat-Kid Management	Health Revenue Management
Dairy Goat-Meat Production	Healthcare Law & Ethics
Dairy Goat-Milking Facilities and Housing	Healthcare Stats and Analytics

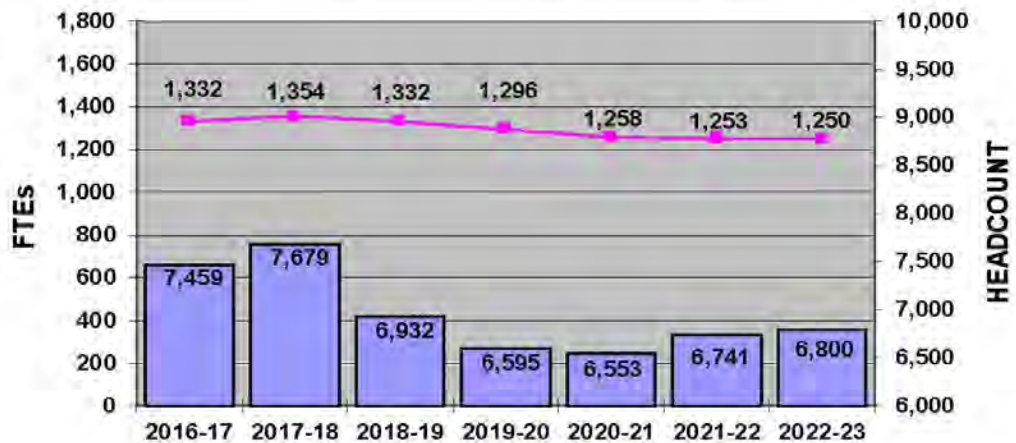
Online Learning Courses, Continued	
HeartCode BLS	OB/Medication Management
HIT Capstone	Oncology Coding and Staging
Human Diseases for the Health Professions	Operations Management
Human Resources Management	Oral/Interpersonal Communication
ICD Diagnosis Coding	Payroll Applications
ICD Procedure Coding	Personal Finance
Intermediate Coding	Personal Leadership
Intermediate Microsoft Excel	Principles of Finance
Intro to Amer Government	Professional Practice
Intro to Ethics: Theory & App	Project Management 1
Intro to Health Informatics	Project Management Fundamentals
Intro to Psychology	Psychology of Human Relations
Intro to Sociology	Purchasing
Introduction to Business	QuickBooks
Introduction to Cancer Registry Management	Risk Management
Introduction to Diversity Studies	Sage 50 (Peachtree)
Introductory Statistics	Salon/Spa Management
Inventory Management	Salon/Spa Science
Leadership Development Career Experience	Selling Principles
Leading Change	Service Operations Management
Leading Strategically	Software Applications
Lean Concepts	Speech
Lean Six Sigma	Supply Chain Capstone
Legal Issues for Supervisors	Taxes 1
Logistics	Team Building and Problem Solving
Management of HIM Resources	Technical Reporting
Management Principles	Technology in the Supply Chain
Managerial Accounting	Training and Talent Development
Managerial Budgeting and Finance	Trigonometry with Applications
Manufacturing Practices for Food Industry	Well Woman Gynecology
Marketing Principles	Workplace Innovations
Marriage & Family	Workplace Safety
Math Review Online	Written Communication
Math with Business Applications	
Medical Terminology	
Meeting and Event Planning	
Microbiology	
Microeconomics	
Nonprofit Branding and Marketing	
Nonprofit Financial Tools for Decisions	
Non-profit Leadership	
NonProfit Leadership Career Experience	
Nonprofit Revenue Generation 1	
Nonprofit Revenue Generation 2	
Non-profit Strategic Planning	
Nutrition	

Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2018-19 Actual	8,466,356,725	0.6109	0.6313	1.2422
2019-20 Actual	8,796,577,421	0.6025	0.6076	1.2101
2020-21 Actual	9,373,628,285	0.5783	0.6028	1.1811
2021-22 Actual	10,005,850,141	0.5065	0.6206	1.1271
2022-23 Projected	10,105,908,642	0.5065	0.6442	1.1506



Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Budget 2022-23
Post-Secondary ⁽¹⁾	1,132	1,169	1,159	1,147	1,126	1,110	1,110
Vocational Adult ⁽²⁾	70	76	64	62	64	64	65
Non-Postsecondary ⁽³⁾	129	108	109	87	68	79	75
Community Services ⁽⁴⁾	1	1	0	0	0	0	0
Total FTE	1,332	1,354	1,332	1,296	1,258	1,253	1,250
Headcount	7,459	7,679	6,932	6,595	6,553	6,741	6,800

(1) Post-Secondary: Students enrolled in courses at the associate degree, technical diploma, apprenticeship and certificate levels.

(2) Vocational Adult: Students enrolled in courses for personal development in increasing their job skills or learning new skills.

(3) Non-Postsecondary: Students enrolled in remedial and basic education courses.

(4) Community Services: Students enrolled in self-enrichment activities.

Southwest Wisconsin Technical College
Notice of Public Hearing
July 1, 2022 - June 30, 2023

A public hearing on the proposed 2022-2023 budget for Southwest Wisconsin Technical College will be held on June 23th at 6:30 in Room 430 on the Fennimore Campus. The detailed budget is available for public inspection at the District Business Office.

EXPENDITURE HISTORY

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational</u> ⁽²⁾	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./(Dec.)</u>
2018-19	8,466,356,725	0.6109	0.6313	1.2422	1.97
2019-20	8,796,577,421	0.6025	0.6076	1.2101	(2.58)
2020-21	9,373,628,285	0.5783	0.6028	1.1811	(2.40)
2021-22	10,005,850,141	0.5065	0.6206	1.1271	(4.57)
2022-23 ⁽¹⁾	10,105,908,642	0.5065	0.6442	1.1506	2.09
<u>Fiscal Year</u> ⁽²⁾	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./(Dec.)</u>	<u>Tax on a \$100,000 House</u>
2018-19	52,564,730	5.45	10,516,722	3.62	124.22
2019-20	42,404,908	(19.33)	10,644,847	1.22	121.01
2020-21	46,764,275	10.28	11,071,039	4.00	118.11
2021-22	47,164,000	0.85	11,277,569	1.87	112.71
2022-23	51,774,544	9.78	11,628,300	3.11	115.06

⁽¹⁾ Fiscal year 2023 equalized valuation is projected to increase 1% from fiscal year 2022.

⁽²⁾ Fiscal years 2019 through 2021 represent actual amounts; 2022 is estimated; 2023 is the proposed budget.

Budget/Fund Summary – All Funds

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	5,118,300	-	-	-	6,510,000	-	-	11,628,300
Other Budgeted Revenues	19,639,000	-	8,302,800	275,000	28,500	1,547,000	4,455,000	34,247,300
Total Budgeted Revenues	24,757,300	-	8,302,800	275,000	6,538,500	1,547,000	4,455,000	45,875,600
Budgeted Expenditures	25,265,400	-	7,702,800	5,134,000	7,401,644	1,815,700	4,455,000	51,774,544
Excess of Revenues								
Over Expenditures	(508,100)	-	600,000	(4,859,000)	(863,144)	(268,700)	-	(5,898,944)
Operations Transfers	(35,000)	-	(555,000)	(10,000)	-	600,000	-	-
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance								
07/01/22	10,854,310	-	976,822	886,081	2,335,618	3,459,910	1,664,890	20,177,631
Est. Fund Balance								
06/30/23	10,311,210	-	1,021,822	17,081	1,472,474	3,791,210	1,664,890	18,278,687

Southwest Wisconsin Technical College
 Notice of Public Hearing
 Budget Summary - General Fund
 Fiscal Year 2022-2023

	2020-21 <u>Actual⁽³⁾</u>	2021-22 <u>Budget</u>	2021-22 <u>Estimate⁽⁴⁾</u>	2022-23 <u>Budget</u>	
REVENUES					
Local Government	5,468,541	5,545,000	5,163,622	5,118,300	
State Aids	10,276,189	10,983,400	10,800,000	11,649,600	
Program Fees	4,485,321	4,628,000	4,460,000	4,629,000	
Material Fees	270,491	284,000	260,000	270,000	
Other Student Fees	623,036	398,000	515,000	511,000	
Institutional	1,901,562	1,506,500	1,499,000	1,994,000	
Federal	1,213,041	2,477,300	1,393,700	585,400	
Total Revenues	24,238,181	25,822,200	24,091,322	24,757,300	
EXPENDITURES					
Instruction	14,319,890	15,162,400	13,500,000	13,687,100	
Instructional Resources	145,856	297,500	275,000	299,000	
Student Services	2,061,086	2,628,900	2,750,000	2,823,900	
General Institutional	5,063,662	6,009,200	13,687,100	6,347,500	
Physical Plant	1,922,059	2,460,800	10,488,300	2,107,900	
Total Expenditures	23,512,553	26,558,800	24,135,000	25,265,400	
Net Revenue (Expenditures)	725,628	(736,600)	(43,678)	(508,100)	
OTHER SOURCES (USES)					
Operating Transfer In (Out)	13,910	121,000	121,000	(35,000)	
Total Resources (Uses)	13,910	121,000	121,000	(35,000)	
TRANSFERS TO (FROM) FUND BALANCES					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	739,538	(615,600)	77,322	(543,100)	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	739,538	(615,600)	77,322	(543,100)	
Beginning Fund Balance	10,037,450	10,528,450	10,776,988	10,854,310	
Ending Fund Balance	10,776,988	9,912,850	10,854,310	10,311,210	
EXPENDITURES BY FUND					
General Fund	23,512,553	26,558,800	24,135,000	25,265,400	%Change ⁽⁵⁾ (4.87)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	5,760,640	9,800,000	7,410,000	7,702,800	(21.40)
Capital Projects Fund	5,229,521	4,352,500	4,219,000	5,134,000	17.96
Debt Service Fund	5,947,786	7,080,000	6,200,000	7,401,644	4.54
Enterprise Fund	2,127,909	1,541,300	1,600,000	1,815,700	17.80
Internal Service Fund	4,185,866	4,435,000	3,600,000	4,455,000	0.45
Total Expenditures by Fund	46,764,275	53,767,600	47,164,000	51,774,544	(3.71)
REVENUES BY FUND					
General Fund	24,238,181	25,822,200	24,091,322	24,757,300	(4.12)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	5,765,470	9,800,000	7,865,000	8,302,800	(15.28)
Capital Projects Fund	236,289	335,000	278,000	275,000	-
Debt Service Fund	5,878,455	6,090,500	6,245,500	6,538,500	7.36
Enterprise Fund	1,979,477	1,621,500	1,500,000	1,547,000	(4.59)
Internal Service Fund	3,930,379	4,425,000	3,790,000	4,455,000	0.68
Total Revenue by Fund	41,828,251	48,094,200	43,769,822	45,875,600	(4.61)

⁽³⁾ Actual is presented on a budgetary basis.

⁽⁴⁾ Estimate is based upon 10 months of actual and 2 months of estimate

⁽⁵⁾ (2022-23 Budget - 2021-22 Budget)/2021-22 Budget.

B. Concept Review: Advanced Technical Certificate – Cancer Information Management

Included below is a Concept Review for the Cancer Information Management Advanced Technical Certificate. Kim Maier, Executive Director of Innovative and Alternative Learning, will present the information at the Board meeting. Also included in the electronic material is a Board resolution approving the program to be sent with the Concept Review paperwork to the Wisconsin Technical College System Office.

Recommendation: *Approve the Concept Review for the Cancer Information Management Advanced Technical Certificate.*

Southwest Wisconsin Technical College
Concept Review
for an Advanced Technical Certificate in Cancer
Information Management

In preparation for the Southwest Wisconsin Technical College Board

June 24, 2022

3-1 CONCEPT REVIEW FORM

Today's Date: 06/13/2022

College: Southwest Wisconsin

College Contact: Katie Garrity

College Contact Phone: 608-822-2471

College Contact Email: kgarrity@swtc.edu

Education Director Consulted: D Cook

Date Consulted: 06/13/2022

WTCS [Calendar of Events](#)

Expected WTCSB Concept Review Approval Date: 09/13/2022

Expected WTCSB Program Approval Date: 11/15/2022

a. Proposed Aid Code - Program Number: 10-530-X

b. Proposed Credential: ATC

c. Proposed Program Title: (limit of 65 characters)

Cancer Information Management (CIM) Advanced Technical Cert

d. Tentative Program Description: (limit of 550 characters)

The Cancer Information Management Advanced Technical Certificate is designed to prepare students for a career working in hospital-based or population-based cancer registries. Graduates serve a critical role of collecting, managing, and disseminating vital data that goes into cancer registries.

e. SOC {Standard Occupational Classification}

29-9021

29-2036

29-2011

1) Please provide your rationale for using the above SOC Code(s): (limit of 275 characters)

The SOC's reflect the increased use of data to improve medical treatment and care and the critical role cancer registrars play in collecting the data as outlined in Attachment A.

☒ Supporting documentation attached as "Attachment A"

Last Modified: 08/23/2021

f. Proposed CIP {Classified Instructional Program} 51.1002

1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

51.002 is the CIP code that aligns with the SOC codes identified for this program area as referenced by the CIP code description provided in Attachment B.

☒ Supporting documentation attached as "Attachment B"

g. Mean Starting Hourly Salary: \$ 47,338.00

h. Single Source Request: (limit of 275 characters)

☒ Not Applicable

☐ Supporting documentation attached as "Attachment C"

i. Summary of Analysis of how this program supports employment demand (limit of 550 characters). Refer to Chapter 3 for explanation of required documentation.

Through extensive research, it was determined that a Cancer Information Management Advanced Technical Certificate is needed.

☒ Supporting documentation attached as "Attachment D"

j. Advanced Technical Certificate (ATC) programs must include clear description of prior knowledge required as "Attachment E."

☐ Not Applicable

☒ Supporting documentation attached as "Attachment E"

k. Projected job openings per year: Year 1 199 Year 3 205 Year 5 209

Projected completers per year: Year 1 0 Year 3 12 Year 5 24

l. Program method of delivery:



100% Online



100% Face to face



Hybrid



Competency Based

m. Documentation of member participation and outcomes of the Ad Hoc/advisory group

☒ Supporting documentation attached as "Attachment F"

Last Modified: 08/23/2021

- n. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM (limit of 275 characters).

Cancer Information Management is a unique program in the Wisconsin Technical College and only offered at Southwest Tech.

☐ Supporting documentation attached as "Attachment G"

- o. Documentation of District Board Approval of the Concept Review attached as "Attachment H" ☒
- p. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

Date: 1/1/01

- q. Equity Prompts: Response to the equity prompts listed in ESM Chapter 3 is required. Indicate the prompts addressed below and include your response as "Attachment I."
- Starting with the November 2021 WTCS Board meeting (9/24/21 submission deadline), colleges are required to respond to **one** of the equity prompts.
 - Starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline), colleges are required to respond to **two** of the equity prompts.

Equity Prompt 1: A. Advance Inclusive Excellence

Required starting with the November 2021 WTCS Board Meeting (9/24/21 submission deadline)

Equity Prompt 2: B. Equity in Student Recruitment, Access, Retention & Completion

Required starting with the July 2022 WTCS Board meeting (5/27/22 submission deadline)

☒ Supporting documentation attached as "Attachment I"

Signature:



District President or Instructional Services Administrator

Date:

06/15/2022

Printed Name:

Katie Garrity

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

Last Modified: 08/23/2021

ATTACHMENT A
SOC Code

1. Below is supporting documentation for the use of the 29-9021 SOC code.



12/8/2017 New SOC Code Established for Medical Registrars
<http://campaign.r20.constantcontact.com/render?m=1101178256704&ca=10d1a36b-60da-4c66-884e-4a51981f9602> 1/1

NCRA Applauds Decision to Establish a Special SOC Code for Medical Registrars

New Code Will Vastly Improve Data Accuracy on
Cancer Registrar Workforce and Salary Trends

NCRA applauds the Bureau of Labor Statistics' (BLS) recent decision to establish a distinct detailed occupation code of "Health Information Technologists and Medical Registrars" in the Standard Occupational Classification (SOC) system. The new detailed occupation code reflects the increased use of data to improve medical treatment and care and the critical role cancer registrars play in collecting that data. The new code will also ensure that the statistics on the cancer registry workforce will be more accurate, providing a clearer understanding of the current and future workforce needs; correct salary information will help recruit and retain qualified individuals; and skill-appropriate personnel will be hired to fill cancer registrar positions at both the central and hospital levels. Press release.

NEW SOC CODE

29-9021: Health Information Technologists and Medical Registrars

"Apply knowledge of healthcare and information systems to assist in the design, development, and continued modification and analysis of computerized healthcare systems. Abstract, collect, and analyze treatment and follow-up information of patients. May educate staff and assist in problem solving to promote the implementation of the healthcare information system. May design, develop, test, and implement databases with complete history, diagnosis, treatment, and health status to help monitor diseases."

