



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

May 23, 2024

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

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2024

6:00 p.m. – Regular District Board Meeting

Southwest Tech

1800 Bronson Boulevard

Fennimore, WI 53809

Main Meeting Room: Room 430

*Student Success Plan Activity will be held in Room 430, Room 440, & Cafeteria

AMENDED ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The May 23, 2024, Southwest Wisconsin Technical College Board regular meeting 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, posted on campus, CESA 3, and at the Fennimore City Office 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

STUDENT SUCCESS AGENDA

A. *Student Success Plan Activity – Career Assessment

Board members will break into small groups for a short scenario activity where they act as students and engage with staff members Katie Glass, Executive Director of Marketing and Recruitment; Matt Schneider, Advisor; and Kaye Woodke, Recruiter, to complete the career assessment portion of a Student Success Plan.

B. Feedback and Discussion of Opportunities

All Board members will return to Room 430 to discuss the activity.

CONSENT AGENDA

A. Approval of Agenda

A copy of the agenda is included with the electronic Board material.

B. Approval of Minutes from the April 26-27, 2024, Retreat & Regular Board Meeting

Minutes of the April 26-27, 2024, retreat and regular 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. Holly Clendenen, Chief Student Services Officer, and Acting President, will be at the meeting and available for any questions.

D. Contract Revenue

There were 37 contracts totaling \$166,575.66 in April 2024 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

The Personnel Report includes a recommendation for one new hire and two resignations.

F. Richland Center Outreach Site Subleases

1. Forward Services Corporation

A 12-month lease (July 1, 2024 – June 30, 2025) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$338.00 per month is included within the Board material.

2. United Migrant Opportunity Services (UMOS)

A 12-month lease (July 1, 2024 – June 30, 2025) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$369.80 per month is included within the Board material.

G. Hay Lease – 4.1 acres, SW Corner of County F & Hwy 18, Fennimore, WI

The college leases out 4.1 acres of hay ground located on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month (6/1/24 – 11/1/24) lease agreement for \$512.50 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included in the electronic Board packet.

H. ACCT 2024-25 Membership Renewal

The 2024-25 Association of Community College Trustees (ACCT) Membership Fee Schedule and renewal invoice for \$4997 are available with the electronic Board material.

I. District Boards Association (DBA) 2024-25 Renewal

The 2024-25 District Boards Association (DBA) fee assessment and invoice for \$24,737.62 are available with the electronic Board material.

Recommendation – *Approve the Consent Agenda as presented.*

OTHER ITEMS REQUIRING BOARD ACTION

A. Approval of Dodgeville Outreach Site Lease

Dan Imhoff, Executive Director of Facilities, Safety, & Security, will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement is included with the electronic Board meeting information.

Recommendation: *Approve the lease agreement with Dodgeville Chiropractic and Wellness Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$775 monthly from July 1, 2024, through June 30, 2025.*

B. Approval of 2024-25 Compensation and Benefits Recommendation

Holly Clendenen will present a recommendation for 2024-25 employee compensation and benefits. The information is included in the electronic Board material.

Recommendation: Approve the 2024-25 employee compensation, as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Student Success Plan for the College

Southwest Tech is one of 10 colleges competitively selected to participate in the Unlocking Opportunities cohort. We just completed the first year of a six-year project designed to improve the number of students completing high-wage programs and/or successfully transfer to and complete a bachelor's degree. The information provided includes an overview of our goals and strategies which serve as a road map for our strategic initiatives moving forward. Our broader college plans (finance, facilities, and academic) are being aligned to ensure maximum success. Holly Clendenen is the project lead and will provide additional context during the meeting.

B. 2024-25 Budget Update

Holly Clendenen will present information on the 2023-24 budget status. A summary of each fund account is included in the electronic packet of materials.

C. Review of Facilities Plan (Draft)

The draft of the 10-Year Facilities Plan is included in the electronic Board packet. Dan Imhoff will be at the meeting to answer any questions the Board may have.

D. Staffing Update

An update on College staffing will be provided by Cynde Larsen, Chief Academic Officer. A summary is included in the electronic packet of materials.

E. SWTC Foundation Quarterly Report

Dennis Cooley, Executive Director of Advancement, will update the District Board on recent Foundation activities and results of fundraising efforts and other initiatives. The FY 2024 3rd Quarter report is included within the Board packet.

F. SWTC Real Estate Foundation Quarterly Report

The Real Estate Foundation's FY2024 3rd Quarter report is included in the electronic packet of materials. Dennis Cooley will be present for questions on the report highlighting student resident life, board members, and future investments.

G. SWTC District Workforce Data

Amy Seeboth-Wilson, Director of Grants, will be at the meeting to discuss and answer questions regarding the College's process of aligning programs to the district's workforce needs. Included in the electronic board packet is an overview of the process.

INFORMATION AND CORRESPONDENCE

A. Enrollment Reports

- 1. 2024-25 Year-Over-Year FTE Comparison**
- 2. Student Success Scoreboard**

These reports are within the Board's packet of electronic material. Katie Glass will be available at the meeting for any questions the Board members may have.

B. Accessing College Email

Heath Ahnen, Executive Director of IT Services, will be available for Board member questions regarding their email accounts.

C. Chairperson's Report

D. Acting College President's Report

- 1. Faculty Qualification Assurance System (FQAS) Audit**
- 2. Graduation Update**
- 3. College Happenings**

E. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Public Budget Hearing and Approval**
- 2. Student Success Agenda – Budget Planning**

B. Date, Time, and Place

**Thursday, June 20, 2024, 6:00 p.m., Southwest Tech's Room 430,
1800 Bronson Blvd., Fennimore, WI 53809**

ADJOURNMENT

Open Meeting

The following statement will be read: “The May 23, 2024, Southwest Wisconsin Technical College Board regular meeting is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on the College’s website at www.swtc.edu/about/board/meetings. Notice is also posted on Campus, CESA3, and the Fennimore City Office 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

Student Success Agenda

A. Student Success Plan Activity – Career Assessment

Board members will break into small groups for a short scenario activity where they act as students and engage with staff members Katie Glass, Executive Director of Marketing and Recruitment, Matt Schneider, Advisor, and Kaye Woodke, Recruiter, to complete the career assessment portion of a Student Success Plan.

B. Feedback and Discussion of Opportunities

All Board members will return to Room 430 to discuss the activity.

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, May 23, 2024

6:00 p.m. – Regular District Board Meeting

Southwest Tech

1800 Bronson Boulevard

Fennimore, WI 53809

Room 430

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The May 23, 2024, Southwest Wisconsin Technical College Board regular meeting 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, posted on campus, CESA 3, and at the Fennimore City Office 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

STUDENT SUCCESS AGENDA

- A. Student Success Plan Activity – Career Assessment
- B. Feedback and Discussion of Opportunities

CONSENT AGENDA

- A. Approval of Agenda
- B. Approval of Minutes from the April 26-27, 2024, Retreat & Regular Board Meeting
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer’s Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. Richland Center Outreach Subleases
 - 1. Forward Service Corporation
 - 2. United Migrant Opportunity Services (UMOS)
- G. Hay Lease – 4.1 acres, SW Corner of County F & Hwy 18, Fennimore, WI
- H. ACCT 2024-25 Membership Renewal
- I. District Boards Association (DBA) 2024-25 Renewal

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Dodgeville Outreach Site Lease
- B. Approval of 2024-25 Compensation and Benefits Recommendation

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Success Plan for the College
- B. 2024-25 Budget Update
- C. Review of Facilities Plan (Draft)
- D. Staffing Update
- E. SWTC Foundation Quarterly Report
- F. SWTC Real Estate Foundation Quarterly Report
- G. SWTC District Workforce Data

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports
 - 1. 2024-25 Year-Over-Year FTE Comparison
 - 2. Student Success Scoreboard
- B. Accessing College Email
- C. Chairperson’s Report
- D. Acting College President’s Report
 - 1. Faculty Qualification Assurance System (FQAS) Audit
 - 2. Graduation Update
 - 3. College Happenings
- E. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Public Budget Hearing and Approval
2. Student Success Agenda – Budget Planning

B. Date, Time, and Place

Thursday, June 20, 2024, 6:00 p.m., Southwest Tech's Room 430,
1800 Bronson Blvd., Fennimore, WI 53809

ADJOURNMENT

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

B. Approval of Minutes from the April 26-27, 2024, Retreat & Regular Board Meeting



MINUTES OF THE RETREAT AND REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE APRIL 26-27, 2024

The Board of Southwest Wisconsin Technical College met in an open session of a retreat and regular meeting commencing at 12:04 p.m. on Friday, April 26, 2024, in the Lenz Center, on the District Campus, located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, David Blume, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, and Jane Wonderling (arrived at 1:06 p.m.) Absent: None

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

Southwest Tech President Jason Wood and College Executive Team: Holly Clendenen, Mandy Henkel, Cynde Larsen, Kim Maier, Lori Needham, Krista Weber

Western Technical College Senior Leadership: Tracy Dryden, Kari Reyburn

Chippewa Valley Technical College President, Sunem Beaton-Garcia, Board Member: Erin Greenawald.

Wisconsin Technical College System: Dr. Morna Foy, President, and Paul Gabriel, Executive Director of Foundation

Wisconsin Technical College District Boards Association: Layla Merrifield, Director

Aspen Institute: LeeAnne Wieland, Senior Program Designer; Sandy Shugart, Lead Facilitator; and Doreen Larson, Guided Pathways Coach

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



DISTRICT BOARD RETREAT/MEETING NOTICE AND AGENDA

**April 26-27, 2024
 Southwest Tech ~ Lenz Center
 1800 Bronson Boulevard
 Fennimore, WI 53809**

Friday, April 26, 2024
12:00 p.m. – 5:30 p.m.

**District Board Professional Development Retreat ~
 Aspen Institute
Monitoring What Matters for Post-Completion Student Success
 (A working lunch will be served at 11:45 a.m.)**

Saturday, April 27, 2024
9:00 a.m.

**District Board Regular Meeting
 (A working breakfast will be served at 8:45 a.m.)**

**AGENDA
 FRIDAY, APRIL 26, 2024**

OPEN MEETING

The following statement will be read: “The April 26-27, 2024, retreat and regular meeting of the Southwest Wisconsin Technical College District 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, posted on campus, CESA 3, and at the Fennimore City Office in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Aspen Institute Professional Development: *Monitoring What Matters for Post-Completion Student Success*

Time	Topic
12:00 - 1:20 pm	Welcome CC 3.0, CEP Trustee Framework Overview, and The “Why” and the “What” of Reform
1:20 - 1:35 pm	Break
1:35 - 2:35 pm	Setting Goals and Monitoring What Matters
2:35 - 3:35 pm	Discussion Activity #1: Monitoring What Matters
3:35 - 3:55 pm	Break
3:55-4:20 pm	Aligning the Board’s Actions with What Matters
4:20 - 5:20 pm	Discussion Activity #2: Refining Meeting Agendas and Keep Stop Start
5:20 - 5:30 pm	Session Close

After the professional development session, the Board will recess until 9:00 a.m. on Saturday, April 27, 2024. There will not be any College business discussed until that time.

SATURDAY, APRIL 27, 2024

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of March 28, 2024
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Approval of Banking Services RFP
- B. Approval of Board Monitoring Report - Financial Sustainability
- C. Second Reading of Governance Policy 2.6: Acting and Interim President
- D. Approval of 2024-25 Board Monitoring Schedule

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2024-25 Budget Update
- B. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Reports
 - 1. 2023-24 Year-over-Year FTE Comparison
 - 2. 2024-25 Year-over-Year FTE Comparison
 - 3. Student Success Scoreboard
- B. Chairperson's Report
- C. College President's Report
 - 1. Feedback on Aspen Institute
 - 2. Graduation Invite (Saturday, May 18, 2024)
 - 3. College Happenings
- D. Other Informational Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
 - 1. State of the College Report
 - 2. Review of Facilities Plan (Draft)
 - 3. SWTC Foundation Quarterly Report
 - 4. SWTC Real Estate Foundation Quarterly Report
- B. Time and Place
 - 1. Thursday, May 23, 2024, at 7:00 p.m. at Southwest Tech Campus

ADJOURNMENT

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

On Friday, April 26, 2024, the Board engaged in a professional development retreat led by the Aspen Institute's Sandy Shugart and Leanne Wieland titled "Monitoring What Matters for Post-Completion Success". The trustees discussed the College's prioritized metrics with the alignment of student success reforms, leading and lagging indicators for Board monitoring, and identified ways to align meeting agendas more closely with student success strategies.

At 5:08 p.m., the Board recessed until Saturday, April 27, 2027.

The Board reconvened in an open session of a regular Board meeting commencing at 9:07 a.m. on Saturday, April 27, 2024, in the Lenz Center, on the District Campus, located at 1800 Bronson Boulevard, in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, David Blume, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Steve Williamson, and Jane Wonderling. Absent: None

Others present for all, or a portion, of the regular meeting included: Southwest Tech President Jason Wood and College Staff: Holly Clendenen, Lori Needham, and Caleb White

After a review of the Consent Agenda, including the April 26-27, 2024, agenda; March 28, 2024, Board meeting minutes; financial reports; nineteen contracts totaling \$103,557.68 in March 2024; the employment recommendation of Carolyn Laufenberg, Academic Success Coach; the resignations of JoLynn Moss, Academic Success Coach, Connor Zingarelli, Communication Instructor, Pam Bartels, Nursing Instructor; and the retirements of Pete Esser, Math Instructor, Paul Bell, Business Management Instructor, Tim Jacobson, Welding Instructor; Mr. Blume moved, seconded by Mr. Tuescher, to approve the Consent Agenda, as presented. The motion was unanimously adopted. Caleb White, Vice President for Administrative Services, presented an overview of the College Banking Services Request for Proposals (RFP) noting that this RFP also includes services for the Southwest Tech Foundation and Southwest Tech Real Estate Foundation. Mr. White explained that the intent is to provide pricing to the College with the pricing available to the Foundations through separate agreements. The College will determine the awarded proposer with the intent that the Foundations will utilize the same awarded proposer. Three proposals were received during the public opening held on Friday, March 25, 2024. Mr. Tuescher motioned, seconded by Mr. Prange, to award the RFP for the College's Banking Services to MidwestOne of Fennimore, WI, for a five-year term beginning July 1, 2024, with two optional one-year renewals. Upon roll call vote, all members voted affirmatively: Ms. Wonderling, Mr. Williamson, Mr. Tuescher, Mr. Prange, Ms. Jordie, Ms. Fillback, Mr. Enright, Mr. Blume, and Mr. Bolstad. Motion adopted.

The April 2024 Board Monitoring Report – Financial Sustainability was presented by Mr. White. Accomplishments linking finances to student learning were reviewed. Additional highlights include a student loan default rate of 0.0%; Moody's Investor Service Rating of Aa2; and a strong HLC Composite Financial Index of 4.87. A decline in FTEs was

identified as a possible fiscal risk. Grant opportunities were briefed. Mr. Prange moved, seconded by Mr. Enright, to approve the April 2024 Board Monitoring Report – Financial Sustainability, as presented. The motion was unanimously adopted.

The Board reviewed the Second Reading of Governance Policy 2.6: Acting and Interim President. Mr. Tuescher moved, seconded by Ms. Jordie, to table approval of the Second Reading of Governance Policy 2.6: Acting and Interim President until after the College's insurance company reviews. After discussion and debate, the motion unanimously failed. Mr. Tuescher moved, seconded by Mr. Enright, to approve the Second Reading of Governance Policy 2.6: Acting and Interim President, as written. This motion unanimously carried.

Updates to the 2024-25 Board Monitoring Schedule draft since last month's meeting were reviewed and discussed. Mr. Enright moved, seconded by Mr. Tuescher, to approve the 2024-25 Board Monitoring Schedule as presented. The motion was unanimously adopted.

The Board reviewed the status of the development of the 2024-25 Budget. Progress on the development will be brought to the Board again next month with final board approval at June's meeting.

A summary of open positions was provided under the College Staffing report by Mr. White. Interviews are being conducted for a Continuing Education Specialist. Posted positions include a Math Instructor, Communication Instructor, and Nursing Instructor.

The 2023-24 and 2024-25 Year-Over-Year FTE Comparison Reports were reviewed. The 2023-24 report shows a .84% FTE increase compared to a year ago. Because the new system's report development continues to progress, the 2024-25 report's increase may not be accurate.

Holly Clendenen, Chief Student Services Officer, presented an update on progress made on Student Success Plans. As of April 26, 2024, 784 student plans are in progress and 213 are completed (31 before New Student Registration, 182 since New Student Registration began on April 8.) 395 Career Assessments have been fulfilled; 238 students have a Financial Budget Plan; and 875 students have completed Academic Maps with Support Service Plans. In addition, it was noted that student's financial gap will be displayed in the future within the Financial Budget Plan. In the current state, the system does not have the functionality.

Under the Chairperson's Report:

- The Wisconsin Technical College System's (WTCS) 2024 Eagle Award was posthumously awarded to Dr. Katie Garrity last week. The system's Student Ambassador Program was also held in which Student Senate President and IT-Network Specialist student, Jordan Scott, represented SWTC.
- On behalf of the rest of the Board, Mr. Prange thanked Chairperson Bolstad for his dedication and involvement in the WTCS. His work goes beyond being the College's Chairperson. He leads the District Boards Association and is on the selection committee to replace the retiring President of the WTCS, Dr. Morna Foy.