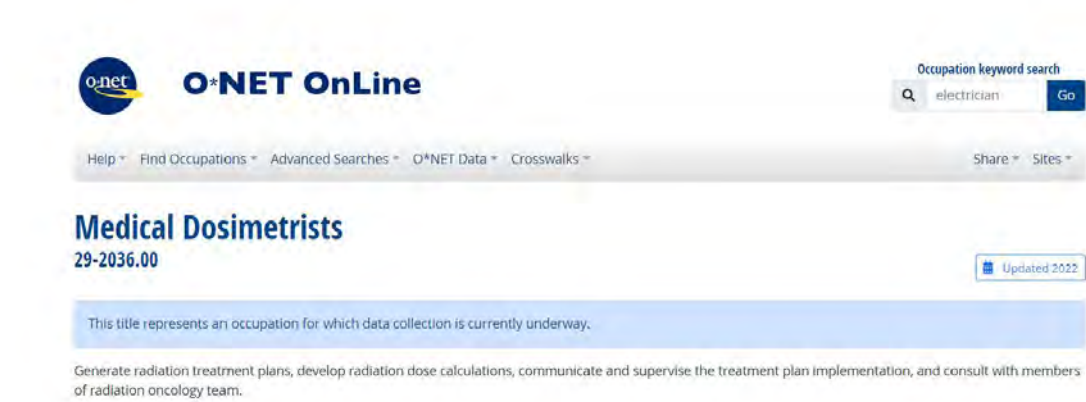
Illustrative examples: Cancer Registrar, Health Informatics Specialist, Health Information Analyst

National Cancer Registrars Association

1330 Braddock Place, Suite 520, Alexandria, VA 22314

Questions? info@ncra-usa.org

2. Below is supporting documentation for the use of the 29-2036 SOC code.



Medical Dosimetrists
29-2036.00

This title represents an occupation for which data collection is currently underway.

Generate radiation treatment plans, develop radiation dose calculations, communicate and supervise the treatment plan implementation, and consult with members of radiation oncology team.

3. Below is supporting documentation for the use of the 29-2011 SOC code.



Cytogenetic Technologists
29-2011.01

Analyze chromosomes or chromosome segments found in biological specimens, such as amniotic fluids, bone marrow, solid tumors, and blood to aid in the study, diagnosis, classification, or treatment of inherited or acquired genetic diseases. Conduct analyses through classical cytogenetic, fluorescent in situ hybridization (FISH) or array comparative genome hybridization (aCGH) techniques.

Sample of reported job titles: Certified Cytogenetic Technologist, Clinical Cytogenetic Scientist (CCS), Cytogenetic Technologist, Cytogenetics Clinical Laboratory Specialist (CG CLSp), Cytogenetics Technical Specialist, Cytogenetics Technologist, Molecular Genetics Technologist

ATTACHMENT B
CIP Code

IESNCES

National Center for Education Statistics

MENU

Search

Go

CIP

THE CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

CIP 2020

Change Year

Quick CIP

Go

Search Options

FAQs

Resources

Help

Contact

CIP Wizard

Detail for CIP Code 51.1002

Print

Title: Cytotechnology/Cytotechnologist.

Definition:

A program that prepares individuals to work with pathologists to detect changes in body cells that may indicate, and permit diagnosis of, the early development of cancers and other diseases. Includes instruction in biochemistry, microbiology, applied mathematics, microscopy, slide preparation, identification of cellular structures and abnormalities, and laboratory procedures and safety.

Action: No Substantive Changes

Crosswalk

☒ CIP Title or Definition Changed

CIP 2010			CIP 2020	
Code	Title	Action	Code	Title
51.1002	Cytotechnology/Cytotechnologist.		51.1002	Cytotechnology/Cytotechnologist.

ATTACHMENT D

Employment Demand Support

1. **Projected Job Growth**

- a. Projections as listed on Form 3-1 (letter i.) are determined by using the data from EMSI data.

Year	5 County District (Number of Jobs)
2022	199
2023	202
2024	205
2025	207
2026	209
2027	211

2. **Mean starting salary** as listed on Form 3-1 (letter g). As noted in this section, \$26.49 CTR credentials (Annual \$72,720); \$21.40 Non-CTR (Annual \$47,338) See page 3 https://www.ncra-usa.org/Portals/68/PDFs/2017SalarySurvey_color.pdf?ver=2018-03-09-165728-913

Statement of Need for a Cancer Information Management Advanced Technical Diploma at Southwest Tech

Job Opportunities

The CTR credential is required for hospitals that are Commission on Cancer (CoC) accredited. There are no CoC accredited facilities in the school's district. Due to hospital space at a premium and Covid, the number of remote positions (even for someone with no experience) has increased substantially the last couple of years. However, we cannot guarantee that a student living in the school district will be offered a remote position after graduation.

Closest CoC accredited facilities within 75 miles of Southwest Tech:

- University of Wisconsin Hospital & Clinics
- Gundersen Lutheran Health System
- Mayo Clinic Health System-Franciscan Healthcare La Crosse

Closest CoC accredited facilities within 100 miles of Southwest Tech:

- Mercyhealth, WI
- Mercy Medical Center – Cedar Rapids, IA
- MercyOne Waterloo Medical Center, IA
- St. Luke's Hospital, IA
- Javon Bea Hospital, IL
- OSF Saint Anthony Medical Center, IL
- Swedish American Hospital, IL
- Winona Health Services, MN

Enrollment Background

Prospective students have passed on enrolling in our Associate of Applied Science program since they already have a career and a significant amount of achieved education. Offering an Advanced Technical Certificate for those students who already have a career and some accomplished education will provide an additional opportunity to serve professionals in the Cancer Registry industry thus fulfilling employment opportunities.

Programs offered by college

School	State	Associate	Certificate
Andrew College	GA	X	X
American Health Information Management Association (AHIMA)	N/A		X
Cuyahoga Community College	OH		X
Davidson-Davie Community College	NC	X	
Greenville Technical College	SC		X
Hutchinson Community College	KS	X	X
Oakton Community College	IL		X
Rochester Community & Technical College	MN	X	X
Rowan College at Burlington County	NJ	X	X
San Jacinto College	TX	X	X
Santa Barbara City College	CA	X	X
Scott Community College	IA	X	X
Southwest Wisconsin Technical College	WI	X	

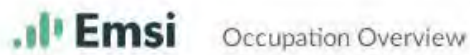
University of Cincinnati Clermont	OH		X
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CIM Formal Education Information

There are three eligibility paths a person can take to sit for the Certified Cancer Registrar (CTR) credentialing exam. Highlighted paths "affect" colleges:

- Path 1:
 - Earn an Associate Degree in Cancer Registry (Information) Management (includes the Clinical Practicum)
- Path 2:
 - Have an Associate Degree or Completed 60-Hours of College-Level Courses (including 6 college credit hours in Human Anatomy & Physiology)
 - Earn a Certificate in Cancer Registry (Information) Management
 - Complete Clinical Practicum (not all colleges include this in their Certificate)
- Path 3:
 - Have an Associate Degree or Completed 60-Hours of College-Level Courses (including 6 college credit hours in Human Anatomy & Physiology)
 - Complete one year (1,950 hours) of Cancer Registry Experience

EMSI Employment Demand



Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs



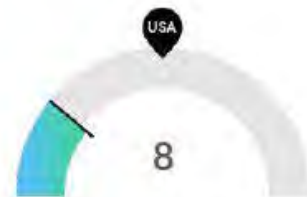
Jobs (2022)

Your area is not a hotspot for this kind of job. The national average for an area this size is 234* employees, while there are 199 here.



Compensation

Earnings are about average in your area. The national median salary for your occupations is \$48,904, compared to \$49,234 here.



Job Posting Demand

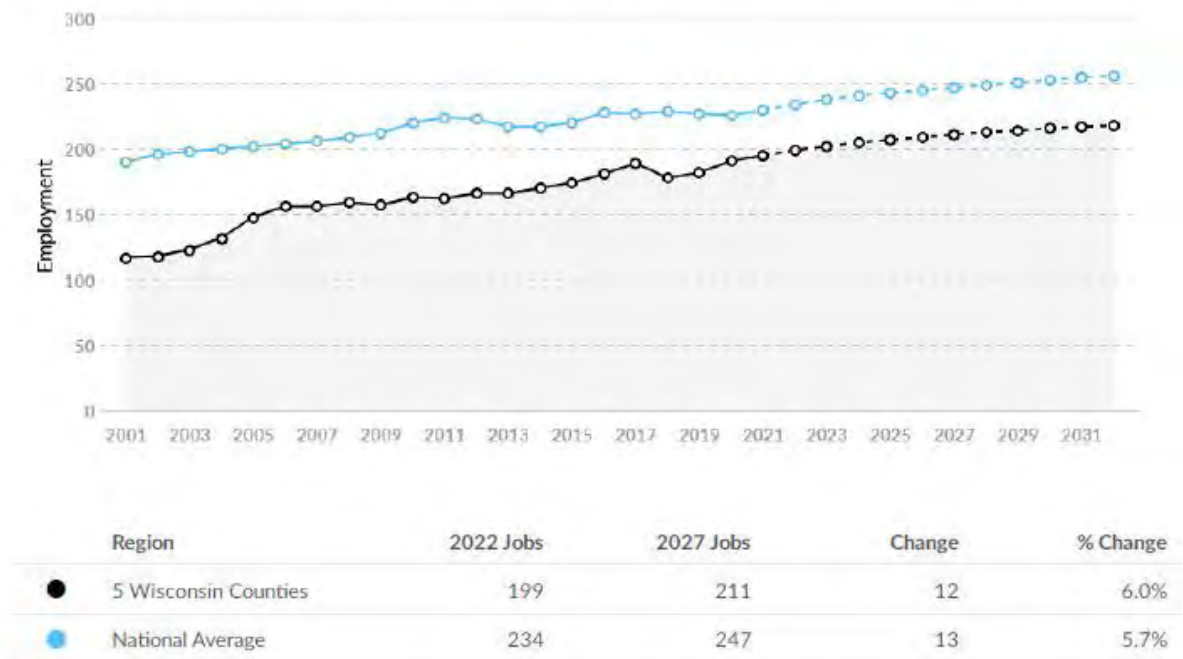
Job posting activity is low in your area. The national average for an area this size is 23* job postings/mo, while there are 8 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

An average area of this size typically has 234* jobs, while there are 199 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Job Posting Activity



42 Unique Job Postings

The number of unique postings for this job from Jan 2022 to May 2022.



19 Employers Competing

All employers in the region who posted for this job from Jan 2022 to May 2022.



1 Out of 2 Positions Filled

The ratio of estimated hires* to unique postings for this job from Jan 2022 to May 2022.



Salary Considerations Cancer Registrars

2017 SURVEY DATA

Acknowledgments

NCRA thanks Timothy Bates and Jacqueline Miller of Healthforce Center at UCSF for analyzing the data and preparing this report.

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NATIONAL CANCER REGISTRARS ASSOCIATION (NCRA)

Chartered in May 1974, NCRA is a non-profit organization that represents 6,000 cancer registry professionals and Certified Tumor Registrars (CTR®). Its mission is to promote education, credentialing, and advocacy for cancer registry professionals. Cancer registrars are data information specialists that capture a complete history, diagnosis, treatment, and health status for every cancer patient in the U.S. The data provides essential information to researchers, healthcare providers, and public health officials to better monitor and advance cancer treatments, conduct research, and improve cancer prevention and screening programs. For more information about NCRA, visit www.ncra-usa.org.

NATIONAL CANCER REGISTRARS ASSOCIATION'S COUNCIL ON CERTIFICATION

NCRA's Council on Certification promotes standardization in the collection and use of cancer data through examination and certification of cancer registrars and other cancer data specialists. The CTR credential marks achievement, fosters professional pride, and is nationally recognized in the recruitment and retention of cancer registry personnel. To learn more, go to www.ctrexam.org.

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NCRA: A Leader in Cancer Registry Workforce Research

The National Cancer Registrars Association (NCRA) is the only national organization spearheading research on the cancer registry workforce. Its most recent success was the establishment of the new occupation code of "Health Information Technologists and Medical Registrars - 29-9021" in the Standard Occupational Classification (SOC) system. NCRA led the efforts to establish this new code – a code that recognizes the distinct skills and responsibilities of the medical registry profession.

The new code will ensure salary statistics on the cancer registry workforce from the 2020 census will be comprehensive and accurate. Historically, cancer registrars had been grouped with medical records,

which did not correctly describe the work of cancer registrars or their salaries. In the past, to address the lack of accurate salary data, NCRA conducted salary surveys of its members. The first salary report was released in 2012. The 2017 report presented here updates the information and compares the two data sets to identify workforce trends.

NCRA began its cancer registry workforce research efforts in 2005, when it self-funded the study *Frontline Workers in Cancer Data Management: Workforce Analysis Study of the Cancer Registry Field*. Conducted by the University of California, San Francisco, Healthforce Center at UCSF (then Center for the Health Professions) and School of Nursing, the report was used by the cancer registry profession, national organizations, and the educational community to better inform decisions about staffing and training programs for the registry workforce. NCRA used the study to develop its priorities, including supporting ongoing cancer registry workforce research. To that end, NCRA commissioned two new studies: *NCRA Workload and Staffing Study: Guidelines for Hospital Cancer Registry Programs* (2011) and the *NCRA/NPCR Workload and Time Management Study: Guidelines for Central Cancer Registry Programs* (2013). In the *2017 Salary Considerations for Cancer Registrars*, NCRA continues its research in support of this important profession.

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Respondent Income by Years of Experience: 2012 vs. 2017	4	Satisfaction with Job Benefits: 2017.....	8
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Introduction

NCRA's Council on Certification initiated a Job Analysis (JA) of cancer registry professionals in 2017. NCRA periodically conducts job analyses to inform the process of updating the test content outline for the Certified Tumor Registrar (CTR) exam. In addition to questions about the essential performance domains and job tasks of cancer registry professionals across the range of registry roles and settings, the 2017 JA survey contained questions about the demographic characteristics of respondents, including education, income, and employer information. NCRA used the data to conduct further analyses of demographic and job characteristics related to income within the cancer registry workforce.

The 2017 JA is the second survey to collect workforce salary data. In 2012, the same workforce and salary data were collected. These were preceded by a general workforce survey commissioned by the NCRA in 2005¹. The workforce items included detailed questions about earnings, such as wages or salary, benefits, and the average numbers of hours worked for part-time workers.

In 2012, the total number of respondents to the workforce and salary items was 647. In 2017, the number of respondents was 1,489. Not all survey respondents answered items pertaining to salary (i.e., some reported job status, but did not report income); therefore, the "n" in each of the tables is varied.

All income data from 2012 have been adjusted for inflation using the Bureau of Labor Statistics Inflation Calculator, which is based on the Consumer Price Index². This means that all salary comparisons in this report show real income growth or decline. Unadjusted (reported) wage and salary data from 2012 are available at <http://www.ncra-usa.org/Workforce/Workforce-Resources/Salary-Considerations>. Because the survey did not ask respondents to specify the amount of hours they worked beyond a threshold of above or below 35 hours per week, neither estimates nor comparisons could be made or drawn between those who reported an hourly wage contrasted to annual salary.

Demographics: 2012 vs. 2017

In both the 2012 and 2017 survey, respondents were asked several questions related to demographics. Table 1 compares gender proportions for respondents in 2012 and 2017.

TABLE 1: RESPONDENT GENDER, 2012 VS. 2017

Gender	2012 Respondents	2017 Respondents
Male	28 (4%)	67 (4%)
Female	619 (96%)	1,422 (96%)
Total	647 (100%)	1,489 (100%)

As shown in Table 1, the amount of survey respondents more than doubled from 2012 to 2017. Although there were significantly more survey respondents, the distribution between male and female respondents has remained the same. It is estimated that males continue to represent 4% of the workforce, and females continue to represent 96% of the workforce.

Table 2 displays differences and similarities in academic degrees between 2012 and 2017.

TABLE 2: HIGHEST DEGREE OBTAINED, 2012 VS. 2017

Degree Obtained	2012 Respondents	2017 Respondents
High School/Some college	159 (24%)	286 (19%)
Associate's Degree	228 (35%)	572 (38%)
Bachelor's Degree	197 (30%)	487 (32%)
Master's Degree	63 (9%)	138 (9%)
Doctoral Degree	12 (2%)	18 (1%)
Total	659 (100%)	1,501 (99%*)

*PERCENTAGES MAY NOT SUM TO 100% DUE TO ROUNDING.

As shown in Table 2, distribution among degree obtainment has remained relatively stable, although there have been some increases in those obtaining college degrees. More respondents earned Associate's and Bachelor's degrees in 2017 compared to 2012, increasing from 35 to 38% and 30 to 32%, respectively. There were 5% fewer respondents reporting their highest level of education as a high school diploma or some college, this represents the biggest shift in degree obtainment from 2012 to 2017. The amount of respondents acquiring Master's or Doctoral degrees has remained about the same.

Respondent Income by CTR Status: 2012 vs. 2017

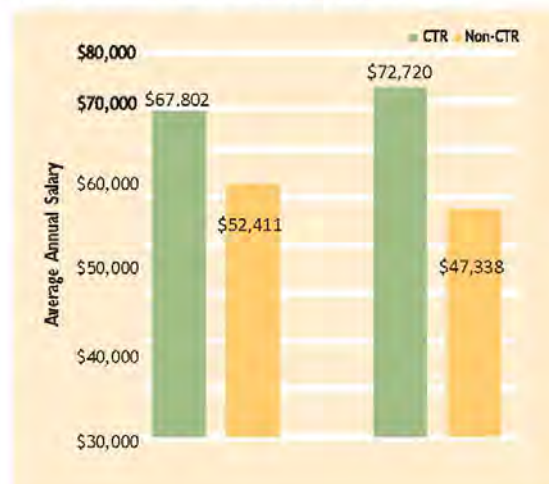
Figure 1 compares the average hourly wages of Certified Tumor Registrars (CTRs) and non-CTRs. Most (88% in 2012, 92% in 2017) respondents to this question were CTRs.

Figure 1 shows that on average, in 2017, CTRs have a higher hourly wage than non-CTRs at \$26.49 and \$21.40, respectively. This is about a 24% difference in hourly wages.

FIGURE 1: HOURLY WAGE BY CTR STATUS, 2012* VS. 2017



FIGURE 2: ANNUAL SALARY BY CTR STATUS, 2012* VS. 2017



*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

Figure 1 also shows that CTRs and non-CTRs made a slightly higher hourly wages in 2017 compared to 2012 (less than 1% and 4%, respectively).

Figure 2 compares the average annual salaries of CTRs and non-CTRs. Most (94% in 2012, 95% in 2017) respondents to this question were CTRs.

Figure 2 shows that on average in 2017, CTRs have a higher annual salary than non-CTRs at \$72,720 and

\$47,338, respectively. This is about a 54% difference in annual salary.

Figure 2 also shows that while CTRs made a higher annual salary on average by 7% in 2017 compared to 2012, salaried non-CTRs made about 11% less in 2017 compared to 2012.

Respondent Income by Educational Attainment Level: 2012 vs. 2017

Table 3 displays mean hourly wages and annual salaries of hourly wage and salaried registrars in 2012 and 2017.

TABLE 3: INCOME BY EDUCATIONAL ATTAINMENT LEVEL, 2012* VS. 2017

Educational Attainment Level	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
Associate's Degree or Less	\$24.73 (n=237)	\$25.67 (n=431)	\$62,915 (n=104)	\$69,999 (n=112)
Bachelor's Degree and Higher	\$27.42 (n=111)	\$26.75 (n=279)	\$71,343 (n=115)	\$72,581 (n=149)

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

As shown in Table 3, in 2017, hourly wage workers with an Associate's degree or less education make \$25.67 on average, while those with a Bachelor's degree or higher make \$26.75 on average, for a difference of about 4%. Those with a higher educational attainment level also have higher salaries, making \$72,581 compared to \$69,999 for those with an Associate's or less, on average. This is also a difference of about 4%.

With the exception of hourly wage workers with a Bachelor's Degree or higher, all other respondents, either paid hourly or salaried, made more money on average in 2017 compared to 2012. Those earning an hourly wage with an Associate's degree or less made about 4% more, those earning a salary with an Associate's degree or less made about 11% more, and those with a Bachelor's degree or higher made about 2% more in 2017 on average. In contrast, those earning an hourly wage with a Bachelor's degree or higher made about 3% less in 2017 on average.

Respondent Income by Years of Experience: 2012 vs. 2017

Table 4 displays wage comparisons depending on years' experience of registrars in 2012 and 2017.

TABLE 4: INCOME BY YEARS OF EXPERIENCE, 2012* VS. 2017

Years of Experience	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
5 or fewer	\$20.89 (n=107)	\$22.40 (n=195)	\$57,102 (n=37)	\$54,750 (n=37)
6-10 years	\$25.05 (n=85)	\$25.59 (n=142)	\$60,595 (n=43)	\$67,534 (n=47)
11-20 years	\$27.44 (n=82)	\$27.28 (n=199)	\$65,622 (n=65)	\$72,738 (n=59)
Over 20 years	\$32.22 (n=72)	\$30.37 (n=130)	\$75,358 (n=79)	\$80,555 (n=90)

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

As shown in Table 4, both mean hourly wages and mean annual salaries increased as years of experience increased in 2017. Among hourly wage workers, on average, those working for 6-10 years made about 14% more than those working five or fewer years, those working 11-20 years made about 7% more than those working 6-10 years, and those working for over 20 years made about 11% more than those working 11-20 years. Among salaried workers, on average, those working for 6-10 years made about 23% more than those

working five or fewer years, those working 11-20 years made about 8% more than those working 6-10 years, and those working for over 20 years made about 11% more than those working 11-20 years.

In comparing 2017 and 2012 income data by years of experience, three groups of respondents reported lower wages in 2017: hourly wage workers with 11-20 years' experience, hourly wage workers with over 20 years' experience, and salaried workers with five or fewer years' experience. On average, these groups made less than 1%, about 6%, and 4% less, respectively, in 2017 compared to 2012. Hourly workers with

five or fewer years and 6-10 years made about 7% and 2% more, respectively. On average, salaried workers with 6-10 years' experience and 11-20 years' experience made about 11% more, and salaried workers with over 20 years' experience made about 7% more in 2017 compared to 2012.

Respondent Income by Job Title: 2012 vs. 2017

In the 2017 JA survey, respondents reported their income from their registrar position either as an hourly wage or as an annual salary. An option to report income by abstract was also provided, but only 7 (1%) and 13 (0.8%) respondents reported receiving income this way in 2012 and 2017, respectively. Because

so few were paid by abstract, these data are excluded from the rest of the report. About two-thirds of respondents in the 2012 survey and about three-fourths of respondents in the 2017 survey provided income data as an hourly wage as opposed to an annual salary.

Table 5 displays mean hourly wages, mean annual salaries, and number of cancer registrars that reported each type of income as a function of job title in 2012 and 2017.

TABLE 5: INCOME BY JOB TITLE, 2012* VS. 2017

Job Title	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
Cancer Registrar/Abstractor	\$23.46 (n=240)	\$25.05 (n=525)	\$54,210 (n=58)	\$57,049 (n=61)
Analyst/Coordinator/Supervisor/Consultant/Quality	\$28.83 (n=90)	\$27.88 (n=153)	\$64,758 (n=74)	\$68,249 (n=86)
Registry Manager/Director	\$33.49 (n=31)	\$34.27 (n=33)	\$76,486 (n=91)	\$81,435 (n=115)

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS

Table 5 shows that in 2017, cancer registrars/abstractors paid an hourly wage make \$25.05 on average. In comparison, those holding mid-management titles (e.g., coordinator, supervisor) make an average of \$27.88 per hour, or about 11%³ more than registrars/abstractors. Those who hold higher roles

(e.g., manager, director), make an average hourly wage of \$34.27, about 23% more than those in mid-management positions and about 37% more than registrars/abstractors.

Additionally, 2017 salary information is presented in Table 5. On average, cancer registrars/abstractors are salaried at \$57,049 compared to mid-management positions at \$68,249, or about 20% more than

registrars/abstractors. Managers/directors make \$81,435 annually on average, or about 20% more than mid-management and 43% more than registrars/abstractors.

Overall, Table 5 shows that all job titles reported a higher average income for hourly and salaried workers in 2017 compared to 2012 with the exception of hourly wage workers at the mid-management level. For those paid an hourly wage, registrars/abstractors made about 7% more, mid-management positions made about 3% less, and managers/directors made about 2% more in 2017 compared to 2012. For salaried workers, registrars/abstractors and mid-management positions made about 5% more and managers/directors made about 6% more in 2017 compared to 2012.

Respondent Income by Full-Time or Part-Time: 2012 vs. 2017

In addition to their job title, respondents were asked to report if they worked full or part-time, where working 35 hours or more per week is considered full-time and working fewer than 35 hours per week is considered part-time. Table 6 compares mean incomes as hourly wages and annual salaries for full-time and part-time workers in 2012 and 2017.

TABLE 6: INCOME BY FULL-TIME OR PART-TIME, 2012* VS. 2017

Job Status	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
Full-time (35 or more hours/week)	\$25.77 (n=314)	\$25.99 (n=631)	\$67,137 (n=212)	\$71,846 (n=250)
Part-time (fewer than 35 hours/week)	\$24.15 (n=43)	\$27.22 (n=64)	\$46,068 (n=5)	\$65,000 (n=5)

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

As displayed in Table 6, in 2017, the mean hourly wage for full-time workers is \$25.99, while part-time workers make an average of \$27.22 per hour. Salaried full-time workers make an average of \$71,846 per year while salaried part-time workers make an average of \$65,000 per year. It should be noted that few respondents reported working part-time.

Full-time and part-time workers making an hourly wage or annual salary reported higher average incomes in 2017 compared to 2012. Full-time hourly wage workers made about 1% more and part-time hourly wage workers about 13% more in 2017. Full-time salaried workers made about 7% more and part-time salaried workers about 41% more in 2017.

Respondent Income by Employer Type: 2012 vs. 2017

Table 7 shows average wages according to type of employer in 2012 and 2017. Because the non-hospital category includes a variety of employers, these estimates should be reviewed with caution.

TABLE 7: INCOME BY EMPLOYER TYPE, 2012* VS. 2017

Employer Type	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
Hospital/Healthcare System	\$24.69 (n=280)	\$25.94 (n=660)	\$67,602 (n=130)	\$72,227 (n=183)
Central/State/Provincial Registry; Federal/National Registry; Freestanding Outpatient Facility; Software/Services Vendor; Other	\$26.59 (n=81)	\$28.25 (n=48)	\$64,061 (n=93)	\$69,581 (n=79)

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

As seen in Table 7, most respondents (74% in 2012 and 87% in 2017) are employees of a hospital or healthcare system compared to all other reported employers. In 2017, hourly workers in the hospital setting made an average of \$25.94, about 9% less than hourly workers in other settings (e.g., state/federal registries, outpatient facilities) with an average wage of \$28.25. Conversely, salaried workers in the hospital/healthcare setting made an average of \$72,227 per year, about 4% more than salaried workers in other settings with an average of \$69,581 per year.

In comparing income differences by employer type and year, respondents reported both hourly wages and annual salaries as higher in 2017 no matter the employer type.

Employees of a hospital/healthcare system made about 5% more and employees of all other establishments made about 6% more on average among hourly wage earners in 2017. In comparison, employees of a hospital/healthcare system made about 7% more, and employees of all other establishments made about 9% more on average among salary earners in 2017.

Respondent Income by Geographic Regions: 2012 vs. 2017

Table 8 displays how income differs between respondents working in different geographic regions in 2012 and 2017.

TABLE 8: INCOME BY GEOGRAPHIC REGION¹, 2012* VS. 2017

Geographic Region	Mean Hourly Wage		Mean Annual Salary	
	2012	2017	2012	2017
Northeast	\$23.26 (n=75)	\$27.08 (n=156)	\$61,335 (n=72)	\$74,533 (n=88)
Midwest	\$23.03 (n=113)	\$24.93 (n=240)	\$67,529 (n=36)	\$68,295 (n=48)
South/Southwest	\$27.02 (n=86)	\$24.27 (n=190)	\$69,560 (n=76)	\$67,526 (n=80)
West	\$30.46 (n=58)	\$30.07 (n=113)	\$74,588 (n=26)	\$83,817 (n=35)

¹2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

As shown in Table 8, in 2017, those living in the Western region have the highest average incomes at \$30.07 for hourly wage workers and \$83,817 for salaried workers, while those in the South/Southwest have the lowest average incomes at \$24.27 for hourly wage workers and \$67,526 for salaried workers. This is a difference of about 24% for both hourly and salaried workers. Overall, wages differences between

the Midwest and South/Southwest are small. However, the income margins between the Midwest and Northeast, as well as between the Northeast and the West, are more significant. Hourly workers and salaried workers make about 9% more in the Northeast compared to the Midwest. Hourly workers make about 11% more, and salaried workers make about 12% more in the West compared to the Northeast.

Looking at income differences between 2012 and 2017 reveals different trends than what were seen in 2017 alone. For both hourly wage workers and salaried workers, respondents made the most money in the West; this is aligned with 2017 data, but the similarities end there. Among hourly wage workers, in 2012, those with the second highest wage were workers in the South/Southwest (\$27.02), the third

highest were workers in the Northeast (\$23.26), and then the lowest were workers in Midwest (\$23.03). Among salaried workers, in 2012, those with the second highest salary were those in the South/Southwest (\$69,560), the third highest were workers in the Midwest (\$67,529), and the lowest were workers in the Northeast (\$61,335).

All respondents had higher incomes in 2017 compared to 2012 with the exception of hourly wage workers in the South/Southwest and the West and salaried workers in the South/Southwest. These respondents made about 11%, 1%, and 3% less, respectively, in 2017 compared to 2012. Hourly wage workers in the Northeast made about 16% more and those in the Midwest about 8% more. Among

salaried workers, those in the Northeast made about 22% more, those in the Midwest about 1% more, and those in the West about 12% more in 2017.

Income Growth: 2012 vs. 2017

Figures 3 and 4 display overall inflation-adjusted hourly wage and annual salary comparisons for survey respondents between 2012 and 2017, respectively. Again, inflation-adjusted incomes in this section were calculated using the Bureau of Labor Statistics Inflation Calculator, which is based on the Consumer Price Index².

FIGURE 3: GROWTH IN HOURLY WAGE, 2012* VS. 2017

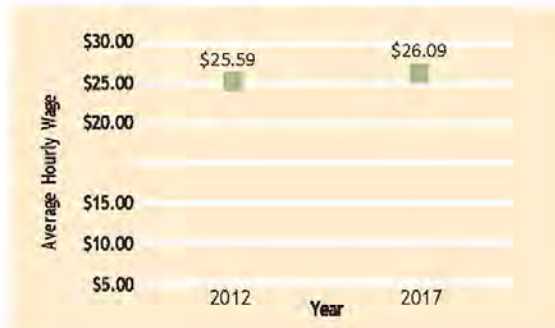
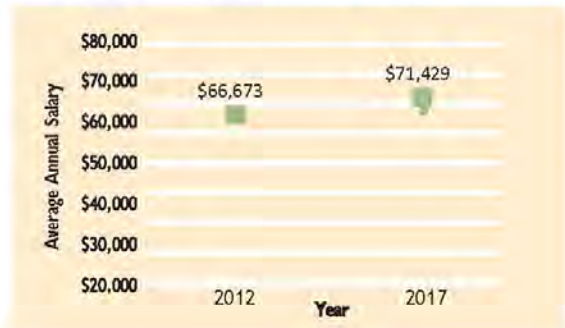


FIGURE 4: GROWTH IN ANNUAL SALARY, 2012* VS. 2017



*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

*2012 VALUES HAVE BEEN ADJUSTED FOR INFLATION AND ARE EXPRESSED AS 2017 DOLLARS.

Figure 3 shows that overall, inflation-adjusted hourly wages increased from \$25.59 to \$26.09, or by 50 cents (2%).

Figure 4 shows that overall, inflation-adjusted annual salaries increased from \$66,673 to \$71,429, or by

\$4,756 (7%).

Satisfaction with Job Benefits: 2017

Table 9 displays employee satisfaction with several job benefits. Satisfaction was highest for vacation, 401k/retirement/pension plan, and flexible/special work schedules. Respondents answered that they were either "satisfied" or "very satisfied" with these benefits at 87.7%, 86.4%, and 85.9%, respectively.