Under the President's Report:

- The Aspen Institute's professional development training held the day before was discussed. Overall feedback was positive.
- The Anthology ERP system is live, but some items are still not functioning in the live environment. Anthology is working to remedy this. Project management from both sides are meeting every day.
- An update on the 85-acre property purchase indicated that the College is still moving forward with the purchase, pending the WTCS's approval.
- Discussions continue regarding an outreach opportunity in Dodgeville.
- The class of 2024's Spring Graduation is on Saturday, May 18, 2024, and will consist of four ceremonies.
- Dr. Wood and Bonnie Baerwald, President of Moraine Park Technical College, are leading the Presidents' Association in prioritization recommendations for the WTCS budget development. Dual credit and childcare are shared priorities amongst all the colleges in the system.
- Holly Clendenen will serve as the Acting President while Dr. Wood is out of the office this summer. Dr. Wood's leave will consist of a 4-week sabbatical, some vacation, and some remote work.
- College Happening: Dr. Wood and Katie Glass, Director of Marketing & Recruitment, presented to approximately 230 students yesterday at a North Crawford's College and Career Fair.

There were not any Other Informational Items discussed.

Without further business to discuss, Ms. Wonderling moved to adjourn, with Mr. Prange seconding the motion. The motion carried, and the meeting adjourned at 11:49 a.m.

Kent Enright, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PURCHASES GREATER THAN \$2,500
FOR THE PERIOD 4/01/2024 - 4/30/2024**

Vendor	Expenditure Invoice #	Description	Amount
Ameresco	APP #1	PAYMENT #1	155,420.00
IRS	4.12.24 PR	IRS 4.12.24 PR	135,806.48
IRS	4.26.24 PR	IRS 4.26.24	129,142.35
EMC	119726	PAYMENT #5	66,881.15
Fennimore Utilities	4.26.24 STMT	UTILITIES	57,685.80
WI DOR- PR	4.12.24 PR	WI DOR PR 4.12.24	22,509.91
WI DOR- PR	4.26.24 PR	4.26.24 WI DOR	21,014.60
Healthequity	4.12.24 PR	HSA 4.12.24 PR	18,781.01
Healthequity	4.26.24 PR	4.26.24 HEALTH	18,704.09
Great West	4.12.24 DEFERRED	DEFERRED 4.12.24 PR	17,698.37
Great West	4.26.24 WI DEF COMP	WI DEFERRED COMP	9,298.52
Husch Blackwell	3504819	PROFESSIONAL SVCS	8,435.00
Otis	CED15575001	OPTIGUARD	7,542.67
Constellation	4008367	UTILITIES	7,028.93
US Omni	4.26.24 VANGUARD	VANGUARD 4.26.24	6,558.52
Pcard - WI Surplus	040224-87643-573353	2023 Chevy Bolt Salvage Door Hatchback	6,439.00
Delta	784710	DENTAL CLAIMS	6,400.06
US Omni	4/12/24 VANGUARD	VANGUARD 4.12.24 PR	6,116.09
Delta	758971	DENTAL CLAIMS	5,303.16
Delta	793408	DENTAL CLAIMS	4,860.25
WageWorks	INV6393078	HRA 2021	4,847.14
Delta	787231	DENTAL CLAIMS	4,729.84
Lamar	115858431	BILLBOARD ADS	4,542.00
WE	4992907284	UTILITIES	4,528.32
Madison National	1615983 4.30.24	LONG AND SHORT TERM DISABILTIY	4,477.26
WI Higher	2324 WHEG REFUND	WHEG REFUNDS	4,259.00

Husch Blackwell	3504824	PROF SERVICES	4,176.00
PCARD - Chair	10955	WLDI 2023-24	4,000.00
Trugreen	190437093	LAWN SERVICE	3,827.20
Vortex	4.4.24 ORDER	VORTEX OPTICS	3,694.21
Kwik Trip	10394284 ORDER #	CAR WASH FUNDRAISER	3,660.00
Hinge Properties	MAY '24 RENT	RENT	3,607.06
Delta	794670	DENTAL CLAIMS	3,512.34
WageWorks	INV6387968	HRA 2021	3,330.71
PCARD - ConvergeOne	3105363705	Netlab Maint. Contract	3,084.85
PCARD - Springhill S	A HOLVERSON 4.23	hotel stay - students	2,592.00

Total Invoices

\$774,493.89

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
			0.00
Total Bank Withdrawals			\$0.00

Payroll		
Payroll Period	Payroll Date	Amount
04/12/2024 Payroll	4/12/2024	423,807.24
04/26/2024 Payroll	4/26/2024	416,456.81

Total Payroll

\$840,264.05

Total Purchases >= \$2,500

\$1,614,757.94

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 4/30/2024			
Receipts			
Fund			
1 General	305,032.00		
2 Special Revenue	-		
3 Capital Projects			
4 Debt Service	-		
5 Enterprise	94,458.00		
6 Internal Service	301,148.00		
7 Financial Aid/Activities	31,855.00		
Total Receipts		732,493.00	
Expenses			
Fund			
1 General	1,849,397.00		
2 Special Revenue	-		
3 Capital Projects	223,720.00		
4 Debt Service	475.00		
5 Enterprise	101,806.00		
6 Internal Service	37,882.00		
7 Financial Aid/Activities	84,115.00		
Total Expenses		2,297,395.00	
Net cash change - month			(1,564,902.00)
EOM Cash Balances			
-Midwest One Operating 0356	1,644,935.05		
-Midwest One Investment 1324	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	19,917,033.98		
Ending Cash/Investment Balance		21,564,909.03	

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 10 Months ended April 2024**

	2023-24 Budget	2023-24 YTD Actual	2023-24 Percent	2022-23 Percent	2021-22 Percent	2020-21 Percent	2019-20 Percent
General Fund Revenue	24,772,300.00	22,519,110.38	90.90	83.96	80.27	89.74	85.24
General Fund Expenditures	25,409,000.00	20,584,467.11	81.01	79.07	72.03	80.38	73.17
Capital Projects Fund Revenue	5,471,000.00	4,071,611.76	74.42	104.53	98.66	100.48	100.19
Capital Projects Fund Expenditures	5,947,000.00	4,280,759.76	71.98	45.94	38.54	53.13	42.29
Debt Service Fund Revenue	6,656,000.00	4,560,440.44	68.52	70.36	73.97	68.43	63.38
Debt Service Fund Expenditures	6,710,000.00	386,625.00	5.76	16.23	16.68	18.30	8.30
Enterprise Fund Revenue	1,300,000.00	1,913,095.79	147.16	68.69	112.74	84.37	75.36
Enterprise Fund Expenditure	1,905,300.00	1,256,961.38	65.97	69.75	134.67	73.65	80.05
Internal Service Fund Revenue	4,455,000.00	3,151,487.60	70.74	73.47	74.72	73.98	69.57
Internal Service Fund Expenditures	4,455,000.00	3,413,088.19	76.61	83.56	71.03	78.19	73.26
Trust & Agency Fund Revenue	8,525,500.00	5,165,022.94	60.58	76.98	79.42	62.58	65.64
Trust & Agency Fund Expenditures	7,830,500.00	6,509,934.06	83.14	76.91	74.68	70.90	72.10
Grand Total Revenue	51,179,800.00	41,380,768.91	80.85	81.37	81.44	81.75	78.83
Grand Total Expenditures	52,256,800.00	36,431,835.50	69.72	66.54	64.23	66.99	62.47

D. Contract Revenue

There were 37 contracts totaling \$166,575.66 in April 2024 being presented for Board approval:

								INDIRECT COST FACTOR		
								On-Campus	Off-Campus	Waiver
<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 (Instructional Fees Waived)</u>				
CESA 3	03-2024-0034-I-11	ColLEDGE Up Gear UP: Intro to Sociology	Mary Johannesen	88	\$ 40,312.80	No			X	
CESA 3	03-2024-0034-I-11	ColLEDGE Up Gear UP: Written Communication	Mary Johannesen	62	\$ 28,402.20	No			X	
CESA 3	03-2024-0035-I-11	ColLEDGE Up Nursing: Developmental Psychology	Mary Johannesen	11	\$ 5,039.10	No			X	
CESA 3	03-2024-0036-I-11	ColLEDGE Up Healthcare: General A&P	Mary Johannesen	15	\$ 9,522.00	No			X	
CESA 3	03-2024-0036-I-11	ColLEDGE Up Healthcare: Intro to Statistics	Mary Johannesen	45	\$ 20,614.50	No			X	
CESA 3	03-2024-0038-I-11	ColLEDGE Up Lab Science: Quality Lab Microbiology 2	Mary Johannesen	1	\$ 384.90	No			X	
CESA 3	03-2024-0038-I-11	ColLEDGE Up Lab Science: Quality Lab Skills 2	Mary Johannesen	1	\$ 192.45	No			X	
CESA 3	03-2024-0038-I-11	ColLEDGE Up Lab Science: Lab Science Practicum	Mary Johannesen	1	\$ 306.90	No			X	
CESA 3	03-2024-0039-I-11	ColLEDGE Up Criminal Justice: Intro to Criminal Justice Studies	Mary Johannesen	11	\$ 5,039.10	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Advanced Measuring Equipment	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Advanced Mastercam Mill & Lathe	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Basic CNC Operation Lathe	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Basic CNC Operation Mill	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: CNC Machine Speeds & Feeds	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Fixture Basic Lathe & Mill	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Geometric Dimensioning & Tolerance	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Intro to CNC Program Lathe	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Intro to CNC Program Mill	Mary Johannesen	8	\$ 1,599.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Intro to Mastercam Lathe	Mary Johannesen	8	\$ 1,245.60	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Processes of Manufacturing	Mary Johannesen	7	\$ 1,399.65	No			X	
CESA 3	03-2024-0041-I-11	ColLEDGE Up CNC: Precision Machining Internship	Mary Johannesen	4	\$ 1,227.60	No			X	

4/1/2024 to 4/30/2024

<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>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Mexican Cheese Producers	03-2024-0132-I-41	NFPA 70E Arc Flash (WIG)	Dennis Cooley	12	\$ 502.69	No			X
Andersen Windows and Doors	03-2024-0134-I-41	Leadership Academy 8	Dennis Cooley	23	\$ 5,737.50	No			X
Shullsburg Creamery	03-2024-0137-I-41	Leadership Academy 36 (WIG)	Dennis Cooley	9	\$ 5,296.50	No			X
Shullsburg Creamery	03-2024-0137-I-41	Microsoft Excel Basic (WIG)	Dennis Cooley	7	\$ 378.00	No			X
Ntec Fiber	03-2024-0142-T-41	Executive Coach	Dennis Cooley		\$ 5,000.00	No			X
West Point Dairy	03-2024-0143-I-41	Leadership Academy 36 (WIG)	Dennis Cooley	4	\$ 3,727.50	No			X
Kentucky Rural Broadband Assn	03-2024-0146-I-41	Leadership Academy 24	Dennis Cooley	14	\$ 10,350.00	No			X
Truvant	03-2024-0147-I-41	Spanish for the Workplace	Dennis Cooley	18	\$ 682.50	No			X
Sielaff Corporation	03-2024-0148-I-41	Microsoft Excel Basic (WIG)	Dennis Cooley	10	\$ 248.50	No			X
Shullsburg Creamery	03-2024-0149-I-41	English for the Workplace (WIG)	Dennis Cooley	14	\$ 2,383.50	No			X
Truvant	03-2024-0151-I-41	Safety NFPA 70E Arc Flash (WIG)	Dennis Cooley	14	\$ 570.94	No			X
Shullsburg Creamery	03-2024-0152-I-41	Microsoft Excel Intermediate (WIG)	Dennis Cooley	17	\$ 893.20	No			X
Shullsburg Creamery	03-2024-0152-I-41	Microsoft Excel Advanced (WIG)	Dennis Cooley	11	\$ 893.20	No			X
Blue River EMS	03-20240154-I-42	BLS for Healthcare Provider Recertification	Gin Reynolds	3	\$ 53.43	Yes			X
WI Secure Program Facility	03-2024-0162-I-32	Safety for Forklift	Dennis Cooley	11	\$ 1,250.00	No			X
Crawford County Emergency Mgmt	03-2024-0163-I-42	Fire Service Training Refresher 4 Hr	Karl Sandry	14	\$ 525.00	No			X
TOTAL of all Contracts				507	\$ 166,575.66				
Exchange of Services				3	\$ 53.43				
For Pay Service				504	\$ 166,522.23				

E. Personnel Items

The Personnel Report includes a recommendation for one new hire and two resignations:

**PERSONNEL REPORT
May 23, 2024**

EMPLOYMENT: NEW HIRE

Name:	Jennifer Bahl
Title:	Administrative Assistant - Continuing Education
How many applicants & interviewed	27 applicants/5 interviews
Start Date:	05/27/2024
Salary/Wages:	\$21.50/hr.
Classification:	Full-Time
Education and/or Experience:	Bachelor’s in Business Management from Penn Foster College, 10+ years of experience in office manager/program specialist roles, proficiency in multiple computer programs and office equipment through various jobs worked.

PROMOTIONS/TRANSFER

NEW POSITION

None	
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RETIREMENTS / RESIGNATIONS

Gina Udelhofen (Retirement 05/17/2024)	Annual Giving/Donor Relations Coordinator
Jake Wienkes (Last Day 05/18/2024)	IT Support Specialist

F. Richland Center Outreach Subleases

1. Forward Service Corporation

A 12-month lease (July 1, 2024 – June 30, 2025) for Forward Service Corporation to lease 100 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$338.00 per month follows.

LEASE AGREEMENT

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

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

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

1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2024, and ending June 30, 2025.

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

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

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred and Thirty-Eight Dollars (\$338.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

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

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such

interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

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

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

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

12. MISCELLANEOUS PROVISIONS.

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

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

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

13. BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of _____ 2024.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

Caleb J. White, Vice President for Administrative Services

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this 29th day of April 2024.

FORWARD SERVICE CORPORATION

BY:

Michelle Szabrowicz
Michelle Szabrowicz (414) 274-1627 (x37)

Michelle Szabrowicz, Chief Executive Officer




LEASE AGREEMENT

Final Audit Report

2024-04-29

Created:	2024-04-29
By:	Victoria Donahue (vdonahue@fsc-corp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuVmd6qGbT-LuVJIGo-FJHKKhFgStdM0i

"LEASE AGREEMENT" History

-  Document created by Victoria Donahue (vdonahue@fsc-corp.org)
2024-04-29 - 3:02:39 PM GMT
-  Document emailed to Michelle Szabrowicz (mszabrowicz@fsc-corp.org) for signature
2024-04-29 - 3:02:48 PM GMT
-  Email viewed by Michelle Szabrowicz (mszabrowicz@fsc-corp.org)
2024-04-29 - 3:06:20 PM GMT
-  Document e-signed by Michelle Szabrowicz (mszabrowicz@fsc-corp.org)
Signature Date: 2024-04-29 - 3:07:18 PM GMT - Time Source: server
-  Agreement completed.
2024-04-29 - 3:07:18 PM GMT

2. United Migrant Opportunity Services (UMOS)

A 12-month lease (July 1, 2024 – June 30, 2025) for UMOS, Inc. to lease 145 square feet of space from the College at the Richland Center Outreach Site located at 373 West 6th Street, Richland Center, WI, in the amount of \$369.80 per month follows:

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2024 by and between Southwest Wisconsin Technical College, Lessor, and United Migrant Opportunity Services/UMOS, Inc, Lessee:

1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

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

1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2024, and ending June 30, 2025.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. The term of the lease is contingent upon federal funding and targeted population for services. In the event that UMOS, a federal grantee of the National Farmworker Jobs Program (WIOA Adult Title I, Section 167) suffers a legislative or administrative funding loss of greater than 25% of its budget, or is not awarded a renewal grant, or sustains a loss of service area funding for this lease location due to a lack of eligible participants or service requirements of NFJP during the term of the lease, UMOS will provide Lessor 30 days written notice that it will be unable to meet its obligations under this lease agreement and vacate the site without further obligation under the lease terms.

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

2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Fifty-nine Dollars and Three Cents (\$369.80) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

3. USE AND SIGNS.

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

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

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

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

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

4.2 Maintenance.

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

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

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

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

8. INDEMNITY - LIABILITY INSURANCE

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

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

9. NOTICES.

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

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Dr. Cynthia Galvan, United Migrant Opportunity Services/UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10. QUIET ENJOYMENT.

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

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

11. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

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

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

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

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

12. MISCELLANEOUS PROVISIONS.

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

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time

on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

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


IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this
_____ day of _____ 2024.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this
⁰³_____ day of _____ May _____ 2024.

United Migrant Opportunity Services/UMOS, INC.

BY:  _____
Cynthia Galvan, Vice-President of Social Services

G. Hay Lease – 4.1 acres, SW Corner of County F & Hwy 18, Fennimore, WI

The college leases 4.1 acres of hay ground located on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month (6/1/24 – 11/1/24) lease agreement for \$512.50 with Winch’s Pine Grove Farms, LP, Fennimore, WI, is follows.

Cash Farm Lease
(RE)

Section 1 – Opening, Rent, Signatures, Etc.

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

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

Rent is \$125 per acre.

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

TENANT:

Term Begins: 6/1/2024 Security Deposit: None

Term Ends: 11/1/2024

LAND USE

Harvesting hay ground. All harvesting materials and services related to **the sole purpose of** harvesting shall be acquired and paid for by the tenant.

Cropping inputs (fertilizer, insecticide, etc.) shall follow the required obligations found in Article 6 of the “Crop Ground Agreement” between Southwest Wisconsin Technical College, the Southwest Tech Foundation of Fennimore, Wisconsin and Nutrien Ag Solutions and Reddy Ag Service, Inc. of Stitzer, Wisconsin.

LEASE CONDITIONS

The landlord assumes no risk from any crop grown on this parcel.
The tenant accepts all risk and liability associated with harvesting and removal of the crop.
Harvesting should be completed in a manner that does not damage the existing site or other property owned by the landlord.
The tenant must contact and coordinate access to the site with the landlord 12 hours prior to any work commencing.

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

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

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

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

RENT

\$ 512.50 cash, payable on or before June 1, 2024

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

THIS LEASE EXECUTED this 1st day of June 2024.

Lease Holder Signature:

Tenant Signature:

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

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

H. ACCT 2024-25 Membership Renewal

The 2024-25 Association of Community College Trustees (ACCT) Membership Fee Schedule and \$4997.00 renewal invoice follow.

**2024-2025 MEMBERSHIP DUES FEE
SCHEDULE REGULAR VOTING MEMBERS**

<u>Fall Headcount (2023)* (for credit, full & part-time)</u>	<u>U.S. Annual Dues (as of July 1, 2024)</u>	<u>International/Canadian Annual Dues (90% of U.S.)</u>
0 – 1,000	\$2,504	\$2,253
1,001 – 4,000	\$3,755	\$3,381
4,001 – 6,000	\$4,997	\$4,497
6,001 – 8,000	\$6,256	\$5,629
8,001 – 10,000	\$6,870	\$6,182
10,001 – 15,000	\$7,519	\$6,766
15,001 – 20,000	\$8,135	\$7,321
20,001 – 30,000	\$8,745	\$7,872
30,001 – 40,000	\$9,394	\$8,453
40,001+	\$10,018	\$9,018

***Annual fees for membership are based on total headcount for credit (full and part-time) for the most recent fall term registration. Fees are due no later than July 1st of each year.*

INTERNATIONAL/CANADIAN

International/Canadian members enjoy the same privileges and benefits as U.S. members, except for federal advocacy efforts (10% of ACCT budget), therefore the dues of International and Canadian members are set at 90% of U.S. dues.

ASSOCIATE MEMBERS (Non-Voting)

Annual Dues: \$415

An individual or organization is eligible to become an Associate Member of the Association with the approval of the Board of Directors. Associate Members are non-voting members. This category is for state associations, state agencies and other entities.

ACCT

Association of Community College
Trustees
P.O. Box 98354
Washington, D.C 20090-8300

Customer #: 0000036350

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

Invoice

Invoice # : 106752
Invoice Date: 05/02/2024
Invoice Terms: net 30

Description	Quantity	Price	Discount	Amount
District	1	\$4,997.00	\$0.00	\$4,997.00

Invoice Total	\$4,997.00
Taxes	\$0.00
Amount Paid	\$0.00
PLEASE PAY	\$4,997.00

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice#: 106752

Customer #: 0000036350

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

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

Remit Payment To:

Association of Community College Trustees

P.O. Box 98354, Washington, D.C 20090-8300

Total Due: **\$4,997.00**

Amt Remitted : _____

I. District Boards Association (DBA) 2024-25 Renewal

The 2024-25 District Boards Association (DBA) fee assessment and invoice for \$24,737.62 follow.



WISCONSIN DISTRICT BOARDS ASSOCIATION
DISTRICT BOARDS ASSOCIATION

May 10, 2024

President Jason Wood
Southwest Wisconsin Technical College

Attention: Invoice enclosed

Dear President Wood,

The District Boards Association's Board of Directors approved a 2024-25 operating budget for the year beginning July 1, 2024. Please note that fees are due August 1, 2024.

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 System-wide FTE enrollment in the prior year. The annual assessment incorporates changes to FTE enrollments.

The Association Board approved no increase in dues for 2024-2025. The Association consistently incorporates several cost-saving measures and operating efficiencies in recognition of rising expenses and the need to control costs to colleges. Dues adjustments based on enrollment changes ranged from -\$656.00 to +\$836.00 per college this year.

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

Sincerely,

Layla Merrifield
Executive Director

encl: Invoice
cc: Board of Directors Representative
District Board Chairperson



WISCONSIN TECHNICAL COLLEGE
DISTRICT BOARDS ASSOCIATION

May 10, 2024

INVOICE

2024-2025 Fee Assessment

(July 1st, 2024 - June 30th, 2025)

Southwest Wisconsin Technical College

\$24,737.62

Payment due August 1st, 2024

Please make check payable to:

Wisconsin Technical College District Boards Association
104 King Street #202
Madison, Wisconsin 53703

We value your membership! Thank you.

Recommendation: Approve the May 23, 2024, Consent Agenda as presented.

Other Items Requiring Board Action

A. Approval of Dodgeville Outreach Site Lease

Dan Imhoff, Executive Director of Facilities, Safety, & Security, will present a lease agreement for the Dodgeville Outreach Site located at 1206 N. Johns Street, Dodgeville, WI. The lease agreement follows.

Recommendation: *Approve the lease agreement with Dodgeville Chiropractic and Wellness Center to lease 600 square feet of educational space located at 1206 N. Johns Street, Dodgeville, WI for \$775 monthly from July 1, 2024, through June 30, 2025.*

LEASE

This lease entered into by and between Dodgeville Family Chiropractic, S.C. hereinafter referred to as 'Landlord', and Southwest Wisconsin Technical College, hereinafter referred to as 'Tenant'.

WITNESSETH

The Landlord, for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Tenant, demises and leases unto the Tenant, and the Tenant does hereby hire and rent from the Landlord the premises hereinafter described, for the period, at the rental and upon the terms and conditions hereinafter specifically set forth.

I. DESCRIPTION OF LEASED PREMISES

The leased premises shall constitute 1 conference room approximate 24 ft. by 25 ft. in the Dodgeville Family Chiropractic and Wellness Center at 1206 N. Johns Street to be occupied up to 40 hours/week.

II. TERM OF LEASE

The term of the lease shall commence on the first day of July 1, 2024, and shall expire on June 30, 2025. (See Article VI General Provisions; paragraph E for continued tenancy beyond the expiration of this lease.)

III. RENTAL

The Tenant shall pay to the Landlord as rent for said premises the sum of \$775 monthly. Rent is due and payable on the first day of each month.

IV. OBLIGATION OF LANDLORD

A. Insurance Coverage

Landlord shall keep the rented premise insured against fire and extended risk for its full replacement cost under a policy written by a reputable company authorized to write such insurance in the state of Wisconsin. Landlord and Tenant hereby waive any and all right of recovery against each other for any loss to their respective property to the extent reimbursed by such insurance.

The parties hereto shall be liable for their own acts of negligence and agree to indemnify the other for any losses, damages, cost or expenses, including litigation expenses paid or sustained by reason of the act or negligence of the other, except to the extent such losses, damages, costs, or expenses are reimbursed by insurance.

B. Property repair, mechanical, ventilation, heating, lavatories

Landlord will at its expense maintain and keep in working order all the above listed systems or facilities. Any deficiencies or malfunctions should be reported to Landlord immediately. Tenant is responsible for general cleaning and garbage in their space.

C. Utilities

Landlord shall be responsible for all utilities including water, garbage, heat, and electric. Tenant is responsible for their own internet services.

D. Parking

Tenant shall be permitted to use a reasonable number of parking stalls outside the building for clients. Tenant should use the southern-most parking spots. The south entrance should be used only by landlord and tenants. All clients should enter the eastside entrance.

E. Building Entry

Tenant shall at all times have access to the leased premises. If tenant is the last one in the building, Tenant will be responsible for securing the building before leaving. Tenant will be provided with keys to the main access door and their conference room described in Section I. Copying keys is prohibited and all keys must be returned to Landlord at the cessation of the lease.

F. Additional Areas

Tenant will have access to the breakroom, connected closet space, and public bathrooms on site. In addition, microwave, refrigerator and other kitchen supplies are available for use by the tenant. Tenant should provide its own office supplies and other equipment necessary for its leased space. Any damage or injury related to any of Landlord's equipment on premises resulting from misuse by the Tenant must be repaired or replaced with items of similar quality by the Tenant. Landlord will be granted access to shared connected closet space as needed.

G. Scheduling

Tenant is responsible for providing a schedule of occupancy as they are modified in order for Landlord to manage other occupancy requests in the building and to allow management of items in the reception area.

V. OBLIGATIONS OF THE TENANT

A. Payment of Rents

Tenant shall pay at the time and in the manner heretofore specified the rental amount, and such rental shall be payable at Landlord's office at 1206 N. Johns Street, Dodgeville, Wisconsin or at such other place as the landlord shall designate in writing. If rent is not received by the 5th of the month, the tenant will be assessed a \$50 late fee.

B. Insurance Coverage

Tenant shall provide liability insurance for its own business activities and any for its personal property located on the premises. A copy of such policy should be provided to Landlord prior to occupancy.

C. Use of Premises

Tenant shall not allow said premises to be used for any other purpose than that of educational services, nor shall it permit said premises to be used for any unlawful or immoral purpose, or any purpose that will injure the reputation of the premises, and it will not use or keep on the premises any article which would affect the validity of the standard fire policy of the state of Wisconsin. If tenant chooses to add additional services including classes, they must be approved by landlord and should not be distributed or performed until doing so.

D. Damage to Property

The tenant shall be responsible to restore any damage to items including interior walls, ceilings, paint and glass, to their former conditions with materials of equal quality that have resulted from misuse from the tenant; provided, however, that the damages were not a result from ordinary wear and tear.

E. Signs

Tenant must receive prior written approval of the Landlord, to place or install signs in or on the exterior of the premises. Signs must comply with local ordinances.

F. Advertising and Promotion

Tenant must receive prior approval of any advertising or promotional materials that include mention of the Landlord's business name, Dodgeville Family Chiropractic, S.C. or any form of the Landlord's name or title. All advertising costs will be the responsibility of the Tenant unless both parties agree otherwise in advance to publication. These include yellow page listings, business cards, billboards, newspaper, and radio advertising.

G. Personal Supplies and Equipment

Tenant shall be responsible for providing its own necessary supplies and equipment necessary to do their business beyond the materials listed above in the Landlord obligations. Any shared equipment will be designated here:

H. Surrendering Premises on Termination of Lease

Tenant, upon termination of this lease in any manner, will surrender to the Landlord possession of the leased premises in good condition and repair, ordinary wear and tear and loss through fire or other insurable risk excepted, and will surrender the keys to the landlord.

I. COVID protocol

Tenant shall follow the current guidelines established by the Landlord in common spaces including the reception area and bathrooms.

VI. GENERAL PROVISIONS

A. Damage by Fire or Other Casualty

If the premises or the building of which the premises are a part shall be damaged or destroyed by fire or other casualty to such an extent that Landlord is unable to repair, restore, or rebuild the premises within 10 days of such fire or casualty, this lease shall terminate and be of no effect as of the date of such damage or destruction. Landlord shall return any rent paid by tenant for any period beyond the date of loss to Tenant.

B. Condemnation

In the event of a taking under the power of eminent domain of any part of the building in which the leased premises are located, either Landlord or tenant shall have the right to terminate this lease by written notice to the other within sixty (60) days after the condemning authority takes possession. All rents and other charges shall be prorated as of the date of such termination.

C. Default of Either Party

If either party should be in default under any provision of this lease, the other party, prior to exercising any option arising upon such default, shall provide the defaulting party a written notice of thirty days of such default and the right to remedy such default, except only a ten-day notice need be given for a default in payment of rent under Article III.

D. Method of Giving Notices

Notices and demands to be given under this lease shall be given personally, or by registered or certified mail, addressed to the Tenant at 1206 N. Johns St, Dodgeville, WI 53533 and the Landlord at 1206 N. Johns St., Dodgeville, WI 53533 or such other place as either party shall from time to time designate in writing. It is recommended to that a 1 month notice be given if tenant chooses not to continue rental the subsequent month.

E. Holding Over

If tenant continues to occupy the leased premises after the last day of the term thereof, and the Landlord elects to accept rent thereafter, except any past due rent, then a tenancy from month to month shall be created until such time that a new lease is accepted.

F. Binding Effect

This lease and the provisions thereof shall be binding upon their respective parties and shall inure to the benefit of said parties, their respective heirs, personal representatives, successors and assigns.

In Witness Whereof, Landlord and Tenant have executed this instrument as of the day and year written below.

Landlord: Dodgeville Family Chiropractic SC

By : _____
Name and Title Date

Tenant: Southwest Wisconsin Technical College

By: _____
Name and Title Date

B. Approval of 2024-25 Compensation and Benefits Recommendation

Holly Clendenen will present a recommendation for 2024-25 employee compensation and benefits. The recommendation is included below:

Recommendation: Approve the 2024-25 employee compensation, as presented.



**2024-25 Employee
Compensation and Benefits
Recommendation**

Compensation:

July 1, 2024 – 2% increase to base wage for all regular employees plus market/band reclass adjustments.

Benefits:

July 1, 2024 – health premium share increase from 10% to 11% for all tiers

July 1, 2024 – health benefit enhancements to include dry needling, redlight therapy, and infertility coverage (limited lifetime maximum).

Board Monitoring of College Effectiveness

A. Success Plan for the College

Southwest Tech is one of 10 colleges competitively selected to participate in the Unlocking Opportunities cohort. We just completed the first year of a six-year project designed to improve the number of students completing high-wage programs and/or successfully transfer to and complete a bachelor's degree. The information that follows includes an overview of our goals and strategies which serve as a road map for our strategic initiatives moving forward. Our broader college plans (finance, facilities, and academic) are being aligned to ensure maximum success. Holly Clendenen is the project lead and will provide additional context during the meeting.



Quantitative Goals & Strategic Program and Advising Reforms

Quick Links

1. Overview	2
2. Quantitative Goals	3
3. Two Strategic Reform Areas	5
3.1. Strategic Reform Goals: Strengthening the Program Portfolio	5
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4. Strength and Need Assessments	10
5. Conclusion	12



1. Overview

The **Unlocking Opportunity network (UO)** is a research and action group with one overarching goal: thousands more community college students—including students of color and low-income students—entering and completing programs that have high post-completion value. High-value programs enable graduates to secure jobs that pay living wages or to transfer efficiently and effectively to a bachelor's degree program in the student's major field of interest.

Setting clear and attainable institutional goals now is an essential step if each college in the Unlocking Opportunity network is to use this collaborative opportunity to improve the value they provide to students and the community. Based on an understanding of their college's unique contexts and capacity for change, leaders must identify both the quantitative goals they have for student enrollments by program value and the programmatic and advising reforms they will pursue to meet those specific quantitative goals.

This summary document provides a space for Unlocking Opportunity network colleges to address both quantitative and qualitative goals by:

- 1) Documenting specific quantitative goals (to be achieved by fall 2025) aligned to each of UO's primary objectives
- 2) Documenting intermediate quantitative goals (to be achieved by fall 2024) aligned to the overall goals
- 3) Defining strategic goals and action steps in two strategic reform areas: (a) strengthening the college's program portfolio and (b) strengthening the college's student advising and support
- 4) Identifying college strengths and needs related to practice improvement, in order to facilitate practice sharing between colleges

When completed, this document will provide a record of intended goals, strengths, and needs to the Aspen and CCRC teams and coaches, allowing us to better align colleges with valuable resources, such as established research and/or in-network partnerships that will address areas of need. It will also help CCRC and Aspen document the specific program and student-advising reforms colleges enact. Combined with an assessment of



institutional progress on quantitative goals, this information will be used to develop an evidence base on effective practices to share broadly across the community college field.

NOTE: The matrices included in this summary document must be completed and returned to your college's Unlocking Opportunity folder no later than September 15, 2023. This is meant to be a living document that colleges can add to and refine throughout the duration of the college's participation in the Unlocking Opportunity network. However, submission of these goals by mid-September is critical for CCRC and Aspen to plan for coaching, network activities, and other supports we will provide to colleges for the following year.

2. Quantitative Goals

The quantitative goals documented in the matrix below represent each college's commitment to the primary mission of the Unlocking Opportunity network: thousands more community college students — including students of color and low-income students — entering and completing programs that have high post-completion value across the 10 participating colleges. Alongside this objective, colleges will work to decrease enrollment in low-value pathways.

As part of this effort, colleges will set both fall 2025 quantitative goals and intermediate quantitative goals to be met by fall 2024. The intermediate goals should account for each college's anticipated pace of change. Ultimately, both sets of quantitative goals will serve as guideposts to be regularly revisited and potentially refined during the project.

Before finalizing quantitative goals, college leaders should review all of the materials produced before, during, and after the May collaborative sessions in Pittsburgh. These include practice assessments, early momentum metrics, and program data, as well as notes taken in the Collaborative Participant Guide from coaching and team sessions. College leaders should be well acquainted with which programs fall into high-value, medium-value, and low-value categories, and should be aware of institutional weaknesses and strengths in the mix of enrollments among these categories as well as disparities by student group. These goals should be developed and informed by conversations with UO coaches and experts, as well as leaders and team members from other UO colleges.¹

¹ **Note:** An important consideration regarding estimating capacity and enrollment numbers: A student may be enrolled in a program or have declared their program of study – even a high-value one – but



Place the college's quantitative goals below:

High-Level Goal Category	Major estimated impacts by fall 2025	Intermediate estimated impacts by fall 2024
Estimated increase in enrollment in high-value pathways. (Overall)	185 new & expanded programs 100 career coaching 150 AA/AS 336 program mods = 771 total	50 new programs 50 career coaching 100 AA/AS transfer pathway =200 total
Estimated increase in enrollment in high-value pathways. (Underserved students)	350	95
Estimated decrease in enrollment in low-value pathways. (Overall)	400 (372 program mods + career counseling)	75 (career counseling, new programs)
Estimated decrease in enrollment in low-value pathways. (Underserved students)	175	35

leaders should determine whether those students have personalized academic plans aligned to completion and post-graduation success. If not, the student may struggle to make timely progress toward their goals.