TABLE 9: SATISFACTION WITH JOB BENEFITS, 2017

Benefit Description	Share of responses "satisfied" or "very satisfied"	Benefit Description	Share of responses "satisfied" or "very satisfied"

Vacation	87.7%	(n=1178)	Parking	75.1%	(n=1169)
401K/Retirement/ Pension Plan	86.4%	(n=1180)	Shift Differential Pay	73.7%	(n=1151)
Flexible/Special Work Schedules	85.9%	(n=1169)	Education Assistance/Tuition Reimbursement	73.5%	(n=1171)
Maternity/Family Leave	85.3%	(n=1144)	Job Sharing Options	69.3%	(n=1146)
Dental Insurance	82.6%	(n=1171)	Tuition for Continuing Education	69.2%	(n=1165)
Flexible Benefits Package	82.0%	(n=1166)	Travel Support	66.4%	(n=1167)
Health Insurance	81.7%	(n=1179)	Child Day Care	65.7%	(n=1150)
Sick Leave	81.3%	(n=1180)	Rewards for Certification	51.0%	(n=1156)
Release Time for Continuing Education/ Professional Meetings	80.8%	(n=1176)	Performance Bonus/Merit Pay Increase	48.5%	(n=1165)

Summary

This JA contains data from the new 2017 survey and compares it to data from the prior survey in 2012. Overall, the amount of survey respondents from 2012 to 2017 increased more than two-fold. Male to female ratios remained stable, and more respondents reported obtaining degrees in higher education. Income varied for respondents depending on several factors. These factors include:

CTR Status: Regardless of reporting salary as an hourly wage or annual salary, CTRs reported higher average incomes than non-CTRs. Increases in income were seen from 2012 to 2017 with the exception of salaried non-CTRs.

Educational Attainment Level: In 2017, hourly wage workers and salaried workers had higher average incomes by about 4%, if they had a Bachelor's degree or higher compared to those that have an Associate's degree or less. Between 2012 and 2017, hourly wage workers with a Bachelor's degree or more observed a decrease in income. Hourly wage workers with an Associate's degree or less, and salaried workers with a Bachelor's or more and an Associate's or less, observed an increase in income.

Years of Experience: More years of experience consistently showed higher average incomes across hourly and salaried workers in 2012 and 2017. However, between 2012 and 2017, shifts in income varied. Salaried workers with 6-10 years' experience and 11-20 years' experience saw the biggest income increase of about 11%, and hourly wage workers with over 20 years' experience saw a decrease when income was adjusted for inflation.

Job Title: In 2017, managers/directors had higher incomes than mid-management positions, and mid-management had higher incomes than cancer registrars/abstractors. This trend was also present in 2012. All positions in 2017 observed increases in income from 2012 with the exception of hourly wage workers at the mid-management level.

Full-Time or Part-Time: Full-time workers reported higher incomes compared to part-time workers in 2012 and 2017. Both hourly and salaried positions saw increases in income from 2012 to 2017; these increases were larger for part-time workers (13% for hourly wage, 41% for salaried) than for full-time workers (1% for hourly wage, 7% for salaried).

Employer Type: In 2017, salaried professionals in the hospital setting reported higher incomes than those outside of the hospital setting, while hourly wage workers in the hospital setting reported lower incomes than those outside of the hospital setting. Increases in income between 2012 and 2017 were observed regardless of employer type or if income was reported as an hourly wage or an annual salary.

Geographic Region: While wages in the West were consistently the highest for both hourly wage workers and salaried workers, income varied by geographic region for all other regions depending on whether respondents reported an hourly wage or annual salary in 2017. In comparing 2012 and 2017 incomes, salaried workers in the Northeast showed the highest wage increase (22%) and hourly wage workers in the South/Southwest showed a decrease when income was adjusted for inflation.

Income Growth: Despite the variation in income growth among the above factors, overall, both hourly wage workers and salaried professionals saw income increases. Hourly wage workers saw an increase of about 2%, and salaried workers saw an increase of about 7%.

Benefits: In 2017, respondents also answered questions about satisfaction with job benefits. Satisfaction was highest for vacation, 401k/retirement/pension plan, and flexible/special work schedules.

Respondents answered that they were either "satisfied" or "very satisfied" with these benefits at 87.7%, 86.4%, and 85.9%, respectively.

Endnotes

¹Susan A. Chapman, Vanessa Lindler, Vasey McClory, Christine Nielsen, and Wendy Dyer, *Frontline Workers in Cancer Data Management: Workforce Analysis Study of the Cancer Registry Field*.

²Inflation-adjusted incomes were calculated using <https://data.bls.gov/cgi-bin/cpicalc.pl>

³Percent differences throughout the report are calculated as $(\$27.88 - \$25.05) / \$25.05 * (0.112) * 100$.

⁴Only U.S. states are represented. Based on U.S. Department of Health and Human Services regions mapped at <https://www.hhs.gov/about/agencies/oa/regional-offices/index.html>. Northeast = 1, 2, 3

Midwest = 5, 7, 8

South/Southwest = 4, 6

West = 9, 10



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ATTACHMENT E

Required Prior Knowledge

Required Prior Knowledge for a Cancer Information Advanced Technical Certificate at Southwest Tech

Southwest Tech will follow the admission criteria outlined by the National Cancer Registrars Association.

National Cancer Registrars Association (NCRA) Admission Criteria:

- Minimum of an Associate degree in any field OR the equivalent (60 college credits)
- Required prerequisite courses (Must be completed prior to formal entry into the program; may be transferred in or completed online through SWTC.):
 - ❑ Medical Terminology* (Medical Terminology 10-501-101)
 - ❑ Human Anatomy and Physiology I* (General Anatomy & Physiology 10-806-177)
 - ❑ Human Anatomy and Physiology II* (Advanced Anatomy & Physiology 10-806-179)
 - ❑ Healthcare Technology and Information Systems* (Foundations of HIM 10-530-162)

*Grade of C or better is required

Eligibility Requirements for the CTR Credentialing Exam:

Candidates must meet education and experience requirements to be eligible to take the CTR exam. The routes (A1, A2, and B) are detailed below.

Route A1

Education: Successful completion of an NCRA-Accredited Associate Degree Program.

AND

Experience: Successful completion of the NCRA-Accredited Formal Education Program's practicum activities and/or competency assessments.

Route A2

Education: Successful completion of an Associate degree or the equivalent (60 college credits) PLUS successful completion of an NCRA-Accredited Certificate Program.

AND

Experience: Successful completion of the NCRA-Accredited Formal Education Program's practicum activities and/or competency assessments.

Route B

Education: Successful completion of any Associate degree or the equivalent (60 college credits). The coursework must include two semesters (six total credit hours) in Human Anatomy and Physiology. (Grade of C or better is required).

AND

Experience: 1,950 hours (equal to one year full-time) experience in the cancer registry field.

Source: <https://www.ncra-usa.org/CTR/Potential-CTRs/Eligibility>

NCRA Accredited Formal Education Program Manual

(Page 5)

Standard 3: Academic Curriculum and Practicum

- 3.1 Four prerequisite courses are required before students can begin the cancer registry management courses. The prerequisites must be college-level courses, taken for credit. The prerequisites can be included as part of the institution's cancer registry management Associate Degree or Certificate program.

- **Medical Terminology**

A Medical Terminology course will cover medical terminology, symbols, abbreviations, and the application language in the field of healthcare. The focus of this course will be on the study of medical terms through word origin and structure. The course will also include the language of surgical and diagnostic procedures as well as medical specialties.

- **Human Anatomy and Physiology I**

- **Human Anatomy and Physiology II**

Two courses in Human Anatomy and Physiology are required and must include the study of the structures of the human body and how the systems within the body support its function. Areas of study will include bones, muscles, tissues, and supportive systems that promote life in the body. The course will also include information on human physiology, which is the study of the normal mechanical, physical, and biochemical functions of the human body, including the cells, organs, and human systems. The curriculum will also address physiology/pharmacology with an emphasis placed on the characteristics of the cancer disease processes affecting the human body. It will also include the study of causes, diagnosis, and treatment of disease as well as an understanding of the basic principles of pharmacology.

- **Healthcare Technology and Information Systems**

A course in healthcare technology and information systems will introduce students to the role of healthcare information technology systems and healthcare information data integrity. The course will address the software and hardware technology needs for health information management and define the general structure of data reporting and features of the Electronic Health Record (EHR). Additionally, the course will address potential privacy and security concerns related to healthcare information.

The application includes information on how students meet the prerequisite requirements. If the prerequisites are not included as part of the institution's degree or certificate program, the application should outline the process for verifying students have met the prerequisite requirements. If the program includes the prerequisites, the application should provide the syllabi for the four prerequisite courses.

Source: https://www.ncra-usa.org/Portals/68/PDFs/Education/NCRA%20Formal%20Education%20Program%20Accreditation%20Manual_2022.pdf

ATTACHMENT F
Advisory Committee Members/Minutes



**Cancer Information Management (CIM) Program
Advisory Committee Meeting Minutes**

Meeting Date:	April 28, 2022	Time:	12:30 p.m.
Location	Zoom	Room:	N/A
Facilitator:	Sara Biese	Minute Taker:	Jeanne Smoczyk

Members Present	Company Represented
Nancy Sonleitner	WCRS
Lori Sachtjen	UW Hospital and Clinics
Kathy Simmet	SHS St. Vincent
Erin Salmeron	SSM Health
Martha Roberts	Mercy Health

Members Present	Company Represented
Trish Obrecht	Mercy Health
Chris Bentz	Parallon
Michael Zinkann	Current CIM Student

Southwest Tech Staff Present	Position/Title
Jordyn Poad	Student Success Coach
Jennifer Lame'	HIT Program Director

Southwest Tech Staff Present	Position/Title
Jeanne Smoczyk	HIT Instructor
Sara Biese	CIM Program Director

Item 1: Welcome and College Update
a.) College Accreditation Statement

Discussion: Sara Biese called the meeting to order at 12:33 pm. Sara stated that this meeting is open to the public and read the College Accreditation Statement.

The April 28, 2022, meeting of the Southwest Wisconsin Technical College Cancer Information Management Advisory Committee 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 campus, at the City of Fennimore, Platteville Outreach Site and Richland Center Outreach Site to make the general public aware of the time, place and agenda of the meeting.

Sara mentioned that the Higher Learning Commission (HLC) was on campus this week, it went very well, and was a wonderful experience.

Discussion: Sara stated that Bob Millholland from UW Hospital & Clinics and Pamela Wright from Parallon have retired from the Advisory Committee. Sara welcomed Lori Sachtjen, Bob's replacement. Chris Bentz, who has been an advisory member, will continue to represent Parallon.

Action items: N/A	Person responsible: N/A	Deadline: N/A
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Item 2: Public Input		
Discussion: No public input at this time.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: Approval of Last Meeting's Minutes		
Discussion: Kathy Simmet made a motion to approve the minutes from May 3, 2021. Nancy Sonleitner seconded the motion.		
Sara stated that she will email this meeting's minutes to all members to review right away. If you do not reply to Sara's email with any comments, concerns, or corrections for the minutes, the minutes will stand as written. This will allow for the review and approval of the minutes to be done in a timelier manner.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 4: Placement Opportunities/Career Services & Foundation Update		
Discussion: Last year's estimate for graduation was 30, there will be 28 graduating in May. The number of graduates may seem to be dropping; however, two years ago everyone was enrolled that was on the wait list which brought the number up.		
Sara presented graduation by year. Graduates in 2016 = 1, 2017 = 5, 2018 = 9, 2019 = 17, 2020 = 19, 2021 = 26, and 2022 = 28, and 2023 is estimated at 21.		
Sara shared a map with potential practicum sites for 2023 with students represented from many states, including CO, NM, TX, WI, IL, MS, OH, WV, GA, FL, NC, VA, WV, NY. Six students are from WI, which is going down. Currently, there are only two WI students in the graduating class of 2023.		
In the past, Sara has tracked the number of students/graduates that obtain cancer registry positions. However, will more students and less students staying in contact with her, this has been difficult to track herself, and we will have to depend on the graduate survey that is sent each year for this data. The 2021 graduate survey was sent and returned. Hopefully, the report will be published soon.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 5: Program Report		
a.) Enrollment Report		
Discussion: Sara presented the enrollment Report 2018 = 74, 2019 = 99, 2020 = 96, 2021 = 109, 2022 = 89. 2023 = incomplete, open enrollment just opened. (See presentation slide 8)		
Jordyn explained that registration just opened so the fall registration numbers are still growing. She stated that the students will be using a different interface next year when they register which will make things easier for students. She also shared that there are 43 students that have been accepted into the CIM Program for the next academic year. After 44 students have been accepted into the program, then a wait list will be started.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

b.) Assessment, Technical Skills Attainment (TSA), Program Outcomes, and Instructional Vitality Process (IVP) Update		
<p>Discussion: Sara discussed the Technical Skill Attainment (TSA) - 2021, which is data that is required to be submitted to the state. The faculty assess the students upon graduation to determine if each student has obtained the TSA being measured. Sara shared the results. (See presentation slide 9)</p> <p>Sara shared the CTR Exam Passing Rate</p> <p>2018 = 83%</p> <p>2019 = 80%</p> <p>2020 = 90%</p> <p>2021 = 90%</p> <p>Overall = 87% (up from 85%)</p> <p>Sara mentioned that each year there are graduates who have not taken the exam and are not included in the exam rate calculations. Sara is very pleased with the Southwest Tech CTR Pass rates, which is higher than the national average which is approximately 70 -75%.</p> <p>Erin Salmeron had asked the question if Sara sees anybody getting hired before they earn their CTR credential. Sara replied "yes" she does see students getting hired before they become CTRs. In fact, several students the past few years have been hired prior to graduation.</p> <p>Sara discussed the reasons that some students do not take the CTR exam during the summer test window. Last year, two students were not confident to take the exam right away and a couple had personal reasons for not taking the exam. Jen Lame' also mentioned that COVID may have impacted the test taking as well. Sara did mention that the testing centers were open this past year, 2021.</p> <p>Next, Sara discussed the Team Action Plans (TAP) which are team program plans (with the HIT and Coding faculty). For this past year, one TAP was to engage students in high quality learning – the CTR Prep Course was used to measure this improvement. Sara provided students with the updated Cancer Registry Management 4th Edition chapter on the standard setters and their responsibilities along with a diagram of the NAACCR Edit Metafile process. An additional learning activity was also added to the Introduction to Cancer Registry Management course. With these additional resources and activities, the program outcome of the students differentiating the roles and responsibilities of the cancer registry information standard setters and governing organizations should improve.</p> <p>Another TAP was Practicum Learning Outcome: Strengthen core ability learning (communicate clearly – writing). The students are to complete a resume and cover letter in the Practicum course and submit to Career Services for their feedback. Hopefully, this will ensure the graduates are a little more prepared when it comes to looking at job placement. This should also demonstrate to the employers that the students can communicate clearly through written communication.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

c.) Program Activities		
<p>Discussion: Sara shared that the college does have an Open House and Program Visit Day at the College that she promotes the program at.</p> <p>Sara stated she will not be attending the WHIMA conference this spring. She is hoping to attend the WHIMA conference in spring 2023.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

d.) Program Budgets		
<p>Discussion: Sara reported that a proposal has been submitted to offer the CIM certificate. We currently only offer an Associate Degree. There is only one other college that does not offer the Certificate, Davidson-Davie Community College. Sara stated that we are losing potential students that already have an Associate Degree and do not want to earn another one. Certificates are not eligible for financial aid, so if the proposal goes through, it may be called something else. Kim Maier will be meeting with the Dean to discuss this within the next couple weeks. Kathy Simmet stated she thinks this is a great idea.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 6: Student Report		
<p>Discussion: Sara introduced student, and soon to be a CIM 2022 Graduate, Michael Zinkann. Michael introduced himself. He lives in Georgia and worked in the optical field prior to entering the CIM program. He talked about how he got into the program and mentioned that his mom is a CTR. He stated that the program has been a great experience and said that the Wednesday night study groups are a positive learning experience. He mentioned that he was at the NCRA conference last week which was a great networking experience.</p> <p>Sara asked Michael if he had any recommendations for improvement. One area that was already talked about was the certificate. He stated he is looking into a Bachelor's program or guidance where you could go to get into one. Sara reported that there is one Bachelor's program now in Health Information Management with specialty in cancer registry, she has not talked to the program about transferring over to their credits.</p> <p>Kathy asked Michael what his favorite course was and he replied that he enjoys the actual abstracting portion of data. Nancy encourages students to get involved in all areas until they find their niche.</p> <p>Chris mentioned that all the positions at Parallon are remote and will send Michael the link in case he is interested in any of their positions that they have open.</p> <p>Sara thanked Michael for his input.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 7: Program Curriculum		
a.) Status and Review		
<p>Discussion: Sara asked the committee if there is anything that is missing from the Program Outcomes. (See presentation slides 15 & 16) Kathy said she felt they were well defined. Chris and Trish both agreed. Please let Sara know if there is anything new to the profession.</p> <p>NCRA has new practicum requirements. This was reviewed last year, at that time there were no other guidelines/requirements from NCRA to develop the Practicum course. The NCRA Accredited Formal Education Program published a practicum guide that must be adopted by January 2023 and also developed a Virtual Practicum. On site and virtual students must pass 6 competency assessments. Sara stated that she is very disappointed in the product and that there are a lot of questions that have incorrect answers. She did meet with NCRA and got them to change some of them. She plans on meeting with them again to see if some more changes can be made. One of the competencies is Statistics. Sara addressed her concerns and there was a great discussion held by the committee. Trish commented that it is such a broad spectrum with other members agreeing. What NCRA thinks CTRs should know at an entry level pertaining to statistics and management are unrealistic. Trish states she is on a Task Force looking into what is covered on the CTR exam. Hopefully, the recommendations of this task force will be implemented in the next couple of years.</p> <p>Sara is very excited to report that she got a \$10,00 donation which is 30 licenses of the ERS CRStar Cancer Registry Solution donated to Southwest Tech. This will give the students experience in not only the software but running statistical reports as well. She is waiting for approval from Dr. Jason Wood. Implementation is planned for 2023. The committee congratulated Sara on this great news!</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A
b.) General Education Report		
Discussion: No report.		
Action items: N/A	Person responsible: N/A	Deadline: N/A
Item 8: Advisory Committee Member Input		
a.) General Feedback and Experiences		
<p>Discussion: Sara asked for any updates or recommendations from the committee. She asked if there was anything the program was lacking. Chris Bentz mentioned that new CTRs seem to struggle with abbreviating their text. Sara stated that she does provide the NAACCR abbreviation list to the students. She will emphasize the use of abbreviations more with the students next year; however, it has been difficult to get them to include the required information in these assignment without making them use abbreviations. Erin Salmeron commented that students do not really feel comfortable using abbreviations until they truly understand what needs to be included in the text documentation.</p> <p>Sara stated that if anyone ever has any recommendations for program improvement or program ideas, please do not hesitate to contact her anytime.</p>		
Action items: N/A	Person responsible: N/A	Deadline: N/A

b.) Diversity, Equity and Inclusion		
Discussion: Not discussed during this meeting.		
Action items: N/A	Person responsible: N/A	Deadline: N/A
Item 9: Lab Safety and Tour of Classroom/Lab/Shop		
Discussion: Not discussed during this meeting.		
Action items: N/A	Person responsible: N/A	Deadline: N/A
Item 10: Adjournment		
Discussion: Sara closed the meeting at 1:51pm wishing everyone a great summer and thanking them all for joining the meeting.		
Action items: Sara adjourned the meeting at 1:51pm.	Person responsible: N/A	Deadline: N/A

ATTACHMENT H
Documentation of the District Board
Approval

Will include when the documentation is ready.