3. Two Strategic Reform Areas

3.1. Strategic Reform Goals: Strengthening the Program Portfolio

In the matrices here and in [Section 3.2](#), colleges will outline their intended strategic reform plans and action steps to strengthen their program portfolio (3.1) and student advising and support (3.2) that, together, are expected to achieve their quantitative Unlocking Opportunity goals. For each, colleges will identify challenges and opportunities, propose an intended strategy to address them, explain why the strategy was chosen, and identify barriers they may face in implementing the strategy. Finally, colleges should include a reasonable estimate of how many students the college thinks the change will impact.

Note: As discussed during the May collaborative and during subsequent meetings, we have included a detailed list of potential program portfolio strategies after the matrix.

Challenge / Opportunity	Intended strategy	Rationale	Change management considerations	Estimated impacts
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<i>Who is the lead?</i>	<i>Which strategy or action will the college take?</i>	<i>Why choose this action?</i>	Identify strategic barriers that could slow or stop this action (e.g., financial, communications, etc.). Also identify which key stakeholders to involve during implementation.	Estimated impact by fall 2025 (# of students positively impacted) Include a second estimate quantifying how this action will impact underserved students.
<i>Dr. Cynde Larsen</i>	Launch new program: respiratory therapy	New in-demand healthcare field with high-wages.	Finances Employers Faculty	10,5 Goal to launch program with enrollment of 10.
<i>Dr. Cynde Larsen</i>	Launch new program: Associate of Arts & Associate of Science	New program with strong transfer opportunities built-in to the programs from the beginning	Competition for students Communications University partners Faculty Advisors	150, 75 Goal to increase enrollment to 150.



			K12 teachers & counselors	
<i>Dr. Cynde Larsen</i>	Launch new program: radiography technician	New in-demand healthcare field with high-wages.	Finances Employers Faculty	20,10 Goal to launch program with enrollment of 20.
<i>Dr. Cynde Larsen</i>	Launch new program: IT Software Developer	New in-demand high-wage job.	Finances Employers Faculty	25,12 Goal to launch program with enrollment of 25.
<i>Dr. Cynde Larsen</i>	Launch new program: investigating dental hygiene and/or precision agriculture	New in-demand high-wage job.	Finances Employers Faculty	15, 7 Goal to launch program with enrollment of 15.
<i>Dr. Cynde Larsen</i>	Launch new program: Paramedic	New medium-wage job.	Demand for employees. Wage	10,5



			<p>level. Industry support.</p> <p>Employers Faculty Local communities</p>	<p>Goal to launch program with enrollment of 10.</p>
Katie Glass and Holly Clendenen	<p>Expanding and diversifying enrollment in existing high-value programs: Renewable Energy and Data Analytics</p>	<p>New high-wage programs with low enrollment</p>	<p>Recruiting students into program. Increasing knowledge of job opportunities.</p> <p>Employers K12 schools Faculty</p>	<p>30 + 25 = 55,20</p> <p>Goal to increase enrollment by 30 & 25.</p>
Katie Glass and Holly Clendenen	<p>Expanding and diversifying enrollment in existing high-value programs: Criminal Justice</p>	<p>Established high-wage program with room for increased enrollment</p>	<p>Recruiting students into program.</p> <p>Employers K12 schools Faculty</p>	<p>20,10</p> <p>Goal to increase enrollment by 20.</p>


<p>Katie Glass and Holly Clendenen</p>	<p>Expanding and diversifying enrollment in existing high-value programs: Electromechanical Technology & Instrumentation and Controls & Industrial Mechanic</p>	<p>Established high-wage programs with room for increased enrollment</p>	<p>Recruiting students into program. Employer support</p> <p>Employers K12 schools Faculty</p>	<p>30,15</p> <p>Goal to increase enrollment by 30.</p>
<p>Dr. Cynde Larsen and Mandy Henkel</p>	<p>Improving existing program quality and value: All low-wage & medium-wage programs = 41 programs + NonProgram-Gen Ed</p>	<p>We are working with all programs categorized as low-wage or medium-wage to implement curriculum modifications to increase program value through innovation, work-based learning, and/or new learning outcomes.</p>	<p>Faculty time and/or experience to innovate programs. Hesitancy from advisory committee members to increase wage earnings.</p> <p>Faculty Employers Advisory committees Advisors</p>	<p>415 workforce low-value 82 other low-value 489 workforce medium-value =986 total</p> <p>Goal for 372 to move from low to med wage and 336 to move from med to high wage by Fall 2025.</p>



			Career Services	
Dr. Cynde Larsen	Shrinking or sunsetting low-value programs: Culinary Arts & Management are no longer offered. We are monitoring other programs in this category to track progress in innovating the program and/or industry.	If programs cannot improve wage outcomes, we will consider sunsetting programs or building pathways to higher paying programs.	Employers, students, and college desire to keep programs that meet workforce needs and have enrolled students. Faculty Employers Advisory committees Advisors	Culinary Arts & Management = 12, 5 Other programs could have enrollment impact of 35,18

The following four strategies are centered on strengthening program offerings to achieve UO objectives:

- 1) Improving existing program quality and value – Efforts that increase program value from low value to either middle value or high value, which may include aligning curriculum with post graduation success, based on analyses of transfer outcomes, job skills, and job quality/wages; ensuring liberal arts programs are aligned to transfer; implementing well-designed annual program review processes; implementing annual reviews of transfer programs with major transfer



partners; scaling high-quality experiential and applied learning; and ensuring high-quality instruction and faculty interaction (in-person, hybrid, and online).

- 2) **Launching new high-value programs** – By assessing current and future local/regional workforce needs, colleges may be able to identify unmet good-job demand and define the required credentials for these jobs; establish or grow partnerships with local employers to define specific needs and create pathways to, and curriculum for, programs aligned to good jobs; and build new transfer pathways in high-opportunity fields with current and new university partners, aiming for guarantees and/or inevitability.
- 3) **Expanding and diversifying enrollment in existing high-value programs** – These efforts may entail collaborating with employers to: (a) set goals around the number of graduates needed over a specific period of time, (b) revamp curriculum to align with needed employer skills, and (c) fund additional instructors, equipment, and experiential learning. Colleges may also collaborate with universities to (a) set goals around the number of transfer students, (b) substantially expand the transfer pipeline, (c) help advise students before they complete their associate degree, and (d) ensure strong instruction in high-demand fields. Additional efforts may include funding new positions and strategically hiring staff to accommodate additional enrollment in high value programs; investing more in recruitment into high value programs, especially to underserved populations; and aligning budgets with program value and demand in order to fund new capacity and signal priority of high value programs.
- 4) **Shrinking or sunseting low-value programs** – Colleges may choose to sunset and phase out low-value programs where students are unlikely to find economic opportunity or transfer/bachelor's success upon completion. Strategies to achieve this include developing/refining a process for evaluating all programs on an annual basis based not only on enrollments but whether they deliver strong graduation rates and post-graduation value; setting processes for closing low-value programs that makes clear that freed up funds will be used for mission; basing budget decisions on program success and post-graduation value plus enrollment; building schedules to ensure student access—in frequency, times



offered, and modalities—to courses in high-value programs; and freezing hiring when faculty retire or depart in low-value programs or related courses.

3.2. Strategic Reform Goals: Strengthening Advising and Supports Connected to High-Value Programs

Note: As discussed during the May Collaborative and during subsequent meetings, we have included a detailed list of potential advising and support strategies after the matrix.

Problem / Opportunity	Intended strategy	Rationale	Change management considerations	Estimated impacts
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<p>Describe a challenge the college is facing, or an identified opportunity for improvement. (Review assessment tool results, early momentum metrics, and program data to identify problems and opportunities)</p>	<p>Which strategy or action will the college take?</p>	<p>Why choose this action?</p>	<p>Identify strategic barriers that could slow or stop this action (e.g., financial, communications, etc.). Also identify which key stakeholders to involve during implementation.</p>	<p>Estimated impact by fall 2025 (# of students positively impacted) Include a second estimate quantifying how this action will impact underserved students.</p>
<p>Holly & Katie</p>	<p>Reforming advising and student supports: Reform advising so that it is more inevitable and systematic.</p>	<p>This was an identified area of improvement based on feedback from Aspen UO surveys and Aspen CEP site visit.</p>	<p>Resistance to change and amount of change in Fall 2023 Concern of workload Communication Advisors Faculty Financial aid Career Services Student Support Student Services Leadership Team</p>	<p>2,053; 900 Goal is inevitable advising leading to creating of a student success plan for all program students including: 1. Career Assessment 2. Financial Plan 3. Support/Services</p>



<p>Katie</p>	<p>Expanding and increasing equity in recruitment to high-value programs: recruit more special population students to enroll in dual credit in high school and help more dual credit students transition to SWTC programs</p>	<p>Large number of students in dual enrollment and opportunity to improve transition to program enrollment.</p> <p>Opportunity to recruit HS students into dual enrollment that do not see themselves as college material, especially special population students.</p>	<p>K12 counselors and principals Recruiters Advisors Faculty Dual Enrollment Coordinator</p>	<p>1,200, 600</p> <p>Goal to increase dual credit enrollment, especially special pops students, and increase transition to college programs. Positively impact all dual credit students with SSP.</p>
<p>Holly & Katie</p>	<p>Expanding and increasing equity in recruitment to high-value programs: transition more Adult Education and English Language Learning</p>	<p>Currently, low transition rate from these pre-college programs into college programs.</p>	<p>AE and ELL instructors Recruiters Advisors Faculty Financial aid Tutors</p>	<p>400, 380</p> <p>Goal to increase transition of Adult Education and ELL students to college programs. Positively impact all AE and</p>



	students into college programs.			ELL students with SSP.
Holly & Katie	Redesigning program onboarding: Creation of Student Success Plans for all students with a goal of all students having a Student Success Plan before starting classes in Fall 2024.	Help every student develop a plan to be successful in college focused on career goals and assessment as needed, support areas of concern/weaknesses, and build relationships with success network to improve student outcomes.	Advisors Faculty Financial Aid Student Support/Services College Leadership Student Services Leadership Team Tutors Disability services Residence life Mental Health Career Services Foundation Student employment K12 teachers AE and ELL instructors	All program students + dual enrollment students + Adult Education & ELL students = 3600; 1900 Goal is creating student success plans for all program, dual credit, AE, and ELL students.



The following four strategies are centered on improving interactions that can guide students into high-value programs:

- 1) Expanding and increasing equity in recruitment to high-value programs – Colleges may consider reaching new student populations, including adult learners, through community and K-12 partnerships; aligning dual enrollment offerings and advising with career path programs; recruiting students enrolled in adult basic skills and non-credit workforce programs into high-value credential programs and supporting them through the program enrollment process; expanding marketing and advertising of high-value programs alongside employers to attract adult learners; and tailoring messaging to attract historically underserved populations and communities, including through trusted intermediaries.
- 2) Redesigning program onboarding – Options to redesign program onboarding include establishing structures to ask every student about their interests, strengths, and aspirations to help them explore high-value programs and careers aligned to their interests; connecting students with faculty, peers, alumni, and employers in the fields of interest; connecting students with needed college and community resources; inspiring students by ensuring they can take at least one well-taught college-level course on a topic that interests them in their first-term; and helping every student develop a preliminary educational plan aligned to their post-graduation goals (and a good job).
- 3) Building student-centric schedules and modalities - Colleges may consider actions including developing course and program schedules that are based on students' educational plans; ensuring that course schedules align with student needs and non-academic responsibilities; providing supplemental support for students in online or hybrid programs to ensure rigorous learning; and providing training for faculty on how to develop strong online and hybrid teaching skills.
- 4) Reforming advising and student supports – Potential actions may include adopting a caseload management advising model to ensure tailored academic and non-academic supports; determining specific milestones for student decisions and progress; aligning advisors' expectations and training to specific milestones; ensuring advisors help students update their educational plans as they progress; and making engagement with quality career services and career placement inevitable.



4. Strength and Need Assessments

Through participation in the network, college leaders should identify areas of strength — where the college’s existing practices have already contributed to enrollment and completion of higher-value programs — and record them in the Practice-Sharing Strength table below. These strengths will be used by Aspen and CCRC to create opportunities for Unlocking Opportunity colleges to share strategies and ideas in areas of strength with other colleges that may be facing challenges in those areas.

Similarly, in the Practice-Sharing Needs table, college teams should identify and list areas where they are not as strong and may need support. Identifying and sharing these needs will enable Aspen and CCRC to connect the college to other network colleges that have identified that area as a strength, and to additional resources and expertise.

Practice-Sharing - Strengths

Strategic Focus Area - Keywords	Practice-Sharing Description
<i>Insert strength keywords here</i>	<i>Describe the strength in more detail here</i>
Program innovation	Academic leaders have met with all instructors in low-wage and medium-wage programs. Each low-wage and medium-wage program developed a Team Action Plan in August to increase program value and/or to modify curriculum. All programs (low, med, and high wage) will also incorporate or enhance at least one formal work-based learning initiative into curriculum before Fall 2024.
Adoption of College 3.0	The college’s strategic directions will be reviewed for approval by the Board of Director in October and are Access, Completion, and Post-College Success. Each



	direction has 3-5 goals/deliverables for 2023-24 to improve performance in those areas. (Strategic Directions document included with submission for reference.)
University Transfer – fresh start	We started our two university transfer programs in Fall 2023 and have been intentional about creating transfer agreements that are effective and efficient so students can complete a bachelor's degree with 60 additional credits at the receiving institution. Work continues on program-to-program agreements (ex. early childhood education to elementary education).

Practice-Sharing - Needs

Strategic Focus Area - Keywords	Practice-Sharing Description
<i>Insert need keywords here</i>	<i>Describe the needs in more detail here.</i>
Wholistic and Systematic Advising	Advising is not inevitable, yet, and we are working through changes to advising model. We have a Student Success Plan template we are using for Fall 2023 and will continuously improve it. We are working on the 'hand-offs' and additional input that areas outside of advisors will have in the plan – financial aid, academic support, faculty, disability services, and student support. For 23/24, we have



	quantitative goals for student populations that will have Student Success Plans in place – 300 special population students, 150 dual credit students, 50 AE and ELL students, and 50 university transfer AA/AS students. The goal is that all program students have a Student Success Plan before starting classes in Fall 2024. This will be driven by a new advising and onboarding model.
Low-wage high-value programs	Some low-wage programs are in high demand and are important, like early childhood education. We have plans for program and industry innovation and improved transfer opportunities, but if these efforts do not move the wage measure enough, some of these programs could be difficult to discontinue.



5. Conclusion

Strategic goal setting will serve as a foundation for all that will be built through the remainder of the Unlocking Opportunity network. These set goals will guide each college's strategic choices for the coming years and provide benchmarks against which we can measure progress. While CEP and CCRC recognize that these goals may need to be adjusted, we encourage all colleges to make the effort now to set ambitious quantitative and practice reform goals. These goals should be within reach, but also challenging enough that they require people to undertake the difficult and meaningful work that will benefit students, the community, and your college for years to come.

B. 2024-25 Budget Update

The overview of the 2024-25 Budget Status and Fund Accounts follows. Holly Clendenen will present the status of the 2024-25 budget development.

Southwest Wisconsin Technical College
General Fund
July 1, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	2022-23 <u>Actual*</u>	2023-24 <u>Budget</u>	2023-24 <u>Estimate**</u>	2024-25 <u>Budget</u>
REVENUES				
Local Government	5,020,419	5,118,300	5,163,100	5,267,000
State Aids	11,586,409	11,400,000	11,600,000	11,643,000
Program Fees	4,490,977	4,629,000	4,800,000	4,868,000
Material Fees	256,308	270,000	280,000	280,000
Other Student Fees	647,281	511,000	575,000	722,000
Institutional	2,662,708	1,994,000	2,400,000	2,917,700
Federal	<u>1,876,872</u>	<u>850,000</u>	<u>1,500,000</u>	<u>1,713,700</u>
Total Revenues	26,540,974	24,772,300	26,318,100	27,411,400
EXPENDITURES				
Instruction	15,837,617	14,200,000	15,910,000	15,824,800
Instructional Resources	297,990	309,000	299,000	295,100
Student Services	2,925,392	2,800,000	2,900,000	3,115,500
General Institutional	5,869,948	5,900,000	5,900,000	6,009,100
Physical Plant	2,298,273	2,200,000	2,200,000	2,417,150
Auxilliary Services	<u>10,491</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	27,239,711	25,409,000	27,209,000	27,661,650
TRANSFERS TO (FROM) FUND BALANCES				
Net Revenue (Expenditures)	(698,737)	(636,700)	(890,900)	(250,250)
OTHER SOURCES (USES)				
Operating Transfer In	1,308,833	296,000	250,000	280,764
Operating Transfer Out	<u>(38,812)</u>	<u>(45,000)</u>	<u>(51,000)</u>	<u>(52,000)</u>
Total Resources (Uses)	1,270,021	251,000	199,000	228,764
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepays & Inventories	-	-	-	-
Reserve for Operations	571,284	(385,700)	(691,900)	(21,486)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	571,284	(385,700)	(691,900)	(21,486)
Beginning Fund Balance	<u>11,140,250</u>	<u>11,471,250</u>	<u>11,711,534</u>	<u>11,019,634</u>
Ending Fund Balance	<u><u>11,711,534</u></u>	<u><u>11,085,550</u></u>	<u><u>11,019,634</u></u>	<u><u>10,998,148</u></u>

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

*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College
Capital Projects Fund
July 1, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	<u>2022-23</u> <u>Actual*</u>	<u>2023-24</u> <u>Budget</u>	<u>2023-24</u> <u>Estimate**</u>	<u>2024-25</u> <u>Budget</u>
REVENUES				
Institutional	109,484	75,000	116,000	75,000
Federal	<u>370,246</u>	<u>1,396,000</u>	<u>500,000</u>	<u>654,400</u>
Total Revenues	479,730	1,471,000	616,000	729,400
EXPENDITURES				
Instruction	619,797	1,045,000	500,000	930,000
Instructional Resources	6,342	64,000	6,000	60,000
General Institutional	1,721,534	829,000	1,500,000	848,000
Physical Plant	<u>1,067,242</u>	<u>4,009,000</u>	<u>4,300,000</u>	<u>1,972,365</u>
Total Expenditures	3,414,915	5,947,000	6,306,000	3,810,365
Net Revenue (Expenditures)	(2,935,185)	(4,476,000)	(5,690,000)	(3,080,965)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	<u>(1,308,833)</u>	<u>(296,000)</u>	<u>-</u>	<u>(280,764)</u>
Total Resources (Uses)	2,691,167	3,704,000	4,000,000	3,719,236
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	<u>(244,018)</u>	<u>(772,000)</u>	<u>(1,690,000)</u>	<u>638,271</u>
Total Transfers To (From) Fund Balance	(244,018)	(772,000)	(1,690,000)	638,271
Beginning Fund Balance	<u>933,507</u>	<u>534,507</u>	<u>689,489</u>	<u>(1,000,511)</u>
Ending Fund Balance	<u>689,489</u>	<u>(237,493)</u>	<u>(1,000,511)</u>	<u>(362,240)</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
Debt Service Fund
July 1, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	2022-23 <u>Actual*</u>	2023-24 <u>Budget</u>	2023-24 <u>Estimate**</u>	2024-25 <u>Budget</u>
REVENUES				
Local Government	6,510,000	6,600,000	6,510,000	6,700,000
State Aids	24,702	20,000	23,000	24,000
Institutional	38,898	36,000	38,000	36,000
Federal Aids	-	-	-	-
Total Revenues	<u>6,573,600</u>	<u>6,656,000</u>	<u>6,571,000</u>	<u>6,760,000</u>
EXPENDITURES				
Physical Plant	<u>7,422,281</u>	<u>6,710,000</u>	<u>6,688,492</u>	<u>6,747,389</u>
Total Expenditures	<u>7,422,281</u>	<u>6,710,000</u>	<u>6,688,492</u>	<u>6,747,389</u>
Net Revenue (Expenditures)	(848,681)	(54,000)	(117,492)	12,611
OTHER SOURCES (USES)				
Refunding Debt Issued	-			
Premium Issueance of Debt	<u>170,840</u>	-	<u>143,920</u>	<u>140,000</u>
Total Resources (Uses)	<u>(677,841)</u>	-	<u>143,920</u>	<u>140,000</u>
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	<u>(677,841)</u>	<u>(54,000)</u>	<u>26,428</u>	<u>152,611</u>
Total Transfers To (From) Fund Balance	<u>(677,841)</u>	<u>(54,000)</u>	<u>26,428</u>	<u>152,611</u>
Beginning Fund Balance	<u>2,338,903</u>	<u>1,658,443</u>	<u>1,661,062</u>	<u>1,687,490</u>
Ending Fund Balance	<u><u>1,661,062</u></u>	<u><u>1,604,443</u></u>	<u><u>1,687,490</u></u>	<u><u>1,840,101</u></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, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	2022-23 <u>Actual*</u>	2023-24 <u>Budget</u>	2023-24 <u>Estimate**</u>	2024-25 <u>Budget</u>
REVENUES				
Federal	76,449	-	50,000	30,000
Institutional	<u>1,219,677</u>	<u>1,300,000</u>	<u>2,100,000</u>	<u>2,300,000</u>
Total Revenues	1,296,126	1,300,000	2,100,000	2,300,000
EXPENDITURES				
Auxiliary Services	<u>2,155,988</u>	<u>1,905,300</u>	<u>2,000,000</u>	<u>2,400,000</u>
Total Expenditures	2,155,988	1,905,300	2,000,000	2,400,000
Net Revenue (Expenditures)	(859,862)	(605,300)	100,000	(100,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>694,630</u>	<u>695,000</u>	-	-
Total Resources (Uses)	694,630	695,000	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(165,232)</u>	<u>89,700</u>	<u>100,000</u>	<u>(100,000)</u>
Total Transfers To (From) Fund Balance	(165,232)	89,700	100,000	(100,000)
Beginning Fund Balance	<u>3,134,266</u>	<u>3,179,266</u>	<u>2,969,034</u>	<u>3,069,034</u>
Ending Fund Balance	<u>2,969,034</u>	<u>3,268,966</u>	<u>3,069,034</u>	<u>2,969,034</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, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	2022-23 <u>Actual*</u>	2023-24 <u>Budget</u>	2023-24 <u>Estimate**</u>	2024-25 <u>Budget</u>
REVENUES				
Institutional	3,909,921	4,455,000	3,920,000	4,455,000
Total Revenues	<u>3,909,921</u>	<u>4,455,000</u>	<u>3,920,000</u>	<u>4,455,000</u>
EXPENDITURES				
Auxiliary Services	3,656,229	4,455,000	3,800,000	4,455,000
Total Expenditures	<u>3,656,229</u>	<u>4,455,000</u>	<u>3,800,000</u>	<u>4,455,000</u>
Net Revenue (Expenditures)	253,692	-	120,000	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	253,692	-	120,000	-
Total Transfers To (From) Fund Balance	<u>253,692</u>	<u>-</u>	<u>120,000</u>	<u>-</u>
Beginning Fund Balance	<u>1,991,571</u>	<u>1,991,571</u>	<u>2,245,263</u>	<u>2,365,263</u>
Ending Fund Balance	<u>2,245,263</u>	<u>1,991,571</u>	<u>2,365,263</u>	<u>2,365,263</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
Special Revenue - Non-Aidable Fund
July 1, 2024 - June 30, 2025
Resources, Uses, and Changes in Fund Balance

	2022-23 <u>Actual*</u>	2023-24 <u>Budget</u>	2023-24 <u>Estimate**</u>	2024-25 <u>Budget</u>
REVENUES				
State Aids	660,407	600,000	700,000	700,000
Other Student Fees	267,182	970,000	350,000	400,000
Institutional	970,494	385,500	900,000	900,000
Federal	<u>4,729,070</u>	<u>6,570,000</u>	<u>5,500,000</u>	<u>7,100,000</u>
Total Revenues	6,627,153	8,525,500	7,450,000	9,100,000
EXPENDITURES				
Student Services	5,954,904	7,797,500	7,440,000	9,080,000
Auxiliary	<u>31,481</u>	<u>33,000</u>	<u>35,000</u>	<u>45,000</u>
Total Expenditures	5,986,385	7,830,500	7,475,000	9,125,000
Net Revenue (Expenditures)	640,768	695,000	(25,000)	(25,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>(655,818)</u>	<u>(650,000)</u>	<u>52,000</u>	<u>52,000</u>
TRANSFERS TO (FROM) FUND BALANCES	(655,818)	(650,000)	52,000	52,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	<u>(15,050)</u>	<u>45,000</u>	<u>27,000</u>	<u>27,000</u>
Total Transfers To (From) Fund Balance	(15,050)	45,000	27,000	27,000
Beginning Fund Balance	<u>642,161</u>	<u>632,161</u>	<u>627,111</u>	<u>654,111</u>
Ending Fund Balance	<u>627,111</u>	<u>677,161</u>	<u>654,111</u>	<u>681,111</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.

C. Review of Facilities Plan (Draft)

Included below you will find the draft of the 10-Year Facilities Plan.

		2023-24		2024-25		2025-26		2026-27		2027-28
Capital Spending										
Instruction (program equipment)		622,000		1,211,000		1,000,000		1,000,000		1,100,000
Instruct. Resources (library/media equipment)		75,000		60,000		75,000		75,000		75,000
General Institutional (IT equipment)		1,656,000		848,000		1,000,000		1,000,000		1,100,000
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)		381,000		214,000		200,000		200,000		200,000
Required Maintenance Items										
	Building 1700 Roof Sustainability	1,471,000	Caulk building 1600	40,000	Building 500 roof Replacement	750,000	Bldg 500 electrical service upgrade	100,000	Bldg 100 Electrical Service upgrade	100,000
	Upgrade lock system	1,070,000	Parking Lot upgrade	113,000	Building 1600 flooring	240,000	Replace batteries in UPS system	65,000	Building 400 Roof top unit	110,000
	Building 1600 Roof	597,000	Radiography	200,000	Lenz rooftops units	200,000	Building 300 Electrical upgrade	100,000	Bldg Automation System Upgrade	750,000
			Sidewalk replacement	25,000	Data Center UPS and cooling	200,000			Building 400 Roof replacement	575,000
					Energy monitoing system	150,000				
					Ag/Auto Lighting project	200,000				
New Construction										
			Land Acquisition	1,300,000			Bldg 1600 Add/ Sustainability Proj.	1,500,000		
Remodeling										
			Solar panel & Storage project building 1700 (tax credit and grant included)	500,000	Daycare Access Project	\$60,000				
		<u>5,872,000</u>		<u>4,511,000</u>		<u>4,075,000</u>		<u>4,040,000</u>		<u>4,010,000</u>
				4		4		4		4

	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34					
Capital Spending											
Construction (program equipment)											
	1,100,000	1,200,000	1,200,000	1,300,000	1,200,000	1,300,000					
struct. Resources (library/media equipment)											
	100,000	100,000	100,000	100,000	150,000	150,000					
General Institutional (IT equipment)											
	1,100,000	1,200,000	1,200,000	1,300,000	1,300,000	1,300,000					
Physical plant (furniture & facilities construction, remodeling, maintenance & equipment)											
	250,000	250,000	250,000	300,000	300,000	300,000					
Required Maintenance Items											
Bldg 200 electric serv upgrade	100,000	150 Roof Replacement	200,000	Building 500 sprinkler	250,000	200/300 elevator upgrade	300,000	HVAC Equipment	500,000	100 Roof Replacement	900,000
Farm House upgrades	40,000	HVAC Equipment	750,000			Building 300 roof replacement	850,000	Upgrade existing clock system	150,000	Childcare Roof Replace	400,000
Burn Building - repair padgenite	50,000	Ag/Auto remaining roof	650,000			Parking Lot replacements	200,000	Farmette improvements	150,000		
		Bldg 600 sprinkler install & Fire alarm update	250,000			Room 430 Roof Replacement	150,000				
						Dining Servery	450,000				
						Interior Campus Signage Project	500,000				
Sustainability HVAC upgrades / Geothermal	1,500,000			Jeidy Property Improvements	1,500,000			Sustainability HVAC upgrades	1,500,000		
						Building 100, 200, 300 Clearstory Windows	350,000	100 classroom, restroom, office space	750,000	Building 2000 upgrades	750,000
						Building 200 remodel	750,000	Building 500 Renovation	850,000	Childcare renovation	500,000
						2200 Storage, scenarios, showers	550,000	Knox Learning Center renovation	250,000	Large Solar Array	1,600,000
	4,240,000	4,600,000	4,500,000			7,100,000		7,100,000		7,200,000	
	4.2	4.4	4.5			7.1		7.2		7.2	

D. Staffing Update

A summary of College Staffing follows:

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New	Sustainable Energy Management Instructor/Energy Coordinator	Ashley Wojtalewicz	7/31/2023	BS: \$50,365 - \$80,083 AS: \$52,977 - \$84,234 MS: \$55,588 – \$88,385 Hired at \$70,000
2	Replacement	Communication Instructor	Sarah Gleisner	8/9/2023	MS: \$56,533 – \$89,888 Hired at \$65,000
3	Replacement	Disability Services Specialist	Tracy Allen	7/17/2023	C4 \$51,471-\$72,438 Hired at \$68,000
4	New	IT Systems Analyst (Student Services, Fin Aid, Student Accounts) Re-posted: Business Analyst - Student Information System	Renuka Vallarapu	2/6/2024	C42: \$24.88 - \$34.83 Hired at \$34/hour
5	Replacement	Accounting Instructor	Julie Johl	8/7/2023	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 – \$89,888 Hired at \$63,000
6	Replacement	Web Designer	Eesha Gongula	10/4/2023	C43 \$54,575- \$76,406 Hired at \$66,560
7	Replacement	Multicultural Success Coach	Karla Escobar	8/28/2023	C41: \$48,908 - \$68,472 Hired at \$63,000
8	Replacement	Student Engagement Coordinator	Brittany Sherman	8/1/2023	C41: \$48,908 - \$68,472 Hired at \$56,000
9	Replacement	Child Care Aide - Part-time	Abby Meier	8/28/2023	A12: \$19.56 -\$22.87 Hired at \$19.56/hour

10	Replacement	Director of Development and Major Gifts	Angela Herting	10/18/2023	D61: \$64,582 - \$93,645 Hired at \$79,000
11	Replacement	Academic Success Coach	JoLynn Moss	10/11/2023	B24: \$22 - 28.61/hourly Hired at \$26/hour
12	Replacement	Advisor	Beth Cummins	10/17/2023	C42: \$51,742 - \$72,438 Hired at \$67,477
13	Replacement	Associate Degree Nursing Instructor	Michelle Young	3/18/2024	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$67,000
14	New	Radiography Program Director & Instructor	Rachel McGuire	1/5/2024	MS: \$56,533 - \$89,888 Hired at \$65,000
15	Replacement	Administrative Assistant - Academic Division	Tina Leis	1/28/2023	B22: \$19.56 - \$25.37/hourly Hired at \$23/hour
16	New	Academic Success Coach (Part-Time)	JoAnn Wiederholt	1/26/2024	B24: \$22.00 - \$28.61/hourly Hired at \$25/hour
16	New	Academic Success Coach (Part-Time)	JoAnn Wiederholt	1/26/2024	B24: \$22.00 - \$28.61/hourly Hired at \$25/hour
17	Replacement	Automotive Technician Instructor	George Whiteaker	2/5/2024	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$64,000
18	Replacement	Welding Instructor	Gary Bakken	5/1/2024	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888 Hired at \$66,500
19	Replacement	Administrative Assistant - College Effectiveness	Natalie Volberding	4/1/2024	B22: \$19.56 - \$25.37/hr Hired at \$21.00/hour
20	Replacement	Continuing Education Specialist Re-posted: Administrative Assistant - Continuing Education	Jennifer Bahl	5/27/2024	B22: \$19.56 - \$25.37/hr Hired at \$21.50/hour
21	Replacement	Mathematics Instructor	Interviewing Candidates	5/14/2024	MS: \$56,533 - \$89,888
22	Replacement	Communication Instructor	Interviewing Candidates	5/10/2024	MS: \$56,533 - \$89,888
23	Replacement	Nursing Instructor	Interviewing Candidates	5/17/2024	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888
24	Replacement	Academic Success Coach	Carolyn Laufenberg	4/15/2024	B24: \$22.00 - \$28.61/hr Hired at \$28.61/hour
25	Replacement	Cosmetology Instructor	Posted	5/3/2024	BS: \$51,221 - \$81,444 AS: \$53,878 - \$85,666 MS: \$56,533 - \$89,888
26	Replacement	IT Support Specialist	Posted	5/13/2024	C42: \$24.88 - \$34.83/hr

E. SWTC Foundation Quarterly Report

Dennis Cooley, Executive Director of Advancement, will present a Foundation update. The FY 2024 3rd Quarter report is included below.



Southwest Tech Foundation FY24 Third Quarter Report

Fundraising Totals 7/1/23 - 3/31/2024

\$1,263,370 total gifts received

(Goal \$1,500,000 for fiscal year)

Outstanding Pledges of \$366,705.37

We received 4,334 gifts from 590 donors

FY24 Gift Highlights of \$2,500 + thru 3.31.24

- \$100,000 from Patrick Thiele for the James and Grace Thiele Scholarship
- \$80,000 from Patrick Thiele for the Raising Chargers Scholarship
- \$21,440 from Patrick Thiele for the James and Grace Thiele Scholarship
- \$12,500 from Kathleen Garrity for the Next Step Scholarship
- \$20,000 In-Kind Gift from Collision Repair Education Foundation and Autel for the Autel IA800 LDW ADAS package
- \$7,500 from 3M Center for the 3M MAP Scholarship
- \$5,000 from Kohlenberg Revocable Trust for the Jim's Building Center, Inc. Scholarship
- \$5,000 from The Richland Hospital Foundation for The Richland Hospital Foundation Scholarship
- \$5,000 from Hartung Brothers, Inc. for Hartung Brothers, Inc. Scholarship
- \$2,999 from Prosperity Southwest Wisconsin for Farm Business & Production Mgmt Program Tuition Assist Fund
- \$2,500 from Chicago Community Trust for Compeer Financial Agriculture Scholarship

Southwest Tech News Releases

[News Releases | Southwest Tech News \(swtc.edu\)](#)

Notes from the Executive Director

By Dennis Cooley

We've captured many wonderful stories from our alumni, corporate partners and friends in 2023-24 and completed another strong quarter of work. While cash gifts, pledges and gifts-in-kind show up in our reports, we are pleased to note that the level of planned gifts – many of which are estate gifts – is also on the rise, which is a good sign of our overall health as a Foundation.