ATTACHMENT I

Equity Prompt

Equity Prompt #1 Advance Inclusive Excellence

The proposed program will advance inclusivity by offering an advanced technical certificate at an affordable cost to a population of students who are interested. As an open-access college, SWTC students can enroll in this program and earn their educational credentials and immediately enter the workforce. The increased access to education will increase access for students who have not had access to this type of workforce training in the past.

Equity Prompt #2 Equity in Student Recruitment, Access, Retention, and Completion

Prospective students have passed on enrolling in our program since they already have a career and a significant amount of achieved education. Offering an Advanced Technical Certificate for those students who already have a career and some accomplished education will provide an additional opportunity to serve professionals in the Cancer Registry industry thus fulfilling employment opportunities.

C. 2022-23 Board Monitoring Schedule

The 2022-23 Board Monitoring Schedule is below. Changes have been made based on feedback from the Board at the May 2022 Board meeting.

Recommendation: *Approve the 2022-23 Board Monitoring Schedule as presented.*

SOUTHWEST TECH BOARD MONITORING SCHEDULE JULY 2022 – JUNE 2023

DATE	ACTIVITY/PURPOSE	LOCATION
July 11, 2022	Southwest Tech Annual Board Meeting ➤ Oath of Office ➤ Election of Officers ➤ Three-year & Ten-Year Facilities Plan	Southwest Tech
July 12-13	WTCS Board Meeting	Western – La Crosse
July 21-23	District Boards Association Summer Meeting	Northcentral - Wausau
August 10	Real Estate Foundation Board Meeting	Southwest Tech
August 17	Foundation Board Meeting	Southwest Tech
August 25	Southwest Tech Board Meeting ➤ Foundation Quarterly Report ➤ Real Estate Foundation Quarterly Report	Southwest Tech
September 13-14	WTCS Board Meeting	Fox Valley - Appleton
September 22	Southwest Tech Board Meeting ➤ Compliance Monitoring Report	Southwest Tech
October 20	Southwest Tech Board Meeting/Half-Day Retreat ➤ Resolution for Adoption of 2022 Tax Levy ➤ Fund & Account Transfers (2021-22 Budget Modifications) ➤ Review of Purchasing Activity ➤ WI Code of Ethics Resolution ➤ Foundation Quarterly Report ➤ Real Estate Foundation Quarterly Report ➤ Student Access Monitoring Report	Location at an External Site within the District
Oct. 26-29	Association of Community College Trustees Leadership Congress	New York, NY
To Be Determined	District Boards Association Fall Meeting	To Be Determined
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
November 2	Foundation Board Meeting	Southwest Tech
November 15-16	WTCS Board Meeting	MATC - Milwaukee
November 17	Southwest Tech Board Meeting ➤ 2021-22 Budget Process	Southwest Tech
December 16	Southwest Tech Winter Graduation	Southwest Tech
December 22	Southwest Tech Board Meeting ➤ Financial Audit	Southwest Tech

DATE	ACTIVITY/PURPOSE	LOCATION
January 17	WTCS Board Meeting	WTCS Office - Madison
January 26	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Foundation Quarterly Report ➤ Real Estate Foundation Quarterly Report ➤ Safety & Security Monitoring Report 	Southwest Tech
January (TBD)	District Boards Association Legislative Seminar	Madison
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
February 8	Foundation Board Meeting	Southwest Tech
To Be Determined	Association of Community College Trustees National Legislative Summit	Washington DC
February 23	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Budget Assumptions & Parameters 	Southwest Tech
March 14-15	WTCS Board Meeting	Gateway - Kenosha
March 23	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Quality Teaching & Learning Monitoring Report 	Southwest Tech
April 1-4	American Association of Community Colleges Annual Convention	Denver, CO
To Be Determined	District Boards Association Spring Meeting	To Be Determined
April 27	Southwest Tech Board Retreat <ul style="list-style-type: none"> ➤ Foundation Quarterly Report ➤ Real Estate Foundation Quarterly Report 	Location at an External Site within the District
To Be Determined	Real Estate Foundation Board Meeting	Southwest Tech
May 10	Foundation Board Meeting	Southwest Tech
May 16	WTCS Board Meeting	WTCS Office – Madison
May 18	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Proposed Budget ➤ State of College Report ➤ Financial Sustainability Monitoring Report ➤ President's Evaluation & Contract 	Southwest Tech
May 20	Southwest Tech Graduation	Southwest Tech
June 22	Southwest Tech Board Meeting <ul style="list-style-type: none"> ➤ Public Budget Hearing/Approval ➤ College Culture Monitoring Report 	Southwest Tech
July 10, 2023	Southwest Tech Annual Board Meeting	Southwest Tech

Board Monitoring of College Effectiveness

A. Student Activities Center Update

Included below is an update on two options for a Student Activities Center. Dan Imhoff, Director of Facilities, Security & Safety, and Caleb White will present the options and be present for any questions.

Student Activities Center

June 23, 2022



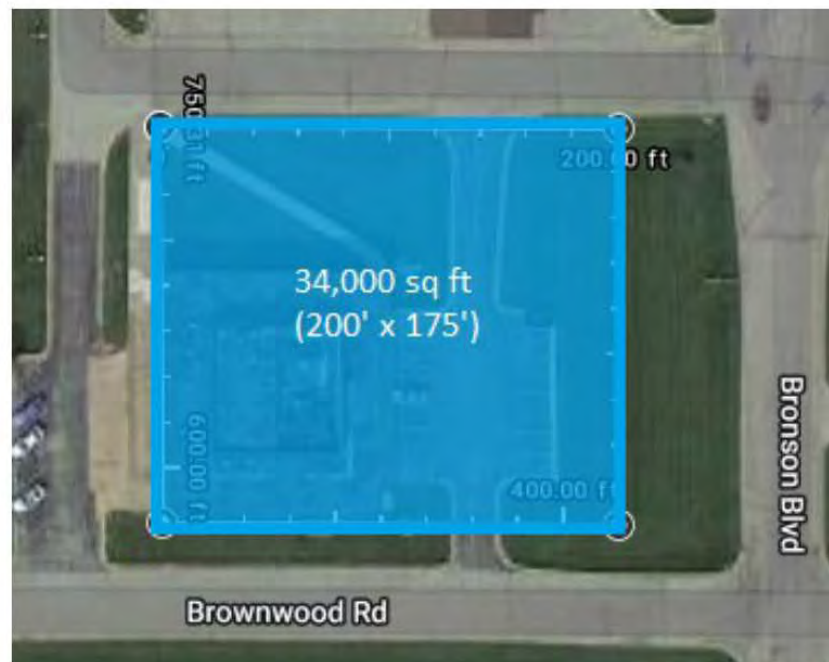
The team researched two different options for a student activities center with a budgeted cost of \$1.5 million. Either option would be constructed on the site where building 700 was razed last year.

The first structure is a bubble dome that is a forced air suspended structure. The estimate came from Arizon Building Solutions. This estimate includes all site work, concrete, HVAC, and basic electrical. Not included in the project are restrooms or classrooms, and they would need to be considered future projects to add these amenities. The cost estimate does not include any equipment for the interior of the facility. The dome canopy has a twenty-year life expectancy but would need to be inspected and potentially repaired annually.

This estimate is for the floor of the dome to be poured concrete without a sports court or covering. When speaking with Dan Scanlon from the WTCS, he noted that any court material purchased within the first year would be considered part of the project. This added cost would count towards the construction cost and against the \$1.5 million construction limit.

This structure would be large enough to house three basketball courts with room for spectators.

Based on domes of similar size in like climates the estimated operational cost is about \$120,000 annually.

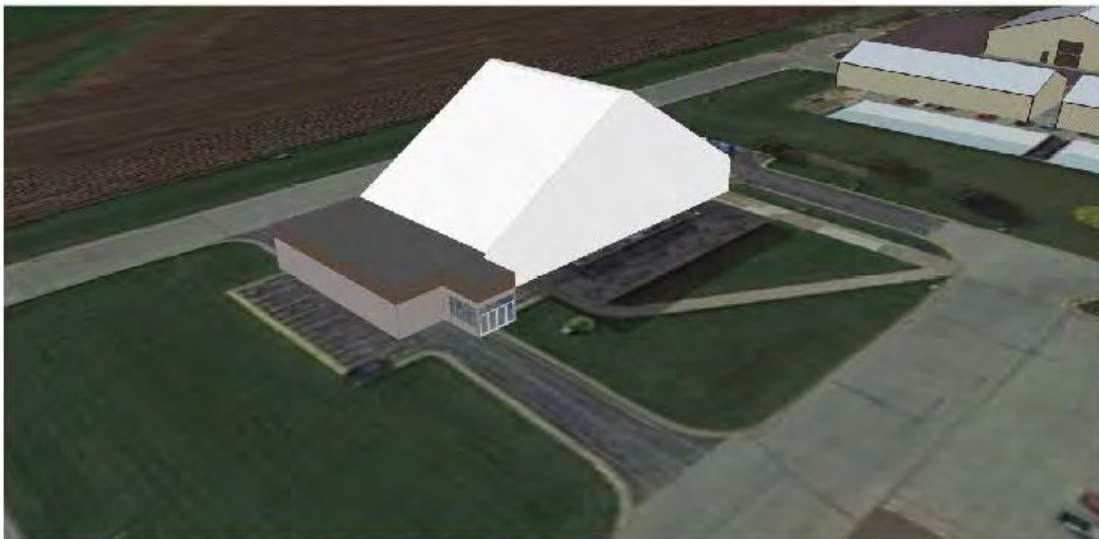


	Value	Total
Total SQFT =		\$ 35,000.00
P,A and E	\$ 1.00	\$ 35,000.00
DOME - \$/SQFT =	\$ 21.75	\$ 761,250.00
Install =	\$ 1.00	\$ 35,000.00
Grade Beam	\$ 6.00	\$ 210,000.00
Slab	\$ 7.00	\$ 245,000.00
Site - Plug =	\$ 1.00	\$ 35,000.00
Utilities - Plug =	\$ 0.75	\$ 26,250.00
Electric - plug	\$ 0.75	\$ 26,250.00
HVAC install - plug	\$ 0.75	\$ 26,250.00
Offices		
Flooring (Turf and Court)	\$10-20sf	\$ -
General Contracting Fee		\$ 65,000.00
Contingency		\$ 32,500.00
Total SQFT =		\$ 1,497,500.00

The second estimate was created by HSR and Associates. This structure is a brick and mortar building with an Allsite Sports stretched fabric building attached. This structure would be large enough for one basketball court, with the potential to expand. This structure would have attached restrooms and storage space.

The sports facility would be 130' by 65' for a total of 8,450 square feet. The standard construction would be 2,175 square feet. The life expectancy of the stretched fabric is thirty years but would have to be inspected annually and repaired if needed. The estimated annual operational cost for this unit is \$28,095.







Preliminary Cost Estimate

Date: April 28, 2022

FABRIC & STANDARD CONSTRUCTION

Project: Student Event Center

Southwest Wisconsin Technical College - Fennimore, WI

HSR 21008

Student Event Center								
Site Construction				SF/EA				\$101,156
Site Demolition	15,000	\$0.65	SF	\$9,750	15,000	\$0.65	SF	\$9,750
Building Pad Preparation	10,625	\$3.25	SF	\$34,531	10,625	\$3.25	SF	\$34,531
Site Sidewalk Construction (Concrete)	2,500	\$7.50	SF	\$18,750	2,500	\$7.50	SF	\$18,750
Site Grass Construction	2,500	\$2.00	SF	\$5,000	2,500	\$2.00	SF	\$5,000
Site Storm Water Construction (Rain Garden)	1,500	\$3.75	SF	\$5,625	1,500	\$3.75	SF	\$5,625
New Storm Sewer Connections Allowance	1	\$5,000.00	EA	\$5,000	1	\$5,000.00	EA	\$5,000
New Building Water Connection Allowance	1	\$7,500.00	EA	\$7,500	1	\$7,500.00	EA	\$7,500
New Electrical Service Connection Allowance	1	\$5,000.00	EA	\$5,000	1	\$5,000.00	EA	\$5,000
New Building Sanitary Sewer Connection Allowance	1	\$5,000.00	EA	\$5,000	1	\$5,000.00	EA	\$5,000
New Natural Gas Service Connection Allowance	1	\$5,000.00	EA	\$5,000	1	\$5,000.00	EA	\$5,000
Fabric Structure - Fabric				8,450	\$89.00	SF		\$752,050
Tension Fabric Structure (130'x65') = 8,450 SF	\$321,100	\$38.00	SF		\$321,100	\$38.00	SF	
Tension Fabric Structure - Installation	\$84,500	\$10.00	SF		\$84,500	\$10.00	SF	
Concrete Foundations	\$50,700	\$6.00	SF		\$50,700	\$6.00	SF	
Electrical / Lighting Package	\$46,475	\$5.50	SF		\$46,475	\$5.50	SF	
HVAC	\$46,475	\$5.50	SF		\$46,475	\$5.50	SF	
Fire Protection	\$33,800	\$4.00	SF		\$33,800	\$4.00	SF	
4" Concrete Floor System	\$63,375	\$7.50	SF		\$63,375	\$7.50	SF	
Sports Flooring				\$105,625	\$12.50	SF		\$0
Vestibule - Standard				215	\$220.00	SF		\$47,300
General Construction	\$36,550	\$170.00	SF		\$36,550	\$170.00	SF	
HVAC	\$6,880	\$32.00	SF		\$6,880	\$32.00	SF	
Electrical	\$2,580	\$12.00	SF		\$2,580	\$12.00	SF	
Plumbing	\$430	\$2.00	SF		\$430	\$2.00	SF	