You'll see a couple of photos from visits we made around the District embedded in this report. Each represents a special story about relationships, about partnerships and about ways we're moving forward together. To the right is President Jason Wood and Foundation Development Officer Angie Herting during a visit and tour at Walnut Hollow in Dodgeville. Walnut Hollow is a fascinating company that experiences very little employee turnover as the company has evolved to produce wood products for the craft industry.



We gave out our employee awards this spring and one of those awards is the Innovation of the Year Award, sponsored annually by Joan Senn, who set up the annual award following the culmination of her career at Southwest Tech. As someone who grew up in Bloomington, a tour of the home Joan and Tim Senn built out of an abandoned mill is something truly special. Tim's passion for artwork and pottery is a visual reminder of this couple's talent, but also provides a glimpse into how they renovated the mill to capture their many passions was exceptional.



And then, there's the story of "Mick" McCormick, owner of McCormick Electric in Gays Mills. Mick served on advisory committees at Southwest Tech and has been a staunch supporter of the College. His future gift is to help journeyman apprentices to follow their dreams. "We need more electricians in Southwest Wisconsin," Mick said during a recent visit. His future gifting will help people reach their dreams. Failing health is the only thing that keeps Mick down and his passion for his industry, for this part of the State and for Southwest Tech will live on in his support for these journeyman apprentices.



As we confidentially document these important gifts, it is good for us to remember that most of these potentially transformational gifts started with a single, small gift that was met with excellent stewardship over the past decades. Nobody says "thank you" quite like Southwest Tech does and we hope to continue that culture of thankfulness and sincere appreciation as it is the bedrock our development program is built on.

We continue to build, too, on our successes. The transformational program Need for Nurses has not only led the College to work with the Foundation on the next programs that can thrive with this collective support concept, but it has also taken already strong relationships with our area healthcare providers to new, wonderful heights. We are in the process of adding similar programs in the Precision Agronomy, Manufacturing and other programs as we match needs with partner support.

We've edited the scripts for the scholarship nights when our staff, alumni and friends hand out scholarships to students at our 30 area schools. The new script contains language about Student Success Plans and the transformational opportunity that awaits students who show an interest in Southwest Tech. More than \$575,000 is expected to be awarded in scholarships to more than 730 students.

Finally, as a reminder, the Foundation's 5-Year Fundraising Plan officially goes into effect on July 1, 2024. We've had numerous meetings with our donors and all have been very positive about what we are doing and how they want to be a part of the future at Southwest Tech.

As a reminder, these are the primary areas of focus for the plan, based around College priorities:

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

These are exciting times in the Southwest Tech Foundation and we are so grateful for the opportunity to provide support for our wonderful students, faculty and staff.

All the best,

Dennis R. Cooley

Dennis Cooley

Executive Director of Advancement

Southwest Tech

F. SWTC Real Estate Foundation Quarterly Report

Dennis Cooley will present an update on the Real Estate Foundation. The FY 2024 3rd Quarter report is included below.



Southwest Tech Real Estate Foundation FY23-24 Third Quarter Report

Furnishing Apartments Updates

The REF has selected RCS Systems, Inc. to furnish the Sixplex – 1960 for students choosing to live in that building. The plan is to also offer these amenities to the Midwifery students attending test outs during the summer. We are hoping to have everything delivered by June 15th to prepare for the summer students. Stephanie Brown has been working on purchasing other small items outside of the furniture to assist with the Midwifery students – ex: linens, kitchenware, etc.

Potential New Housing Building

The REF went out for construction bids to potentially self-finance a new housing building starting this fall. Bids are due May 5th with selection and REF board approval for May 10th. There has been some ongoing conversation around the combination of Building Trades-Carpentry Program students and the selected construction company, working in tandem to produce a new housing building. More to come with this exciting news.

Notes from the Executive Director

The Federal earmark that will allow the SWTC Real Estate Foundation to purchase the land at the corner of Highways 18 and 23 in Dodgeville, was approved and Rep. Mark Pocan appeared in person in Dodgeville to share the good news for Iowa County. The earmark, which is a grant through the Department of Housing and Urban Development (HUD), will provide \$300,000 that will enable the SWTC REF to purchase the land where the former Iowa County Sheriff's Department was located.

Representatives of the College and REF have met with developers and financial institutions to gauge interest in the site and all have been quick to point out that a partnership with the College is something important. This project, if successful, will be a multi-layered public/private partnership, and a joint effort between Southwest Tech, Iowa County, the City

of Dodgeville, Dodgeville School District and numerous businesses and organizations who could benefit from said partnership.

The announcement by Pocan came more than nine months after the submittal to HUD and had to pass several key milestones, an important one being the Appropriations Committee. With delays in the passage of the Federal Budget, Pocan mentioned the process was an arduous one, complete with major political moves, debates and other factors that slowed the process considerably.

Pocan also mentioned that the process to get selected is a slow one, and reminded us that it will be a while before the funding actually hits our books, but to know the allocation has been approved and the funds are reserved for us. Pocan said that of the 14-plus projects submitted by him and his staff, only 5-6 were funded.

Here are a few other highlights from 3rd quarter 2023-24:

- The REF Board, under the leadership of Brad Biddick, continues to be supportive of the work of the College, and has approved the building of a new 8-bed duplex that will be completed by the Building Trades-Carpentry students during the 2024-25 academic year, with occupancy expected in fall 2024.
- The migrant workers contract for summer 2024 calls for 40 workers to room in our housing in June.
- Southwest Tech leadership has approved its policies for youth residing in the housing, which paves the way for summer camps like Tech Trek, Leadership Camp and other ventures that allow for educational activities in the housing during its summer offseason.
- The REF Board, and the regular Foundation Board, unanimously approved the MOU payments between the Foundations and the College.
- The REF Board has approved some important maintenance work, including the restructuring of a retaining wall on the housing property. The project is being planned over multiple years to insure successful completion.

As mentioned in previous reports, “partnership” continues to be the rallying cry of the REF. Recently, the REF Board has added the word “innovation” as part of its guidance as the governing body wants to support moving the College forward and build internal and external relationships that are key to our collective success.

-- Respectfully submitted by Dennis R. Cooley

G. SWTC District Workforce Data

Following is an overview of the College's process of aligning programs to the district's workforce needs:

Aligning Programs to Workforce Needs

- Mandy Henkel, Director College Effectiveness/Accreditation
- Amy Seeboth-Wilson, Director of Grants

Overview of Program Development Process

In general, before they will approve new programs, WTCS requires that we demonstrate there is sufficient local employer demand to hire all graduates. To do this, WTCS requires we make use of data including, but not limited to:

- Labor market databases such as Lightcast (formerly Economic Modeling Specialists Intl. [EMSI]) or Bureau of Labor Statistics (BLS).
- Employer surveys, employer interviews, and focus groups.
- For new and emerging occupations that do not have an already existing Standard Occupational Classification (SOC) code, a mix of surveys, interviews, advisory committee/focus group discussions are recommended for demonstrating need.

All new programs developed by SWTC must align with WTCS Policy #310, Program Approval, Suspension and Discontinuance, adopted Feb. 24, 1982, revised January 29, 2013 ([link](#)), and be developed in accordance with WTCS Educational Services Manual (ESM) Chapter 3, Creating a New Program ([link](#)).

Example Program Justification- Radiography (excerpted from our WTCS Developing Markets Grant)

Per local employer requests, in 2023, Southwestern Wisconsin Technical College created a Radiography associate degree (10-526-1), approved by Wisconsin Technical College System on 9/13/2023. This two-year, 62-credit program is launching our first cohort in fall 2024 and will prepare graduates for a career in diagnostic radiology (x-ray), making images of bodies to aid physicians in the diagnosis of injuries and diseases. This career currently is considered "high-wage" with a mean starting salary of \$62,679 per year in our District according to Lightcast.

SWTC has a long history of helping our local healthcare providers thrive. Our health sciences program currently offers degrees in nursing, physical therapy, midwifery, cancer information management, medical labs, surgical technology, and medical coding, collectively feeding more than 200 graduates to our regional health care providers each year. We have graduates in all six hospitals in our district and our staff serve on many of the local hospital boards. In turn, all the area hospitals serve in some capacity on our advisory boards.

It is through these strong relationships that we first became aware of the need for locally trained Radiography Technologists. Considered a high-wage job (averaging \$62,679 in our district¹), this position plays a crucial role in healthcare. Responsible for operating imaging equipment like X-rays, MRIs, CT scans, and ultrasounds, they assist physicians and specialists in diagnosing various medical conditions and injuries. The images they produce help healthcare professionals make accurate assessments and develop treatment plans for patients. They aid in diagnosing ailments and contribute significantly to monitoring the progress of treatments. Their precision and attention to detail are vital in capturing high-quality images, ensuring accurate readings and assessments by radiologists and physicians. As technology continues to advance, radiographer technicians are essential in utilizing and maintaining sophisticated imaging equipment, improving diagnostic capabilities, and providing better patient care.

Correlating with the growth of our aging population, the need for radiographer technicians is expected to grow more quickly in our district than the nation, exacerbated by a higher-than-average retirement risk for this occupation in our region.² To drill into the local workforce needs, we surveyed

¹ Lightcast Q2 2022, Occupation Overview.

² 7.7% by 2027 in SWTC vs 4.8% at the nation, Lightcast Q2 2022, Occupation Overview.

Aligning Programs to Workforce Needs

- Mandy Henkel, Director College Effectiveness/Accreditation
- Amy Seeboth-Wilson, Director of Grants

Presentation to SWTC District Board Meeting, May 23, 2024
Page 1 of 2

Aligning Programs to Workforce Needs

- Mandy Henkel, Director College Effectiveness/Accreditation
- Amy Seeboth-Wilson, Director of Grants

employers in 2022 and found that among the seven respondents, they collectively employ more than 32 full time radiographer technicians and 17 part time, and were actively recruiting for an additional nine full time and five part time radiographer technicians. They anticipate that over the next 3-4 years they will need to hire at least 21 more full-time and 12 part time radiographer technician. All said that they would hire a graduate with a two-year associate degree in Radiography Technology.

In April 2023, Southwest Tech convened a group of industry experts as an Ad Hoc Advisory Committee (table 2) to review the proposed curriculum, lab, and equipment needs of this degree. The group unanimously supported the degree development, noting that the relevant industry accreditation, Joint Review Committee on Education in Radiologic Technology (JRCERT) requires the program have its one full lab. The group agreed that it would be best if this program be offered in a lab on the Fennimore campus and include an X-ray unit, table, and upright bucky, mobile unit, immobilization items to practice sandbags, cushions, a skeleton that is x-ray proof, multiple sizes of x-ray detectors, and different cassette sizes.

Name	Affiliation
Cynde Larsen	Dean and Chief Academic Officer, SWTC
Judy Dayton	Ancillary Services Manager of Gundersen Boscobel Area Hospital
Ashley McBee	Mammography Technologist of Gundersen Boscobel
Troy Marx	Director of Human Resources of Upland Hills Health
Jennifer Crist	Imaging Dept Manager of Memorial Hospital of Lafayette
Hannah McCarthy	Memorial Hospital of Lafayette
Timothy Clark	Director of Medical Imaging of Crossing Rivers Health

Eleven WTCS Colleges already have a radiography program (BTC, CVTC, LTC, MDSN, MILW, MPTC, NATC, NTC, NWTC, WCTC, WTC), but SWTC does not. In September 2023 Wisconsin Technical College System approved the creation of SWTC’s Radiography associate degree (10-526-1). This two-year, 62-credit program is launching our first cohort in fall 2024. We opened the program for registration in fall of 2023 and already have ten students enrolled. Our goal is to have 15 enrolled for the fall 2024 semester. We hired a full-time program director, Rachel McGuire, who started on January 5. She will spend spring of 2024 developing program curriculum and be the primary program instructor for the first year (2024- 2025). In the second year, she will continue to deliver program content and we will hire a second full- time faculty so we can begin a second cohort in fall of 2025.

Example Lightcast Labor Market Report - Radiography – We have a subscription to proprietary economic modeling software, Lightcast, which provides data on the district’s labor outlook by occupation. The next several pages include a copy of the Radiography labor market report submitted in our Concept Review to WTCS.

Radiologic Technologists and Technicians in 5 Wisconsin Counties

Contents

What is Lightcast Data?	1
Report Parameters	2
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Jobs	4
Compensation	6
Job Posting Activity	7
Demographics	11
Occupational Programs	14
Appendix A	15

What is Lightcast Data?

Lightcast data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumé, and job postings to give you a complete view of the workforce.

Lightcast data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.



Report Parameters

1 Occupation

29-2034 Radiologic Technologists and Technicians

5 Counties

55023 Crawford County, WI

55043 Grant County, WI

55049 Iowa County, WI

55065 Lafayette County, WI

55103 Richland County, WI

Class of Worker

QCEW Employees

The information in this report pertains to the chosen occupation and geographical areas.

Executive Summary

Average 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 67* employees, while there are 55 here.



Compensation

Earnings are about average in your area. The national median salary for Radiologic Technologists and Technicians is \$61,901, compared to \$62,679 here.



Job Posting Demand

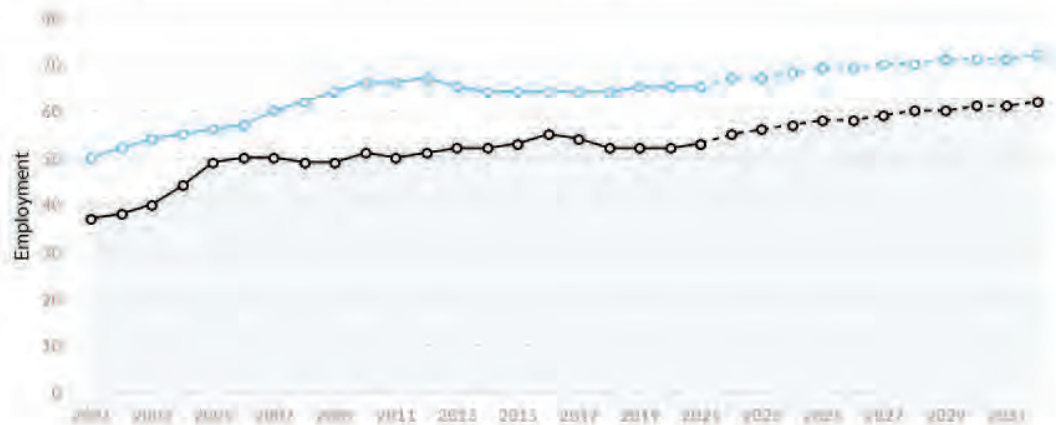
Job posting activity is about average in your area. The national average for an area this size is 3* job postings/mo, while there are 3 here.

*National average values are derived by taking the national value for Radiologic Technologists and Technicians 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 67* jobs, while there are 55 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.



Region	2022 Jobs	2027 Jobs	Change	% Change
● 5 Wisconsin Counties	55	59	4	7.7%
● National Average	67	70	3	4.8%

*National average values are derived by taking the national value for Radiologic Technologists and Technicians 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.