Fire Protection	\$860	\$4.00	SF		\$860	\$4.00	SF	
Lobby - Standard	440	\$220.00	SF	\$96,800	440	\$220.00	SF	\$96,800
General Construction	\$74,800	\$170.00	SF		\$74,800	\$170.00	SF	
HVAC	\$14,080	\$32.00	SF		\$14,080	\$32.00	SF	
Electrical	\$5,280	\$12.00	SF		\$5,280	\$12.00	SF	
Plumbing	\$880	\$2.00	SF		\$880	\$2.00	SF	
Fire Protection	\$1,760	\$4.00	SF		\$1,760	\$4.00	SF	
Toilet Rooms (Women / Men / Unisex) - Standard	785	\$285.00	SF	\$223,725	785	\$285.00	SF	\$223,725
General Construction	\$166,420	\$212.00	SF		\$166,420	\$212.00	SF	
HVAC	\$25,120	\$32.00	SF		\$25,120	\$32.00	SF	
Electrical	\$9,420	\$12.00	SF		\$9,420	\$12.00	SF	
Plumbing	\$19,625	\$25.00	SF		\$19,625	\$25.00	SF	
Fire Protection	\$3,140	\$4.00	SF		\$3,140	\$4.00	SF	
Storage - Standard	480	\$180.00	SF	\$86,400	480	\$180.00	SF	\$86,400
General Construction	\$67,200	\$140.00	SF		\$67,200	\$140.00	SF	
HVAC	\$11,520	\$24.00	SF		\$11,520	\$24.00	SF	
Electrical	\$4,800	\$10.00	SF		\$4,800	\$10.00	SF	
Plumbing	\$960	\$2.00	SF		\$960	\$2.00	SF	
Fire Protection	\$1,920	\$4.00	SF		\$1,920	\$4.00	SF	
Mech / Elect / Plmbg - Standard	255	\$254.00	SF	\$64,770	255	\$254.00	SF	\$64,770
General Construction	\$35,700	\$140.00	SF		\$35,700	\$140.00	SF	
HVAC	\$15,300	\$60.00	SF		\$15,300	\$60.00	SF	
Electrical	\$6,375	\$25.00	SF		\$6,375	\$25.00	SF	
Plumbing	\$6,375	\$25.00	SF		\$6,375	\$25.00	SF	
Fire Protection	\$1,020	\$4.00	SF		\$1,020	\$4.00	SF	
SUBTOTAL	10,625	\$129.15	SF	\$1,372,201	10,625	\$119.21	SF	\$1,266,576
Contingency	10.00%			\$137,220	9.50%			\$120,325
TOTAL				\$1,509,421				\$1,386,901
A/E Fees @ 7.50%				\$113,207				\$104,018
FFE Allowance				\$0				\$0
Miscellaneous Costs				\$3,000				\$3,000
Printing	\$500				\$500			
Agency Review	\$2,500				\$2,500			
CONSTRUCTION TOTAL				\$1,625,628	\$1,493,919			



Operational Costs Matrix

6/14/2022

Fabric Structure			
Gymnasium			
8,450 SF			
Natural Gas	\$1.07	\$/SF	\$9,058
Electricity	\$1.94	\$/SF	\$16,427
Subtotal	\$3.02	\$/SF	\$25,485
All Other Spaces - Standard Construction			
2,175 SF			
Natural Gas	\$0.48	\$/SF	\$1,044
Electricity	\$0.72	\$/SF	\$1,566
Subtotal	\$1.20	\$/SF	\$2,610
Total	\$4.22	\$/SF	\$28,095

B. Board Monitoring Report – College Culture

Krista Weber, Chief Human Resources Officer, will present a summary of the College Council Board Monitoring Report. The report is included below.

Board Monitoring Report

College Culture – June 2022

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, Purposes, and Strategic Directions

It is the College Council's responsibility to enhance a culture of accountability at the college. We value our employees and want to provide support and resources that can help them do their best work. Our employees put students first and provide them with opportunities for success. By working collaboratively throughout the college, we have developed workgroups and project teams that drive culture efforts. The College Council selects projects based on issues identified in our employee survey results. We use these results to measure our progress toward the strategic directions.

The college continues to navigate through the challenges of returning to campus after a pandemic, economic uncertainty, and technology implementations while maintaining a focus to better serve our students, employers, and our communities this year. As we learn and grow through these experiences, we will continue to adjust and move culture efforts forward.

RECOGNIZING AND VALUING PEOPLE

College Council Team Members:

Krista Weber and Josh Bedward (21/22 co-chairs), Chantel Hampton, Dave Birkelo, Demi Vetesnik, Doris Pulvermacher, Heather Day, Heather Swatek, Kelsey Wagner, Ken Bartz, Kim Schmelz, Sherry Kane, and Tiffany Cote. Demi Vetesnik will be a co-chair in '22-'23, taking over for Krista Weber.

College Council Workgroups:

- Diversity, Internal Communication, Wellness, Professional Development, Culture

Human Resource; Diversity, Equity, and Inclusion; and Process Improvement Department Team Members:

Annetta Smith, Connie Haberkorn, Doris Pulvermacher, Sarah Imhoff, Demi Vetesnik, Chantel Hampton, and Giulio Reyes

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

College Council Roadmap Projects 2021-2022:

Project #1 – Enhance Employee Engagement through Diversity, Equity and Inclusion (DEI)

Leads: Chantel Hampton

Team Members: Robin Hamel, Mike Steffel, Krista Weber, Giulio Reyes, Heather Swatek, Craig Woodhouse, Lisa P. Riley

We approached this initiative by establishing "mini-projects" that each create foundational change in college operations. We focused on awareness, action, and accountability. This project will continue to the next phase in 2022-2023.

Board Monitoring Report

College Culture – June 2022

Goals:

- Incorporate the Inclusivity value into daily college operations and culture
- Increase authentic diversity/inclusion experiences for students and employees
- Design, develop, and launch a DEI Progress Report to share with the college's stakeholders.
- 75% of faculty and staff will have completed *Ouch! That Stereotype Hurts* delivered at Learning Academies and Professional Development opportunities.
- The IDEA (Inclusion, Diversity, Equity, and Access) Center will be planned and ready for implementation.

2022 Results:

- Incorporated DEI into college-wide in-service and other professional development.
- Held monthly DEI trainings and discussions held at the Executive and Leadership meetings. This information was taken back to teams for continued discussions on these topics. Executive and Leadership members report back to complete a feedback loop.
- Every team, both faculty and staff, created one DEI related/Universal Design Team Action Plan for the year.
- The Inclusivity value has been integrated into Performance Management, Coaching Sessions, and Shout Outs. Visuals on the web site and campus walls have been updated.
- Developed DEI Progress Report and DEI Hub page (internal) and web site (external).
- 78% of faculty and staff completed *Ouch! That Stereotype Hurts* training.
- There were 4 Charger Chats this year on topics such as homelessness and the history of immigration in Grant County.
- Initial plans for an IDEA Center are complete and will be presented to the Executive Team for feedback this summer.
- Assisted in developing an internal and external DEI Certificate at the state level.

Project #2 - Develop Leaders/Succession Planning

Lead: Krista Weber

Team Members: Connie Haberkorn, Demi Vetesnik

Goal:

- Make leadership development and succession planning at the college a systematic process.

Results 2022:

- Succession planning training was provided to supervisors.
- One-on-one coaching was provided to selected leaders.
- Future leaders were identified for further development.
- Each leader will have a professional development plan Summer 2022.
- Next phase coming Fall 2022.

Board Monitoring Report

College Culture – June 2022

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

Project #3 – Campus-Wide Universal Design

Leads: Christena Bowers

Team Members: Derek Dachelet, Demi Vetesnik, Chantel Hampton, Janine Schmitz, Natalie Long, Kelsey Wagner, Josh Krohn, Betsy Tollefson

This initiative seeks to increase the Universal Design (UD) of our campus to ensure all products and environments at Southwest Tech are usable by all to the greatest extent possible, without the need for adaptation or specialized design. The project serves to not only increase the recruitment of a more diverse population on campus but also improve retention of both students and employees. While all aspects of campus will be considered (instruction, services, IT, events, and physical spaces), priorities will be given to instructional practices in the initial phases.

Goals for Phase One:

- Develop the vision and scope of Universal Design at Southwest Tech.
- Provide targeted professional development starting Summer 2021
- Provide campus wide ongoing professional development starting Fall 2021

2022 Results:

- Landmark College was selected as the vendor for the project through the RFP purchasing process.
- Three Champions have been selected as train-the trainers. Three people on campus (Chris Bowers, Josh Krohn, and Betsy Tollefson) have completed four of the five courses needed to obtain a certification in Neurodiversity and Learning Differences through Landmark College. The final course, which is a capstone project, will include the creation of a UD resource guide for staff and faculty located on the HUB intranet. All three have presented information from their coursework at campus wide trainings and learning academies this year.
- 6-week Module Training: 25 staff and faculty enrolled in a 6-week module training through Landmark College covering topics including how we learn and learning differences, executive function and barriers to learning, and universal design and instructional practices. Each topic was covered over 2 weeks of asynchronous learning with a one-hour synchronous session at the end of the two-week period. Case studies pulled directly from experiences at Southwest Tech were incorporated into the training. 22 people completed the training and 17 campus-wide projects were implemented during the spring semester by staff and faculty based on concepts learned in the module training. A project page was created on the HUB to archive the projects. Module participants presented their projects at the May learning academy.
- 25 staff and faculty engaged in 1:1 consultation sessions with Landmark's Institute for Research and Training Team to discuss and get feedback on project ideas
- Universal Design professional development was provided at each of the learning academies this year by Southwest Tech staff and faculty. We had great interest and attendance.

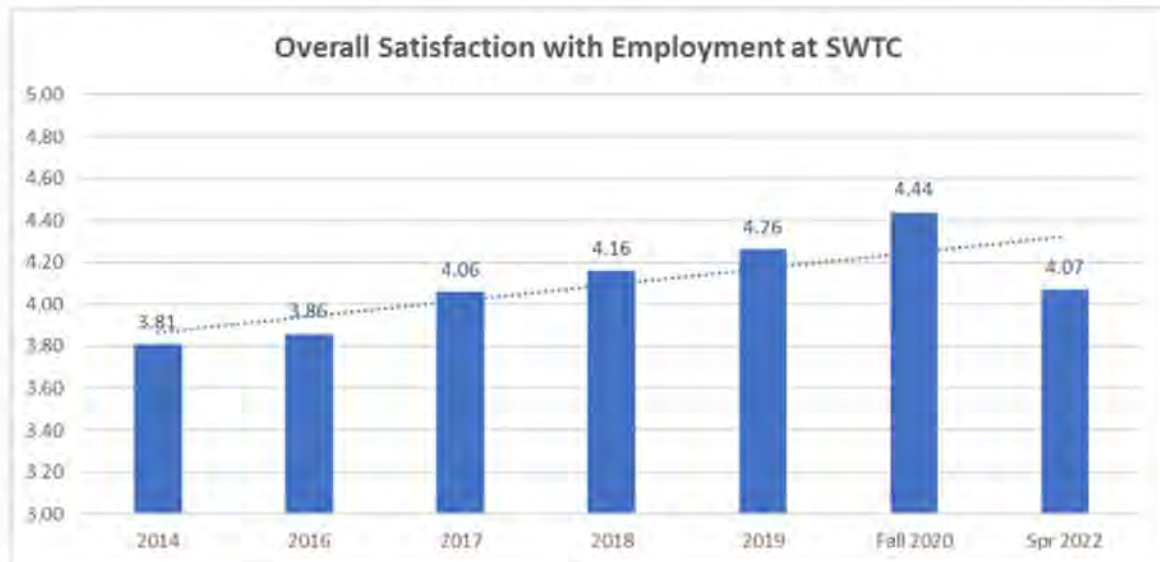
Board Monitoring Report

College Culture – June 2022

PRESENTATION OF THE DATA

Employee Satisfaction Survey Results 2022

We engage Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey on a bi-annual basis. In the “off” years, we conduct an Employee Satisfaction Mini-Survey to check on our progress in meeting our strategic initiatives. The message comes from HR but the effort is led by Mandy Henkel, College Effectiveness Director. The last mini-survey was sent out in September 2020 and we recently completed the Ruffalo Noel Levitz survey in April 2022.



Board Monitoring Report

College Culture – June 2022

PRESENTATION OF THE DATA, CONTINUED

Employee Data 2021-2022

The Retention Rate for 2021-2022 came in above target with a Retention Rate of 92.97% (7.03% Turnover Rate). The Turnover Rate from 2020-2021 was 5.21%.

Total All Employees	185
Full Time Regular	176
Part Time Regular	8
Faculty Masters	37
Faculty BS	23
Faculty Advanced Salary	15
Exempt Staff	49
Support Staff	61
W2's	
W-2 Forms Sent Out	558
NEW HIRES - Regular	
New Hires	11
New Hires - Part-Time	6
Total New Hires- Regular	17
TERMINATIONS	
#Terms due to Resignation/Termination	13
#Terms due to Layoffs/LTE position ending	0
# Terms due to Retirement	5
#Total Terms (including all)	18
Turnover Rate (including all)	9.73%
Turnover Rate (not including Layoffs or Retirements)	7.03%
Retention Rate	92.97%

Grants 2021-2022

It is important for the College to recognize grant opportunities to initiate, support and expand programs and training. HR and DEI currently manage two grants:

- Wisconsin Technical College System (WTCS) Professional Growth Grant
- Wisconsin Technical College System (WTCS) Capacity Building for Equity and Inclusion in Career and Technical Education Grant

Board Monitoring Report

College Culture – June 2022

PRESENTATION OF THE DATA, CONTINUED

Professional Development Offerings 2021-2022

We utilize the WTCS Professional Development Grant and our own instructors as much as possible to keep costs low and our topics timely and relevant. Most trainings are offered in multiple formats. A list of professional development trainings and attendance numbers can be found at the end of the report.

HUMAN RESOURCE AND DEI HIGHLIGHTS 2020-2021

Many exciting things have been happening in Human Resources and DEI over the last year to improve our processes.

- The HR Anthology module and Timeclock Plus timekeeping system were implemented successfully after many hours of work and collaboration. A new performance management process was also implemented using Anthology.
- Charger Chats –all in-person and remote – were offered to students and employees with inclusive options. During the fall 2021 semester, the college hosted two Charger Chats. In September, Tracey Roberts from the Grant County Historical Society presented The History of Immigration and Settlement of Southwest Wisconsin presenter. Her presentation can be viewed on the college's YouTube channel. In November, Humaira Ghilzaï, an Afghan refugee, presented to the college community on her experiences as a child refugee from Afghanistan in the 1980s and her family's experience in the United States as well as discussing the Afghan culture. In January, the college hosted Randy Bacon and his traveling exhibit, *The Road I Call Home*. Randy spoke to the college about finding lessons in compassion and love in places where you would least expect, the homeless population. In April, the college hosted Jeremy Payne's presentation *Answering the Call of Times: Forging Love Ethic, Transformation, & Accountability*. We were fortunate that instructors were teaching general education courses during these presentations so that students were able to attend. These presentations were offered to all faculty, staff, students, and community members and are available to view.
- DEI festivities and Charger Chats are a way to connect students to resources and services.
- Retiree OPEB balances are now available through Health Equity in a reimbursement form. This also allows for reporting options and online balance/transaction accessibility for the retirees.
- Employee health savings accounts were moved to Health Equity for ease and payment on a bi-weekly basis. This improves efficiency and allows employees to better manage their funds with investment options.

STRENGTHS

- The College Council has strong representation across the college and are a direct source to employee feedback.
- The WTCS professional growth and diversity/inclusion grant that support training and development efforts.
- With strong employee satisfaction and retention numbers, we are still an employer of choice in Southwest Wisconsin.

Board Monitoring Report

College Culture – June 2022

- We have excellent tuition reimbursement and professional development opportunities for our employees. The Doctoral cohort is an amazing example of the professional development support that Jason and the Board of Directors provide to college employees.
- We consistently receive feedback that we have a welcoming environment.
- Most professional development offerings utilize an internal train-the-trainer model – it is ongoing and sustainable.

WEAKNESSES/OPPORTUNITIES

- The College Council produces results with projects in the past; however, workgroups have not had the same level of expectations or accountability for results.
- Communication is and will remain a continuous improvement item (ex. report-outs).
- We need to find more ways for employees to give and receive honest feedback.
- After a year working remotely, we will need to focus on how to transition back to campus. How can we balance employee flexibility with what is best for our students?
- Consistently finding ways to strengthen employee health and wellness is a challenge. Mental health of employees and students will be of concern following the pandemic.
- Continue to monitor and make changes for health insurance mandates such as the transparency act.
- Increase attendance at DEI events with more collaboration between Recruitment/Marketing, Student Life, Housing, and Academic Services.
- Improving the recruitment of diverse faculty and staff will be a focus.

22-23 STRATEGIC INITIATIVES/COUNCIL PROJECTS

Project #1 – Enhance Employee Engagement through Diversity, Equity and Inclusion (DEI)

Leads: Chantel Hampton

Team Members: Robin Hamel, Mike Steffel, Krista Weber, Giulio Reyes, Heather Swatek, Craig Woodhouse, Lisa P. Riley

Goals:

- Increase engagement, participation at events
- Finalize DEI Progress Report metrics
- More collaboration between DEI workgroup and faculty
- Working with consulting company to implement DEI Action Plan

Project #2 - Develop Leaders/Succession Planning

Making leadership development and succession planning at the college a systematic process

Goals:

- Provide leadership training to supervisors on coaching 3-4 times this year
- Finalize individual professional development plans

Board Monitoring Report

College Culture – June 2022

Project #3 – Campus-Wide Universal Design – Phase 2

Leads: Christena Bowers

Team Members: Derek Dachelet, Demi Vetesnik, Chantel Hampton, Janine Schmitz, Natalie Long, Kelsey Wagner, Josh Krohn, Betsy Tollefson

Goals for Phase 2:

- Development of a UD Resource guide on the HUB intranet for staff and faculty that will include trainings, articles, resources, links to other sites, etc. as well as a resources area in the Knox Learning Center.
- Train-the-trainers will be mentoring other employees.
- Staff and faculty will incorporate a universal design project into their TAP plans for the 2022-2023 academic year.
- More goals are being finalized Summer '22

Project #4 –Benefits Enhancements for Employee Recruitment and Retention

Leads: Connie Haberkorn, Demi Vetesnik

Team Members: Jordyn Poad, Seth Henkel, Chris Reuter, Christina Hill, Crystal D. Brown

Goals:

- Wellness- research additional mental health benefits and resources.
- Revamp structure of wellness incentive payouts.
- Review of potential leave options such as maternity leave, paternity leave, and additional spring break.
- Review additional benefits options for all demographics.
- Improve online accessibility for HR benefits, reports, and forms – example: new hire forms for students and adjuncts.

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Professional Development Offerings List 2021-2022

Name of Event	Date of Event	Audience	Delivered by	# of Employees
<u>August 2021 Learning Academy</u>				
Instructional Vitality Process Day August	08/09/21	Instructors	Assessment Workgroup & College Effectiveness	65
In-Service	08/10/21	All Staff		170
Syllabi Tips and Tricks	08/11/21	Instructors	Denise Janssen	20
FQAS - Teaching Methods	08/11/21	Instructors	Karyl Nicholson	9
Project Management Essentials	08/11/21	Select Employees	Mandy Henkel, Dennis Cooley, Holly Crubel	6
Charger Student Success: Leveraging Resources to Promote Learner Persistence	08/11/21	Instructors	Melissa Klinkhammer	14
Anthology Finance	08/11/21	Select Employees	Budget & Finance	25
Students with Suspected Mental Health Issues	08/11/21	Instructors	Gina Trollop	31
Creating Accessible Word Documents	08/11/21	Select Employees	Chris Bowers and Mike Steffel	9
Creating Engaging Activities Using Poll Everywhere	08/11/21	Select Employees	Sara Biese	9
Introduction to Mindfulness	08/11/21	Select Employees	Katie Snitker	33
Anthology Reach, Customer Relationship Management (CRM)	08/11/21	Select Employees	Katie Glass and Sarah Delegge	27
Data Analytics Intro	08/11/21	Select Employees	Sasha Annan	26
The 6 Critical Practices for Leading a Team	08/12/21	Select Employees	Ken Bartz and Kim Maier	11
Learner-Centered Teaching & Hyflex	08/12/21	Instructors	Chantel Hampton & Lisa P Riley	11
UD Principles You Can Implement Tomorrow!	08/12/21	Select Employees	Chris Bowers	15
Communicating Course Expectation & Other Classroom Management Tools	08/12/21	Instructors	Betsy Ralph-Tollefson	15
Book the Recording Studio	08/12/21	Instructors	Innovative & Alternative	3

Board Monitoring Report

College Culture – June 2022

Name of Event	Date of Event	Audience	Delivered by	# of Employees
Schoology Cafe August 2021	08/12/21	Instructors	Josh Krohn & Beth Cummins	5
Ouch! That Stereotype Hurts	08/12/21	Select Employees	Chantel Hampton	17
Creating Accessible Power Point Presentations	08/12/21	Select Employees	Chris Bowers and Mike Steffel	14
Nonprofit Leadership	08/12/21	Select Employees	Christina Kline	21
Anthology Finance 2	08/12/21	Select Employees	Budget & Finance	13
Ouch! That Stereotype Hurts	10/01/21	Select Employees	Chantel Hampton & Brianna Williamson	39
Ouch! Your Silence Hurts	10/01/21	Select Employees	Chantel Hampton	57
Ouch! That Stereotype Hurts	10/06/21	Instructors	Chantel Hampton on 9-30, 10-4 & 10-6	6
Universal Design Module	12/31/21	Select Employees	Landmark College	18
<u>January 2022 Learning Academy</u>				
Inservice	01/11/22	All staff in-service		190
IVP Day: Competent, Confident, & Complete – Sharing Your Assessment Story	01/10/22	All staff	Assessment Workgroup & College Effectiveness	129
FQAS: Data & Evidence Analysis	01/12/22	All staff	Mandy Henkel, Camille Chappell, Lisa Riley	13
Best Practices for Implementing HyFlex in Your Courses	01/12/22	Instructors	Amanda Vissers, Lisa P Riley, Chantel Hampton	10
UDL Champions Unite!	01/12/22	All staff	Josh Krohn and Betsy Tollefson	8
Best Practices for Encouraging Student Use of Laptops in the Classroom	01/12/22	Instructors	Beth Cummins and Faculty	8
Charger Tech 360 – Information to Help you Answer Your Student's Questions	01/12/22	Instructors	Charger Tech 360 Training Team	20
Finding OER (Open Educational Resources)	01/12/22	Instructors	Chantel Hampton	12
FQAS: Student Success	01/12/22	Instructors	Katie Snitker and Robin Hamel	10

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College Culture – June 2022

Name of Event	Date of Event	Audience	Delivered by	# of Employees
FQAS: Course Design	01/12/22	Instructors	Lisa Riley	14
Anatome Virtual Dissection Table Workshop	01/12/22	Instructors	Brian Molini	7
TSA/Outcomes	01/12/22	Instructors	Josh Krohn	13
Assessment - Program Review Process: An overview of the who/what/when/where	01/13/22	All staff	Assessment Academy Team	28
Speed of Trust	01/13/22	All staff	Christina Winch and Dan Imhoff	23
Schoology Tools, Tips, and Tricks	01/13/22	Instructors	Beth Cummins	11
Creating Interactive Content with PlayPosit	01/13/22	Instructors	Beth Cummins	12
Creating Rubrics in Schoology	01/13/22	Instructors	Betsy Tollefson	11
Reducing Cognitive Load to Increase Learning	01/13/22	Instructors	Christena Bowers	22
Turnitin	01/13/22	Instructors	Beth Cummins	3
Respondus LockDown Browser	01/13/22	Instructors	Beth Cummins	4
Schoology Café	01/14/22	Instructors	Josh Krohn and Beth Cummins	3
7 Habits of Highly Effective People	01/28/22	Select Employees	Chris Bowers & Jenna Taylor	36
Staff PD: Dare to Lead	02/11/22	Support & Administrative Staff. Instructors were encouraged to attend	Kate Adamentz	28
Staff PD: Mental Health First Aid	02/11/22	Support & Administrative Staff. Instructors were encouraged to attend	Jordyn Poad & Heather Swatek	17
Staff PD: Productive Conflict	02/11/22	Support & Administrative Staff. Instructors were encouraged to attend	Dennis Cooley & Craig Woodhouse	44
The 5 Choices of Extraordinary Productivity	02/18/22	All staff	Dennis Cooley & Sara Biese	3

Board Monitoring Report

College Culture – June 2022

Name of Event	Date of Event	Audience	Delivered by	# of Employees
In-Service	04/14/22	All staff		163
Staff PD Day	04/22/22	Support & Administrative Staff	Dennis Cooley & Cynde Larsen	48 (Same day as New Student Registration)
6 Critical Practices for leading a team	04/29/22	All staff	Ken Bartz & Kim Maier	8
May 2022 Learning Academy				
FQAS: Behavioral Management	05/23/22	Instructors	Lisa P Riley	7
FQAS: Assessment	05/23/22	Instructors	Krista Demo & Chantel Hampton	5
Best Practices for Implementing a HyFlex Course	05/23/22	Instructors	Amanda Vissers	11
Implementing OERs (Open Educational Resources)	05/23/22	Instructors	Brian Molini	15
Navigating the Hub	05/23/22	All staff	Doris Pulvermacher	13
Best Practices for Encouraging Student Use of Laptops in the Classroom	05/23/22	Instructors	Chantel Hampton	4
Creating SMART Goals	05/23/22	All staff	Doris Pulvermacher	4
Active Learning Tools for the Online Classroom	05/23/22	Instructors	Amanda Vissers	13
Course Assessment	05/24/22	Instructors	Assessment Academy Team	20
How we are using Universal Design to help students	05/24/22	All staff	UD Module Participants	24
Campus Tour	05/24/22	All staff	Recruitment Team	3
Universal Design 101	05/24/22	All staff	Chris Bowers & Betsy Tollefson	35
FQAS: Embracing Diversity	05/24/22	Instructors	Chantel Hampton	8
Executive Functioning: What is it? Why do students need it? What do we do about it?	05/24/22	All staff	Chris Bowers	
Unconscious Bias	05/25/22	All staff	Cynde Larsen	23
Institutional Vitality Process Day	05/25/22	Support & Administrative Staff	Assessment Workgroup & College Effectiveness	71
Better Test Takers, Equals Better Learners	05/25/22	Instructors	Chris Bowers	27
Time Management	05/25/22	Instructors	Betsy Tollefson	13
Orange Frog	05/26/22	All staff	Kim Schmelz & Katie Glass	16

C. *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: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 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
5	Replacement	Student Services Administrative Assistant	Wanda Ware	9/1/2021	A13, Hourly Range \$16.98- \$20.37 Hired at \$18.00
6	New Position	Surgical Technology Instructor/Program Director	Rachel Huber	1/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$64,000

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement	Director of Grants	Amy Seeboth-Wilson	11/8/2021	D62-Salary Band: \$64,304 - \$93,241 Hired at \$84,000
8	Replacement	Academic Success Coach- Full-Time LTE	Janine Schmitz	12/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
9	Replacement	Electrical Power Distribution Lab Assistant	Todd Kasper	11/1/2021	B21 - Hourly Range: \$17.36 - \$22.57 Hired at \$20.50
10	Replacement	Grant Accountant	Crystal Brown	12/6/2021	C44-Salary Band: \$55,488 - \$77,683 Hired at \$57,000
11	Replacement	Agronomy Instructor	Andrew Dal Santo	1/3/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$62,000
12	New	Business Management Instructor/Experiential Learning Coordinator	Seth Henkel	2/7/2022	C44-Salary Band: \$55,488 - \$77,683 Hired at \$64,000

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement	Data Analyst	Tyler Platz	4/11/2022	D63-Salary Band: \$66,953 - \$97,083 Hired at \$85,000
14	New	Institutional Research Analyst	Leonor Chivas	7/11/2022	D63-Salary Band: \$66,953 - \$97,083 Hired at \$83,000
15	Replacement	Driver Education Coordinator	Logan Prochaska	6/6/2022	C41-Salary Band: \$46,690 - \$65,366 Hired at \$61,800
16	Replacement	Mental Health Counselor	Holly Knapp	5/9/2022	C44-Salary Band: \$55,488 - \$77,683 Hired at \$75,000
17	Replacement	Medical Lab Tech Program Director/Instructor	Karen Farmer	6/13/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$66,000
18	Replacement	Medical Lab Tech Instructor-50%	Shannon Cathman	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$62,000

Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	New	Women's Golf Coach - Part-time	Carly Livingston	5/16/2022	Stipend -\$6,000 Hired at \$6,000
20	Replacement	Electromechanical Technician Instructor	Stephen Goss	7/1/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811 Hired at \$69,027.13
21	Replacement	Administrative Assistant	Offer pending	7/1/2022	B22 - Hourly Range: \$18.48 - \$24.03
22	New	Administrative Assistant	Offer pending	7/1/2022	B22 - Hourly Range: \$18.48 - \$24.03
23	Replacement	Carpentry Instructor	Posted	7/15/2022	BS: \$48,898 - \$77,750 AS: \$51,434 - \$81,781 MS: \$53,969 - \$85,811


Information and Correspondence

A. Enrollment Report

The 2021-22 FTE Comparison Enrollment Report and FY 2023 Application Report are below.

1. 2021-22 FTE Comparison YOY Report


2. 2022-23 FTE Comparison YOY Report

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 06/13/20 Students	SY 20-21 06/14/22 Students	SY 21-22 06/13/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/13/20 FTE	SY 20-21 06/14/22 FTE	SY 21-22 06/13/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	48	70	59	11	(11)	35.90	45.90	38.90	3.00	(7.00)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	9	15	1	6	14.20	4.57	14.57	0.37	10.00
10-006-5	Agribusiness Science & Technology - Agronomy	16	19	12	(4)	(7)	17.57	18.37	9.77	(7.80)	(8.60)
10-006-6	Agribusiness Science & Technology - Animal Science	28	20	28	-	8	28.13	16.57	22.97	(5.17)	6.40
10-102-3	Business Management	134	132	115	(19)	(17)	84.70	82.50	71.73	(12.97)	(10.77)
10-530-5	Cancer Information Management	94	111	86	(8)	(25)	50.10	55.90	52.33	2.23	(3.57)
10-504-X	Criminal Justice	46	50	45	(1)	(5)	37.23	34.40	31.97	(5.27)	(2.43)
10-316-1	Culinary Arts	5	6	5	-	(1)	2.27	5.10	5.60	3.33	0.50
10-317-1	Culinary Management	6	2		(6)	(2)	5.30	1.53		(5.30)	(1.53)
10-102-1	Data Analytics			4	4	4			1.60	1.60	1.60
10-510-6	Direct Entry Midwife	77	124	136	59	12	31.83	48.87	64.73	32.90	15.87
10-307-1	Early Childhood Education	45	63	49	4	(14)	31.63	43.43	31.13	(0.50)	(12.30)
10-620-1	Electro-Mechanical Technology	34	31	26	(8)	(5)	32.37	28.20	21.93	(10.43)	(6.27)
10-325-1	Golf Course Management	18	10	13	(5)	3	14.63	9.77	12.23	(2.40)	2.47
10-201-2	Graphic And Web Design	26	20	23	(3)	3	18.63	15.20	17.97	(0.67)	2.77
10-530-1	Health Information Technology	53	47	40	(13)	(7)	25.37	18.73	18.73	(6.63)	-
10-520-3	Human Services Associate	42	32	39	(3)	7	31.63	26.07	29.17	(2.47)	3.10
10-825-1	Individualized Technical Studies	4	3		(4)	(3)	3.27	1.40		(3.27)	(1.40)
10-620-3	Instrumentation and Controls Technology	7	4	1	(6)	(3)	4.27	0.90	1.20	(3.07)	0.30
10-150-2	IT-Network Specialist	26	27	23	(3)	(4)	15.70	14.53	12.07	(3.63)	(2.47)
10-196-1	Leadership Development	24	11	13	(11)	2	11.23	3.47	6.70	(4.53)	3.23