Regional Breakdown



County	2022 Jobs
Grant County, WI	25
Richland County, WI	<10
Crawford County, WI	<10
Iowa County, WI	<10
Lafayette County, WI	<10

Most Jobs are Found in the General Medical and Surgical Hospitals Industry Sector

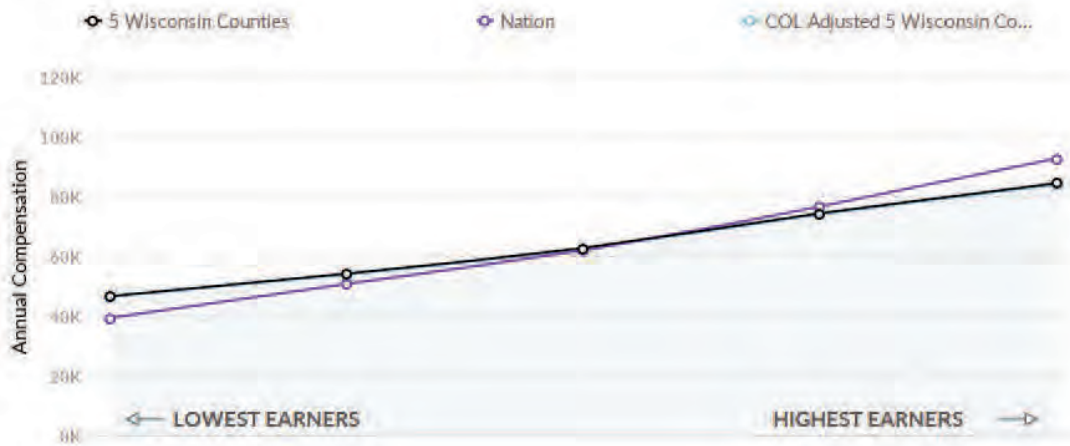


Industry	% of Occupation in Industry (2022)
General Medical and Surgical Hospitals	77.5%
Offices of Physicians	10.5%
Education and Hospitals (Local Government)	7.5%
Other	4.6%

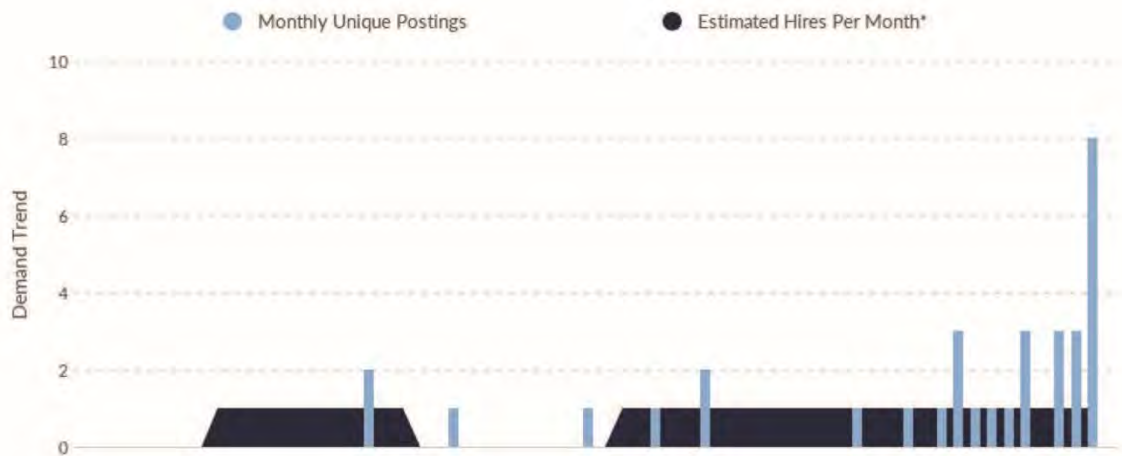
Compensation

Regional Compensation Is 1% Higher Than National Compensation

For Radiologic Technologists and Technicians, the 2020 median wage in your area is \$62,679, while the national median wage is \$61,901.



Job Posting Activity

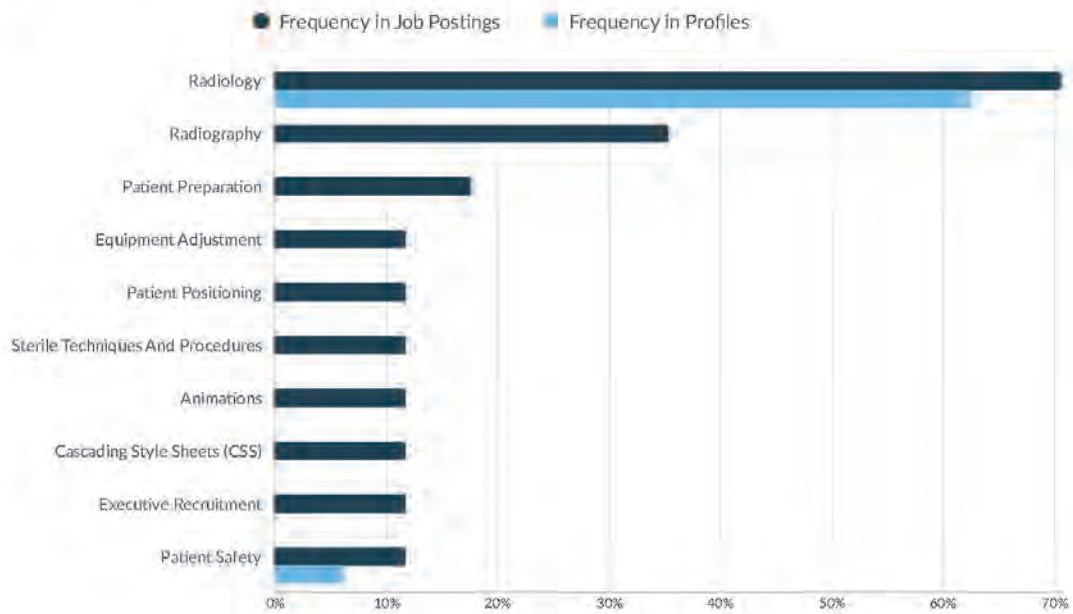


Occupation	Avg Monthly Postings (Jan 2022 - May 2022)	Avg Monthly Hires (Jan 2022 - May 2022)
Radiologic Technologists and Technicians	3	1

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Lightcast hires are calculated using a combination of Lightcast jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

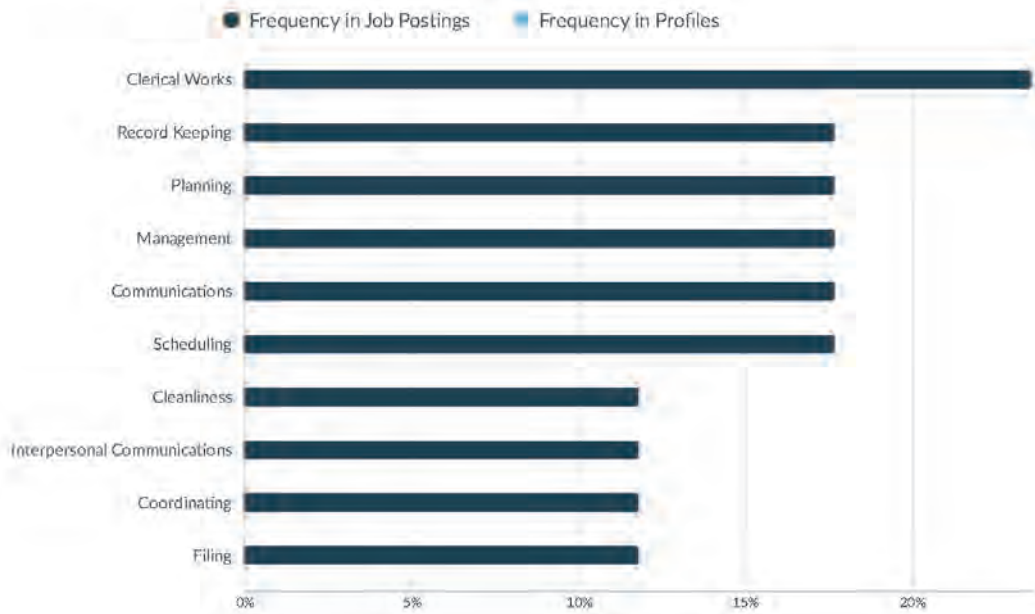
Top Companies	Unique Postings	Top Job Titles	Unique Postings
TotalMed	3 	Radiologic Technologists	4 
Medical Staffing Options	2 	Travel Radiology Technicians	3 
Upland Hills Health	2 	Radiology Technicians	2 
FlexCare Medical Staffing	1 	Radiology Technologists	2 
Fusion Medical Staffing	1 	Travel X-Ray Techs	2 
Gundersen Health System	1 	Hospitalists	1 
Jackson Therapy Partners	1 	Radiologic/X-Ray Technologists	1 
Lafayette County	1 	X-Ray Technicians	1 
Mayo Clinic	1 	X-Ray Technologists	1 
National Staffing Solutions	1 		

Top Specialized Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Radiology	12	71%	20	63%
Radiography	6	35%	0	0%
Patient Preparation	3	18%	0	0%
Equipment Adjustment	2	12%	0	0%
Patient Positioning	2	12%	0	0%
Sterile Techniques And Procedures	2	12%	0	0%
Animations	2	12%	0	0%
Cascading Style Sheets (CSS)	2	12%	0	0%
Executive Recruitment	2	12%	0	0%
Patient Safety	2	12%	2	6%

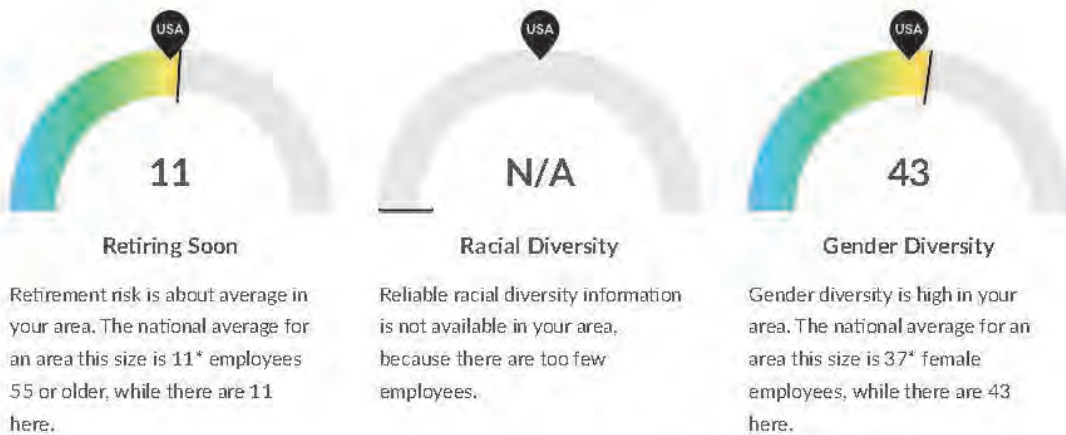
Top Common Skills



Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Clerical Works	4	24%	0	0%
Record Keeping	3	18%	0	0%
Planning	3	18%	0	0%
Management	3	18%	0	0%
Communications	3	18%	0	0%
Scheduling	3	18%	0	0%
Cleanliness	2	12%	0	0%
Interpersonal Communications	2	12%	0	0%
Coordinating	2	12%	0	0%
Filing	2	12%	0	0%

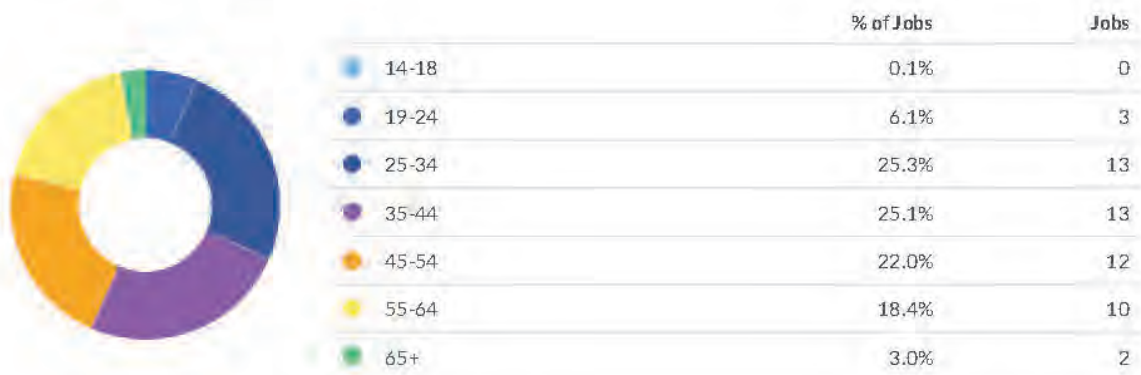
Demographics

Retirement Risk Is About Average, While Reliable Diversity Information Is Not Available

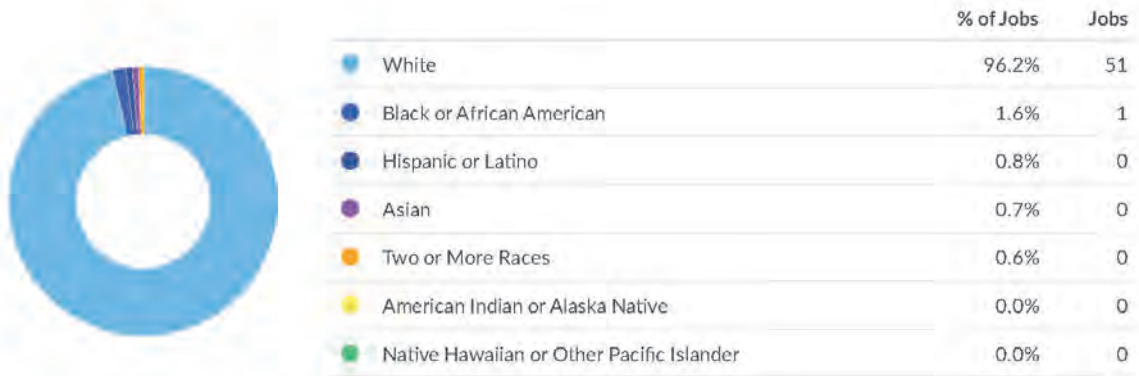


*National average values are derived by taking the national value for Radiologic Technologists and Technicians and scaling it down to account for the difference in overall workforce size between the nation and your area. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown



Occupation Race/Ethnicity Breakdown



Occupation Gender Breakdown



National Educational Attainment



Occupational Programs



0 Programs

Of the programs that can train for this job, 0 have produced completions in the last 5 years.



0 Completions (2020)

The completions from all regional institutions for all degree types.



5 Openings (2020)

The average number of openings for an occupation in the region is 9.

Not enough data to show the Top Programs section.

Not enough data to show the Top Schools section.

Appendix A

Radiologic Technologists and Technicians (SOC 29-2034):

Take x-rays and CAT scans or administer nonradioactive materials into patients bloodstream for diagnostic or research purposes. Includes radiologic technologists and technicians who specialize in other scanning modalities. Excludes Diagnostic Medical Sonographers (29-2032) and Magnetic Resonance Imaging Technologists (29-2035).

Sample of Reported Job Titles:

Radiologic Technologist (RT)
Radiographer
Mammography Technologist
CAT Scan Technologist (Computed Axial Tomography Technologist)
X-Ray Technologist (X-Ray Tech)
Staff Technologist
Staff Radiographer
Radiology Technologist
Radiological Technologist
Radiographer, Mammographer


Related O*NET Occupation:

Radiologic Technologists (29-2034.00)

Information and Correspondence

A. Enrollment Reports

1. 2024-25 Year-Over-Year FTE Comparison

		FTE COMPARISON REPORT - MAY 13, 2024					FTE's				
Program Number	Program Name	Headcount					FTE's				
		FY 22-23 5/16/22	FY 23-24 5/15/23	FY 24-25 05/13/24	23 to 25 Change	24 to 25 Change	FY 22-23 5/16/22	FY 23-24 5/15/23	FY 24-25 05/13/24	23 to 25 Change	24 to 25 Change
101011	Accounting	36	20	25	(11)	5	14.63	9.47	10.83	(3.80)	1.37
311011	Accounting Assistant	6	6	1	(5)	(5)	2.40	2.57	0.63	(1.77)	(1.93)
100066	Agribusiness Science & Technology - Animal Science	27	24	19	(8)	(5)	14.43	12.10	12.53	(1.90)	0.43
100917	Animal Science	-	-	15	15	15	-	-	6.60	6.60	6.60
100067	Agribusiness Science & Technology - Agribusiness Mgmt	12	16	23	11	7	7.13	8.30	11.43	4.30	3.13
100065	Agribusiness Science & Technology - Agronomy	5	11	17	12	6	2.70	5.43	8.77	6.07	3.33
310063	Agribusiness Science & Technology - Agronomy Tech	-	2	1	1	(1)	-	0.93	0.50	0.50	(0.43)
320701	Agricultural Power & Equipment Technician	28	32	31	3	(1)	14.07	15.97	16.63	2.57	0.67
303163	Artisanal Modern Meat Butchery	-	-	13	13	13	-	-	1.87	1.87	1.87
314051	Auto Collision Repair & Refinish Technician	7	8	8	1	-	3.90	4.47	4.20	0.30	(0.27)
324042	Automotive Technician	17	30	26	9	(4)	8.30	13.90	11.77	3.47	(2.13)
REMED	Basic Education Remedial/Developmental	90	102	32	(58)	(70)	-	-	-	-	-
314751	Building Trades-Carpentry	6	12	7	1	(5)	2.97	5.80	3.43	0.47	(2.37)
101021	Business Analyst / Data Analyst	1	2	3	2	1	0.63	1.07	0.90	0.27	(0.17)
101023	Business Management	62	60	56	(6)	(4)	27.40	27.33	25.10	(2.30)	(2.23)
105305	Cancer Information Management	42	53	42	-	(11)	16.70	20.97	12.60	(4.10)	(8.37)
115301	Cancer Information Management (CIM) ATC (New 23-24)	-	-	6	6	6	-	-	1.67	1.67	1.67
313071	Child Care Services	3	3	1	(2)	(2)	1.30	1.40	0.30	(1.00)	(1.10)
315021	Cosmetology	31	30	30	(1)	-	15.00	14.70	13.87	(1.13)	(0.83)
105046	Criminal Justice - Law Enforcement 2	20	23	28	8	5	11.40	9.50	11.13	(0.27)	1.63
105045	Criminal Justice Studies	7	12	5	(2)	(7)	2.73	5.50	2.03	(0.70)	(3.47)
305042	Criminal Justice-Law Enforcement 720 Academy	-	-	4	4	4	-	-	1.07	1.07	1.07
310915	Dairy & Livestock Technician	-	-	1	1	1	-	-	0.50	0.50	0.50
305082	Dental Assistant	16	3	10	(6)	7	8.53	1.60	4.83	(3.70)	3.23
105106	Direct Entry Midwife	66	65	71	5	6	27.07	22.40	29.07	2.00	6.67
308121	Driver and Safety Education Certification	4	3	2	(2)	(1)	0.80	0.70	0.40	(0.40)	(0.30)
103071	Early Childhood Education	32	35	33	1	(2)	14.30	15.40	14.27	(0.03)	(1.13)