Program Code	Program Title	SY 19-20 06/13/20 Students	SY 20-21 06/14/22 Students	SY 21-22 06/13/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/13/20 FTE	SY 20-21 06/14/22 FTE	SY 21-22 06/13/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-513-1	Medical Laboratory Technician	21	21	20	(1)	(1)	16.37	14.57	14.93	(1.43)	0.37
10-196-6	Nonprofit Leadership		1	9	9	8		0.40	4.90	4.90	4.50
10-543-1	Nursing-Associate Degree	209	226	206	(3)	(20)	107.23	127.80	105.33	(1.90)	(22.47)
10-524-1	Physical Therapist Assistant	40	31	22	(18)	(9)	24.07	18.87	14.00	(10.07)	(4.87)
10-182-1	Supply Chain Management	44	27	34	(10)	7	25.43	12.73	15.87	(9.57)	3.13
10-499-5	Technical Studies-Journeyworker			1	1	1			0.30	0.30	0.30
	Total Associate Degree	1,061	1,097	1,024	(37)	(73)	669.07	649.77	620.63	(48.43)	(29.13)
31-101-1	Accounting Assistant	9	13	11	2	(2)	4.63	5.57	4.93	0.30	(0.63)
30-531-6	EMT-IV (Advanced EMT)	10		12	2	12	1.33		2.03	0.70	2.03
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		1.13	0.10	0.10	(1.03)
32-070-1	Agricultural Power & Equipment Technician	34	35	36	2	1	32.10	33.10	34.47	2.37	1.37
31-405-1	Auto Collision Repair & Refinish Technician	11	11	9	(2)	(2)	5.87	8.07	9.07	3.20	1.00
32-404-2	Automotive Technician	27	34	20	(7)	(14)	24.30	22.97	15.83	(8.47)	(7.13)
31-408-1	Bricklaying & Masonry	3		8	5	8	1.33		5.67	4.33	5.67
30-443-1	Building Maintenance & Construction	3	1	2	(1)	1	0.70	0.07	0.70	-	0.63
31-475-1	Building Trades-Carpentry	11	9	9	(2)	-	9.27	8.20	7.90	(1.37)	(0.30)
31-307-1	Child Care Services	9	5	5	(4)	-	4.73	3.40	3.00	(1.73)	(0.40)
30-420-2	CNC Machine Operator/Programmer	8	3	7	(1)	4	7.97	2.23	5.07	(2.90)	2.83
31-502-1	Cosmetology	29	19	26	(3)	7	19.83	13.60	19.23	(0.60)	5.63
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	7	(10)	(7)	12.23	9.33	5.13	(7.10)	(4.20)
31-317-1	Culinary Specialist	3			(3)	-	1.47			(1.47)	-
30-508-2	Dental Assistant	16	11	18	2	7	8.87	5.57	9.47	0.60	3.90
30-812-1	Driver and Safety Education Certification	26	27	13	(13)	(14)	5.80	5.50	2.10	(3.70)	(3.40)
31-413-2	Electrical Power Distribution	45	44	44	(1)	-	43.87	40.60	37.00	(6.87)	(3.60)
50-413-2	Electricity (Construction) Apprentice	19	20	23	4	3	2.47	3.03	3.00	0.53	(0.03)
30-531-3	Emergency Medical Technician	51	106	59	8	(47)	7.90	15.83	8.47	0.57	(7.37)
32-080-4	Farm Operations & Management - Ag Mechanics	2	10	11	9	1	1.67	8.67	10.10	8.43	1.43
31-080-6	Farm Operations & Management - Crop Operations	2	1		(2)	(1)	0.37	0.07		(0.37)	(0.07)
32-080-3	Farm Operations & Management - Dairy	17	8	7	(10)	(1)	16.10	5.97	6.10	(10.00)	0.13
31-080-3	Farm Operations & Management - Dairy Technician	4	3	3	(1)	-	1.73	0.63	2.37	0.63	1.73
31-080-2	Farm Operations & Management - Farm Ag Maintenance	11	4	2	(9)	(2)	3.40	2.13	0.20	(3.20)	(1.93)
32-080-6	Farm Operations & Management - Livestock	1	1	3	2	2	0.93	1.03	2.73	1.80	1.70
31-080-7	Farm Operations & Management - Livestock Tech	3		1	(2)	1	1.70		0.77	(0.93)	0.77
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	1.40	1.67	0.80	(0.60)	(0.87)
31-620-1	Industrial Mechanic	5	5	1	(4)	(4)	4.53	5.17	0.47	(4.07)	(4.70)
31-154-6	IT-Computer Support Technician	23	15	13	(10)	(2)	16.90	11.53	9.33	(7.57)	(2.20)
31-513-1	Laboratory Science Technician	4	5	11	7	6	2.13	2.80	5.27	3.13	2.47
50-620-1	Mechatronics Technician Apprentice	6	5		(6)	(5)	1.60	1.27		(1.60)	(1.27)
31-509-1	Medical Assistant	33	44	31	(2)	(13)	24.57	34.40	22.43	(2.13)	(11.97)

Program Code	Program Title	SY 19-20 06/13/20 Students	SY 20-21 06/14/22 Students	SY 21-22 06/13/22 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 06/13/20 FTE	SY 20-21 06/14/22 FTE	SY 21-22 06/13/22 FTE	20 to '22 FTE Change	21 to '22 FTE Change
31-530-2	Medical Coding Specialist	65	102	106	41	4	30.97	42.37	60.00	29.03	17.63
30-504-4	Nail Technician	2	3	3	1	-	0.37	1.20	1.33	0.97	0.13
30-543-1	Nursing Assistant	198	236	176	(22)	(60)	26.77	29.30	20.20	(6.57)	(9.10)
50-427-5	Plumbing Apprentice	20	18	21	1	3	3.52	2.52	4.17	0.65	1.65
31-504-5	Security Operations	2	1		(2)	(1)	1.20	0.70		(1.20)	(0.70)
31-182-1	Supply Chain Assistant	3	5	6	3	1	0.37	2.17	2.43	2.07	0.27
31-442-1	Welding	46	52	47	1	(5)	31.63	40.27	30.93	(0.70)	(9.33)
	Total Technical Diploma	786	881	758	(28)	(123)	366.52	372.05	352.80	(13.72)	(19.25)
20-800-1	Liberal Arts - Associate of Arts	24	31	51	27	20	8.50	9.73	18.67	10.17	8.93
20-800-2	Liberal Arts - Associate of Science	9	12	9	-	(3)	4.73	3.27	3.60	(1.13)	0.33
	Undeclared Majors	558	511	652	94	141	98.57	91.50	114.17	15.60	22.67
	Total Liberal Arts & Undeclared Majors	591	554	712	121	158	111.80	104.50	136.43	24.63	31.93
	Total	2,438	2,532	2,494	56	(38)	1,147.38	1,126.32	1,109.87	(37.52)	(16.45)
	Percent of Change									-3.27%	-1.46%
	Vocational Adult (Aid Codes 42-47)	3,040	3,091	3,163	123	72	63.54	64.14	64.41	0.87	0.27
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	0.16	0.16	-
	Basic Skills (Aid Codes 73,74,75,76)	314	234	343	29	109	41.40	47.67	67.43	26.03	19.77
	Basic Skills (Aid Codes 77 & 78)	803	417	211	(592)	(206)	45.27	11.77	17.60	(27.67)	5.83
	Grand Total	6,595	6,322	6,211	(384)	(111)	1,297.59	1,256.15	1,252.55	(45.04)	(3.60)
	Total Percent of Change									-3.47%	-0.29%
						Budgeted/Goal FTEs	1,300	1,275	1,250		
						% of Budgeted/Goal FTEs Achieved to date	99.8%	98.5%	100.2%		
						Final Actual FTEs Achieved	1,297	1,256			
						% of Final Actual FTEs Achieved to date	100.0%	100.0%			
						21/22 Projected Ending FTEs using historical trend	1,252	1,252			
						Will budget be met	YES	YES			
	<u>FTE YOY changes</u>	<u>'20 to '22</u>	<u>'21 to '22</u>								
	Associate degree seeking students	-7.2%	-4.5%								
	Tech Diploma seeking students	-3.7%	-5.2%								
	Associate of Arts/Science seeking students	68.3%	71.3%								
	Undeclared students	15.8%	24.8%								
	Non-degree students	-0.4%	20.9%								
	Totals	-3.47%	-0.29%								

2022-23 FTE Comparison Report

		School Years 2020-21, 2021-22, and 2022-23 FTE Comparison									
Program Code	Program Title	SY 20-21 06/15/20 Students	SY 21-22 06/14/21 Students	SY 22-23 06/13/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/15/20 FTE	SY 21-22 06/14/21 FTE	SY 22-23 06/13/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
10-101-1	Accounting	46	44	40	(6)	(4)	21.77	19.67	16.70	(5.07)	(2.97)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	7	9	14	7	5	2.87	4.80	8.17	5.30	3.37
10-006-5	Agribusiness Science & Technology - Agronomy	17	11	6	(11)	(5)	9.93	5.67	3.13	(6.80)	(2.53)
10-006-6	Agribusiness Science & Technology - Animal Science	12	27	31	19	4	6.43	12.10	16.73	10.30	4.63
10-102-3	Business Management	96	63	74	(22)	11	42.03	26.40	32.60	(9.43)	6.20
10-530-5	Cancer Information Management	78	61	52	(26)	(9)	27.63	25.30	21.97	(5.67)	(3.33)
10-504-X	Criminal Justice	36	37	30	(6)	(7)	15.93	19.03	15.93	-	(3.10)
10-316-1	Culinary Arts	4	5		(4)	(5)	1.60	3.43		(1.60)	(3.43)
10-317-1	Culinary Management	2			(2)	-	0.97			(0.97)	-
10-102-1	Data Analytics			1	1	1			0.63	0.63	0.63
10-510-6	Direct Entry Midwife	47	81	90	43	9	16.47	30.77	35.90	19.43	5.13
10-307-1	Early Childhood Education	42	34	38	(4)	4	17.43	15.10	16.80	(0.63)	1.70
10-620-1	Electro-Mechanical Technology	27	23	20	(7)	(3)	14.00	11.40	10.57	(3.43)	(0.83)
10-325-1	Golf Course Management	8	8	11	3	3	3.77	4.57	5.87	2.10	1.30
10-201-2	Graphic And Web Design	16	20	25	9	5	7.20	9.07	12.17	4.97	3.10
10-530-1	Health Information Technology	29	40	34	5	(6)	9.00	12.70	11.53	2.53	(1.17)
10-520-3	Human Services Associate	19	26	30	11	4	9.63	13.10	15.70	6.07	2.60
10-825-1	Individualized Technical Studies	3			(3)	-	1.13			(1.13)	-
10-620-3	Instrumentation and Controls Technology	5	1	3	(2)	2	0.70	0.10	1.27	0.57	1.17
10-150-2	IT-Network Specialist	19	21	23	4	2	8.70	9.07	10.30	1.60	1.23
10-196-1	Leadership Development	9	7	9	-	2	1.87	2.83	3.53	1.67	0.70
10-513-1	Medical Laboratory Technician	21	13	10	(11)	(3)	8.40	5.03	4.27	(4.13)	(0.77)
10-196-6	Nonprofit Leadership		1	5	5	4		0.60	2.00	2.00	1.40
10-543-1	Nursing-Associate Degree	199	180	163	(36)	(17)	63.67	54.90	51.33	(12.33)	(3.57)
10-524-1	Physical Therapist Assistant	16	11	11	(5)	-	5.70	3.40	4.70	(1.00)	1.30
10-182-1	Supply Chain Management	20	19	18	(2)	(1)	7.80	7.40	8.03	0.23	0.63
10-512-1	Surgical Technology			7	7	7			4.67	4.67	4.67
10-499-5	Technical Studies-Journeyworker		1	2	2	1		0.10	0.20	0.20	0.10
	Total Associate Degree	778	743	747	(31)	4	304.63	296.53	314.70	10.07	18.17
31-101-1	Accounting Assistant	6	7	6	-	(1)	2.17	2.47	2.27	0.10	(0.20)
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1		-	(1)		0.10		-	(0.10)
32-070-1	Agricultural Power & Equipment Technician	38	32	28	(10)	(4)	20.00	16.80	14.73	(5.27)	(2.07)

Program Code	Program Title	SY 20-21 06/15/20 Students	SY 21-22 06/14/21 Students	SY 22-23 06/13/22 Students	21 to '23 Student Change	22 to '23 Student Change	SY 20-21 06/15/20 FTE	SY 21-22 06/14/21 FTE	SY 22-23 06/13/22 FTE	21 to '23 FTE Change	22 to '23 FTE Change
31-405-1	Auto Collision Repair & Refinish Technician	12	10	8	(4)	(2)	5.63	5.60	4.47	(1.17)	(1.13)
32-404-2	Automotive Technician	34	18	20	(14)	2	15.23	8.93	9.90	(5.33)	0.97
31-475-1	Building Trades-Carpentry	11	11	8	(3)	(3)	5.87	5.80	3.97	(1.90)	(1.83)
31-307-1	Child Care Services	7	1	4	(3)	3	3.00	0.50	1.70	(1.30)	1.20
30-420-2	CNC Machine Operator/Programmer	2	1		(2)	(1)	0.87	0.40		(0.87)	(0.40)
31-502-1	Cosmetology	18	20	36	18	16	8.80	9.63	17.50	8.70	7.87
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14			(14)	-	9.80			(9.80)	-
31-317-1	Culinary Specialist		6		-	(6)		2.27		-	(2.27)
30-508-2	Dental Assistant	11	17	16	5	(1)	5.87	9.07	8.53	2.67	(0.53)
30-812-1	Driver and Safety Education Certification	11	2	6	(5)	4	1.30	0.30	1.00	(0.30)	0.70
31-413-2	Electrical Power Distribution	44	44	46	2	2	21.47	21.73	22.70	1.23	0.97
50-413-2	Electricity (Construction) Apprentice	1		13	12	13	0.07		0.87	0.80	0.87
30-531-3	Emergency Medical Technician		1		-	(1)		0.43		-	(0.43)
32-080-4	Farm Operations & Management - Ag Mechanics	8	10	5	(3)	(5)	3.80	5.10	2.57	(1.23)	(2.53)
32-080-3	Farm Operations & Management - Dairy	7	6	9	2	3	2.73	2.77	4.10	1.37	1.33
31-080-3	Farm Operations & Management - Dairy Technician	3	1		(3)	(1)	0.73	0.53		(0.73)	(0.53)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	2	2	4	2	2	0.50	0.20	1.23	0.73	1.03
32-080-6	Farm Operations & Management - Livestock	1	3	5	4	2	0.57	1.53	2.60	2.03	1.07
31-080-7	Farm Operations & Management - Livestock Tech		1	1	1	-		0.37	0.53	0.53	0.17
50-413-1	Industrial Electrician Apprentice	4	3		(4)	(3)	0.27	0.20		(0.27)	(0.20)
31-620-1	Industrial Mechanic	2		2	-	2	1.13		1.13	-	1.13
31-154-6	IT-Computer Support Technician	8	4	4	(4)	-	3.87	1.37	2.03	(1.83)	0.67
31-513-1	Laboratory Science Technician	5			(5)	-	1.33			(1.33)	-
50-620-1	Mechatronics Technician Apprentice		6		-	(6)		1.33		-	(1.33)
31-509-1	Medical Assistant	35	27	23	(12)	(4)	17.53	12.83	12.63	(4.90)	(0.20)
31-530-2	Medical Coding Specialist	36	80	47	11	(33)	12.10	31.07	14.60	2.50	(16.47)
30-504-4	Nail Technician	2	2	1	(1)	(1)	0.53	0.33	0.17	(0.37)	(0.17)
30-543-1	Nursing Assistant	66	70	57	(9)	(13)	5.80	5.77	8.17	2.37	2.40
50-427-5	Plumbing Apprentice		1	17	17	16		0.10	1.43	1.43	1.33
31-182-1	Supply Chain Assistant			2	2	2			0.87	0.87	0.87
31-442-1	Welding	35	30	39	4	9	17.07	15.17	20.30	3.23	5.13
	Total Technical Diploma	423	417	407	(16)	(10)	168.03	162.70	159.99	(8.04)	(2.71)

		SY 20-21	SY 21-22	SY 22-23	21 to '23	22 to '23	SY 20-21	SY 21-22	SY 22-23	21 to '23	22 to '23
Program Code	Program Title	06/15/20 Students	06/14/21 Students	06/13/22 Students	Student Change	Student Change	06/15/20 FTE	06/14/21 FTE	06/13/22 FTE	FTE Change	FTE Change
20-800-1	Liberal Arts - Associate of Arts	20	30	28	8	(2)	4.43	7.53	5.27	0.83	(2.27)
20-800-2	Liberal Arts - Associate of Science	7	6	6	(1)	-	1.57	1.27	1.47	(0.10)	0.20
	Undeclared Majors	245	264	319	74	55	34.10	40.50	51.93	17.83	11.43
	Total Liberal Arts & Undeclared Majors	272	300	353	81	53	40.10	49.30	58.67	18.57	9.37
	Total	1,473	1,460	1,507	34	47	512.77	508.53	533.36	20.59	24.83
	Percent of Change									4.02%	4.88%
	Vocational Adult (Aid Codes 42-47)	919	903	845	(74)	(58)	20.78	18.67	17.03	(3.74)	(1.64)
	Basic Skills (Aid Codes 73,74,75,76)	14	31	33	19	2	0.30	1.07	0.47	0.17	(0.60)
	Basic Skills (Aid Codes 77 & 78)	133	102	97	(36)	(5)	-	-	-	-	-
	Grand Total	2,539	2,496	2,482	(57)	(14)	533.84	528.27	550.86	17.02	22.59
	Total Percent of Change									3.19%	4.28%
					Budgeted/Goal FTEs		1,275	1,250	1,250		
					% of Budgeted/Goal FTEs Achieved to date		41.9%	42.3%	44.1%		
	<u>FTE YOY changes</u>	<u>'21 to '23</u>	<u>'22 to '23</u>								
	Associate degree seeking students	3.3%	6.1%								
	Tech Diploma seeking students	-4.8%	-1.7%								
	Associate of Arts/Science seeking students	12.2%	-23.5%								
	Undeclared students	52.3%	28.2%								
	Non-degree students	-17.0%	-11.3%								
	Totals	3.19%	4.28%								

B. Chairperson's Report

C. College President's Report

1. Selling of Property: Brownwood Road (C. White)
2. Project RISE Update (C. White)
3. Aspen Celebration (K. Weber)
4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Oath of Office
2. Election of Officers
3. Three-year Facilities Plan
4. Ten-Year Facilities Plan
5. Designate Legal Counsel
6. 2022-23 Signatory Authority Policy

B. Time and Place

Monday, July 11, 2022, at 7:00 p.m. in Conference Room 430 on Southwest Tech's campus at 1800 Bronson Boulevard, Fennimore, WI.

Adjournment