FTE COMPARISON REPORT - MAY 13, 2024		Headcount					FTE's				
Program Number	Program Name	FY 22-23 5/16/22	FY 23-24 5/15/23	FY 24-25 05/13/24	23 to 25 Change	24 to 25 Change	FY 22-23 5/16/22	FY 23-24 5/15/23	FY 24-25 05/13/24	23 to 25 Change	24 to 25 Change
314132	Electrical Power Distribution	43	39	42	(1)	3	21.10	19.30	20.70	(0.40)	1.40
106201	Electromechanical Technology	16	16	11	(5)	(5)	8.40	8.87	6.17	(2.23)	(2.70)
305313	Emergency Medical Technician	-	-	1	1	1	-	-	0.37	0.37	0.37
104813	Energy Management Technology (Sustainable Energy Mgmt)	-	1	1	1	-	-	0.47	0.50	0.50	0.03
320804	Farm Operations & Management - Ag Mechanics	6	1	-	(6)	(1)	3.03	0.53	-	(3.03)	(0.53)
320803	Farm Operations & Management - Dairy	8	2	-	(8)	(2)	3.80	1.13	-	(3.80)	(1.13)
310803	Farm Operations & Management - Dairy Technician	-	1	-	-	(1)	-	0.10	-	-	(0.10)
310802	Farm Operations & Management - Farm Ag Maintenance	4	3	-	(4)	(3)	1.23	0.30	-	(1.23)	(0.30)
320806	Farm Operations & Management - Livestock	4	3	-	(4)	(3)	2.07	1.23	-	(2.07)	(1.23)
310807	Farm Operations & Management - Livestock Tech	1	-	-	(1)	-	0.53	-	-	(0.53)	-
103251	Golf Course Management	10	11	11	1	-	5.20	5.77	5.90	0.70	0.13
102012	Graphic And Web Design	24	31	30	6	(1)	11.20	14.77	13.73	2.53	(1.03)
105301	Health Information Technology	26	16	26	-	10	7.97	6.50	8.80	0.83	2.30
105203	Human Services Associate	29	19	14	(15)	(5)	15.27	10.00	7.30	(7.97)	(2.70)
316201	Industrial Mechanic	1	2	-	(1)	(2)	0.57	1.13	-	(0.57)	(1.13)
106203	Instrumentation and Controls Technology	2	-	1	(1)	1	1.13	-	0.60	(0.53)	0.60
101512	IT - Cybersecurity Specialist	-	8	27	27	19	-	3.63	13.70	13.70	10.07
311546	IT-Computer Support Technician (suspended)	11	3	-	(11)	(3)	5.33	1.40	-	(5.33)	(1.40)
101502	IT - Network Specialist (teach out)	16	3	-	(16)	(3)	6.83	1.47	-	(6.83)	(1.47)
311509	IT - Network Systems Technician	-	-	3	3	3	-	-	1.57	1.57	1.57
101961	Leadership Development	9	3	3	(6)	-	3.53	0.77	1.73	(1.80)	0.97
208001	Liberal Arts - Associate of Arts	23	25	28	5	3	4.77	6.13	12.13	7.37	6.00
208002	Liberal Arts - Associate of Science	6	11	4	(2)	(7)	1.47	2.90	1.30	(0.17)	(1.60)
315091	Medical Assistant	22	15	10	(12)	(5)	10.73	5.77	4.43	(6.30)	(1.33)
315302	Medical Coding Specialist	49	39	28	(21)	(11)	15.73	14.57	9.30	(6.43)	(5.27)
105131	Medical Laboratory Technician	9	7	2	(7)	(5)	3.93	3.07	1.00	(2.93)	(2.07)
305024	Nail Technician	1	2	3	2	1	0.17	0.33	0.50	0.33	0.17
NONDEG	Non-Degree	403	424	314	(89)	(110)	9.51	9.56	6.77	(2.74)	(2.80)
101966	Nonprofit Leadership	5	3	4	(1)	1	2.20	1.20	2.00	(0.20)	0.80
105431	Nursing - Associate Degree	151	151	123	(28)	(28)	45.27	49.13	39.53	(5.73)	(9.60)
305431	Nursing Assistant	33	26	16	(17)	(10)	3.37	2.43	1.20	(2.17)	(1.23)
105241	Physical Therapist Assistant	8	3	11	3	8	3.40	0.43	4.43	1.03	4.00
504275	Plumbing Apprentice	17	14	22	5	8	1.43	1.40	2.17	0.74	0.77
105261	Radiography	-	-	10	10	10	-	-	4.47	4.47	4.47
311821	Supply Chain Assistant	3	1	1	(2)	-	0.50	0.37	0.20	(0.30)	(0.17)
101821	Supply Chain Management	15	16	10	(5)	(6)	6.03	6.50	3.63	(2.40)	(2.87)
105121	Surgical Technology	6	11	14	8	3	4.13	5.10	5.97	1.83	0.87
104995	Technical Studies-Journeyworker	1	1	1	-	-	0.10	0.10	0.10	-	-
UNDEC	Undeclared	77	106	18	(59)	(88)	12.30	16.17	2.73	(9.57)	(13.43)
UNDES	Undesignated (24-25 SCNOW + Transcribed Credit)	74	80	7	(67)	(73)	9.20	10.53	2.50	(6.70)	(8.03)
314421	Welding	32	29	33	1	4	16.37	14.63	16.80	0.43	2.17
	TOTALS:	1,663	1,678	1,339	(324)	(339)	444.20	427.20	409.16	(35.04)	(18.04)
										-7.9%	-4.2%

2. Student Success Scoreboard



Southwest Wisconsin
TECHNICAL COLLEGE

College 1.0 Access Southwest Tech Student Success Plans

May 16, 2024 Update



Southwest Wisconsin
TECHNICAL COLLEGE

Southwest Tech Student Success Plans

Complete Plans = 351

In Progress = 733

Total = 1,084



THIS IS WHERE ANYTHING IS POSSIBLE

Southwest Tech Student Success Plans

351 Complete Plans, 733 Plans Started

numbers reported below are started plans, not only completed plans

not all numbers reported below include the 351 completed plans from NSR because not all categories are tracked yet

- 46 adult education (AE) and English Language Learners (ELL) students started plan
 - Goal is 50
- 222 dual enrollment students have a plan started
 - Goal is 150
- 144 students in one or more Special Population Category have a plan started
 - Goal is 300
- 69 students are University Transfer Students have a plan started
 - Goal is 50



THIS IS WHERE ANYTHING IS POSSIBLE

Proposed New Scoreboard

1. Career Assessments
 - 421 career assessments completed
2. Financial Budget and Gap
 - 437 Students with a Financial Budget Plan
3. Academic Map with Supports & Services
 - 916 Academic Map with Supports and Services Plans are complete



THIS IS WHERE YOU GROW

Proposed New Scoreboard

4. Complete Student Success Plans

- A. 320 Students with Career Assessment, Financial Budget, and Supports & Services with Educational Plan BEFORE classes start
- B. Special Population Students with Complete Plan and Non-Special Population Students with Complete Plan
 - 29 completed student success plans are Special Population Students
 - Most SSPs completed at NSR do not have Special Population indicator marked yet



B. Accessing College Email

C. Chairperson's Report

D. Acting College President's Report

- 1. Faculty Qualification Assurance System (FQAS) Audit**
- 2. Graduation Update**
- 3. College Happenings**

E. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda


1. Public Budget Hearing and Approval
2. Student Success Agenda – Budget Planning


B. Date, Time, & Place

Thursday, June 20, 2024, 6:00 p.m., Southwest Tech's Room 430,
1800 Bronson Blvd., Fennimore, WI 53809

Adjournment

Appendix ~ Southwest Wisconsin Technical College Strategic Directions (2023 - 2026)


STRATEGIC DIRECTIONS
2023–2026



For seven years in a row, Southwest Tech ranks among the best two-year colleges in the nation!

THIS IS WHERE
Everyone Belongs

Who We Are

Mission

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

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.

Values

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.



Lori Needham, executive assistant, is known around campus for her unwavering kindness and infectious positivity. She extends trust generously and helps the entire campus community to feel like they belong here.

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.

Holly Straka, Workforce Innovation Grant coordinator, is working on her masters degree while also leading the \$2.9 million Workforce Innovation Grant which funds Southwest Tech's Advance Southwest Wisconsin project. The project helps the Southwest Wisconsin workforce excel and increase their career potential in the post-pandemic manufacturing sector by providing job site training, educational pathways, and advanced support.



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.

Kelly Kelly, Director of Fiscal Services, regularly seeks opportunities to provide work-based learning opportunities for students in the accounting program. She considers them an essential part of her team and holds them accountable for demonstrating professional behavior, communication, and the technical skills needed for today's workforce.



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.



Matt Nation, evening custodian, regularly seeks opportunities to support students who need it the most by hiring them for the evening custodian crew. Matt makes adjustments to job duties to make sure students feel confident and supported. Matt answers many after-hours calls and is the first to extend a helping hand.

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.

Stacey Place, Physical Therapist Assistant program instructor, recently took on the role of academic lead for several health science

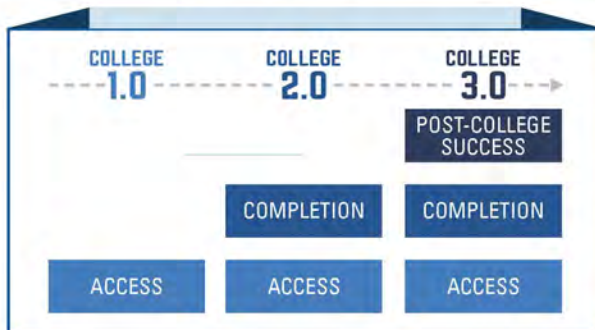
programs. The primary role of academic leads is to serve as coaches, mentors, and guides on a peer-to-peer basis, with the overarching goal of enhancing student learning outcomes.



Building relationships with prospective students, current students, and employers is what we do best. At Southwest Tech, we care.

The front cover shows a recruiter meeting with students from Darlington High School, a non-traditional occupation student in the Building Trades-Carpentry program, and the first cohort of students in the high wage Surgical Technology program.

College Health Indicators



COLLEGE HEALTH INDICATORS (CHI)		2023 ACTUAL	2024 GOAL
CHI 1A.	Promoting Equity in Student Learning-Graduation Rate Comparison:		
	For Special Population* Students	42%	70%
	For Non-Special Population Students	60%	
CHI 2A.	Course Completion Rate	91%	95%
CHI 3A.	Year-to-Year Graduate Wage Growth	8%	10%
CHI 4A.	5-Year Graduate Wage Growth	67%	75%

*The Wisconsin Technical College System (WTCS) defines special populations as students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers, and persons with disabilities.

The District Board of Directors reviews College Health Indicators (CHI) semi-annually. The CHI are metrics that provide a trend of performance year-over-year with benchmarks that compare Southwest Tech to other Wisconsin Technical College System colleges or national performance standards.

Each year, the Wisconsin Technical College District Boards Association recognizes individuals and business leaders in the state who exemplify the very best of Wisconsin's technical education system and colleges. The Association also recognizes partners in our communities who promote the value of a technical college education. For the last two years in a row, Southwest Tech District Board

Chairs Donald Tuescher and Charles Bolstad were honored as the Wisconsin Technical College System Board Member of the Year.



▲ Charles Bolstad
Donald Tuescher ▶



College Governance



Executive Team

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

The Aspen Institute College Excellence Program selected Holly Clendenen as one of 35 leaders for the 2023-24 class of the Aspen Rising Presidents Fellowship.



College Council

Cultivates College Values as core behaviors of a positive, caring culture of wellness and trust.

Josh Bedward, facilities manager and master electrician, co-leads the College Council and took a lead role in developing and implementing the performance management evaluations.



Academic Council

Leads efforts to ensure all students learn, progress, and achieve their goals, especially our Special Populations*.

Cynde Larsen, Ph.D., chief academic officer and executive dean, leads the Academic Council.



Operations Council

Leads the achievement of sustainable college operations.

Heath Ahnen, executive director of information technology services, is co-leading the implementation of a new Enterprise Resource Planning system.

COLLEGE 1.0-ACCESS

STRATEGIC DIRECTION: Create transformational student success plans to improve access for all students.

This Is Where People Care. At Southwest Tech we want every person to know we care about their success. Faculty and staff unite to help students design plans to achieve their goals. Student success plans include: career goals, an academic map, financial planning and budgeting, and a network of professionals to ensure supports and services are inevitable.

PERFORMANCE

We know we will be successful when more people chose to be students at Southwest Tech, especially if they live in the college's five-county district.

GOALS

- a. 50 Adult Basic Education and English Language Learners students will have a student success plan by the end of the spring 2024 semester.
- b. 150 dual enrollment high school students will have a student success plan by the end of the spring 2024 semester.
- c. 300 special population* degree-seeking students will have a student success plan by the end of the spring 2024 semester.
- d. 50 university transfer students have a student success plan by the end of the spring 2024 semester.
- e. All program students will have a success plan before their first course begins in the 2024 fall term.



An eager group of adults in Darlington is on their way to learning English. A partnership between Southwest Wisconsin Technical College and the Darlington Community School District, has drawn approximately 60 adult learners to weekly classes since September.



Cody M. Burke completed the HSED program at our Richland Center Outreach Center. He is from Soldiers Grove, Wisconsin, and was a student at North Crawford High School. Cody will attend Southwest Tech in Fennimore this fall as a part of the Agricultural Power and Equipment Technology program. Good luck with your future, Cody!

COLLEGE 2.0-COMPLETION

STRATEGIC DIRECTION: Enhance high-quality work-based learning to improve course completion and graduation for all students.

This Is Where You Succeed. Graduation Matters. We help every student complete their courses and finish their degrees because we know students with degrees have more earning power and better opportunities to improve their lives.

PERFORMANCE

We know we will be successful when more students graduate and we make improvements to decrease achievement gaps for special population students. Southwest Tech emphasizes work-based learning so students learn first-hand from industry experts how to excel in the workforce or successfully transfer to a four-year university.*

GOALS

- a. All academic programs will incorporate or enhance at least one formal work-based learning initiative into the curriculum before the fall 2024 semester.
- b. During the 2023-24 academic year, all academic program advisory committees will consider student success rates and outcomes and identify curriculum or industry innovations that will increase wages.
- c. The Boards of Directors for the College, Foundation, and Real Estate Foundation will adopt fundraising priorities aligned with supporting needs-based scholarships and work-based learning by November of 2023 and establish fundraising goals for each of the next three years.
- d. Universal Design initiatives will be assessed for impact on student success with investments in the opportunities that will have the most impact on students during the 2024-25 budget development cycle.

All students are better off when they have authentic work-based learning opportunities similar to what they will experience in the workplace. The internal partnerships between marketing and the Graphic & Web Design program create meaningful experiences that align with program outcomes. Pictured are Graphic & Web Design students Sabrina Splinter and Alexa Weber whose t-shirt designs were selected to be sold in the Chargers Bookstore.



*Work-based learning is a course-based opportunity to engage and interact with industry experts while learning to demonstrate essential employability and technical skills necessary for today's workforce. Work-based learning can take various forms, such as practicum, clinical, and internship courses; apprenticeships, and other course-based learning experiences in which students interact directly with potential employers.

COLLEGE 3.0-POST-COLLEGE SUCCESS

STRATEGIC DIRECTION: Innovate the curriculum and workforce to improve wage and transfer success for all graduates.

This is Where You Excel. Southwest Tech graduates experience high levels of job placement. We seek to improve the wages they earn as our alumni increase their value to employers.

PERFORMANCE

We know we will be successful when local employers report graduates have increased knowledge, skills, and abilities and recognize the high value by increasing wages.

GOALS

- a. Add five new high-wage programs by 2026. We will pursue radiology technician, respiratory therapist, software developer, paramedic, and one still to-be-determined.
- b. Through the Team Action Plan process of Instructional Vitality, we will plan and implement curriculum modifications for at least one element of each low-wage program during the 2023-24 academic year.
- c. Strengthen the college's relationship with the University of Wisconsin-Platteville to help more Southwest Tech students complete their bachelor's degree.



As a Nursing student Kylie Meier participated in the Southwest Tech sponsored trip to Haiti.



While working as an LPN and working her way through the Nursing-Associate Degree program, Kylie was selected as the DRIVEN Award recipient at Southwest Health in Platteville, Wisconsin. Kylie is described as "A nurse who shows compassion for people every day." Kylie is known for her energy, empathy, flexibility in meeting others' needs, dedication, and caring nature.



After working for seven years as an LPN, ADN, and BSN, Kylie has started seeing her own patients as an Advanced Practice Nurse Prescriber in 2023.

Kylie Meier

- 2018 Nursing-Associate Degree
- 2020 Bachelor of Science in Nursing
- 2022 Advanced Practice Nurse Prescriber

COLLEGE EXCELLENCE PROGRAM


The Aspen Institute College Excellence Program (Aspen) and its partners at the Community College Research Center (CCRC) have launched a first-of-its-kind initiative that reflects the next wave of the two-year college student success movement: a bold focus on excellence and equity in post-completion outcomes. In the spring of 2023, Southwest Tech was selected to join a ten-college network to work closely with Aspen, CCRC, expert

coaches, and field practitioners over three years on comprehensive reforms and then three additional years of evaluation, all with one overarching goal: thousands more community college students, including students of color and those from lower-income backgrounds, entering and completing programs that lead directly to jobs that pay a family-sustaining wage or to efficient and effective completion of a bachelor's degree.