



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

November 19, 2015

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 19, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The November 19, 2015, Board regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

B. Reports/Forums/Public Input

CONSENT AGENDA

A. Approval of Agenda

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

B. Minutes of the Board Retreat / Regular Meeting of October 22, 2015

Minutes of the October 22, 2015, Board retreat and regular meeting are included with the electronic Board material.

C. Financial Reports

1. Purchase Orders Greater than \$2,500

2. Treasurer’s Cash Balance

3. Budget Control

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

D. Contract Revenue

Contract revenue totaled \$230,263.88 in October 2015. There are six contracts being presented to the Board for approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation and one retirement are being presented for approval in the Personnel Report. The report is available with the electronic Board material.

OTHER ITEMS REQUIRING BOARD ACTION

A. Concept Review: Driver and Safety Education Certification

Annette Biggin, Driver Education Coordinator, will present for approval the Concept Review for a short-term technical diploma in Driver and Safety Education Certification. The Concept Review is available with the electronic Board material.

Recommendation: Approve the Concept Review for a short-term technical diploma program in Driver and Safety Education Certification.

B. Concept Review: Paramedic

PSC Outreach Coordinator & Lead EMS Instructor Ken Bartz will present the Concept Review for approval of an associate degree program in Paramedic. The Concept Review is available electronically with the electronic Board material.

Recommendation: Approve the Concept Review for an associate degree program in Paramedic.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. 2016-17 Budget Process

Caleb White will present the 2016-17 Budget Process. An outline of the process is available electronically with all other Board material.

B. Strategic Directions Prioritization and Definition

The Board met last month and prioritized the Strategic Directions. The President was tasked with further refining the definitions of the top three priorities. The Board will review an initial draft and provide feedback for further development. The initial draft is available electronically with all other Board material.

C. President's Goals

The President will present goals to be used for the annual evaluation. The goals will be available at the Board meeting.

D. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2015-16 Comparison FTE and 2016-17 Application Reports are available electronically with all other Board material.

B. Chairperson's Report

1. ACCT National Legislative Summit February 8 – 11, 2016

C. College President's Report

1. System Update

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. FY2015 Financial Audit
2. Business, Management & General Studies Report

B. Time and Place

Thursday, December 17, 2105, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURNMENT

Open Meeting

The following statement will be read: "The November 19, 2015, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/ Forums/Public Input

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, November 19, 2015

6:15 p.m. - Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

OPEN MEETING

The following statement will be read: “The November 19, 2015, Board regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 22, 2015
- C. Financial Reports
 - 1. Purchase Orders Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Concept Review: Driver and Safety Education Certification
- B. Concept Review: Paramedic Training

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2016-17 Budget Process
- B. Strategic Directions Prioritization and Definition
- C. President's Goals
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURNMENT

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

B. Minutes of the Board Retreat / Regular Board Meeting of October 22, 2015

MINUTES OF THE

BOARD RETREAT / REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE

OCTOBER 22, 2015

The Board of Southwest Wisconsin Technical College met in open session of a Board retreat / regular meeting commencing at 1:01 p.m. on October 22, 2015, in Room 303 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Linda Erickson (arrived at 4:00 p.m.), Melissa Fitzsimons (arrived at 4:00 p.m.), James Kohlenberg, Darlene Mickelson, Russell Moyer (arrived at 2:00 p.m.), Eileen Nickels (arrived at 1:10 p.m.), Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Sue Reukauf, Kim Schmelz, Phil Thomas, Krista Weber, Caleb White. Public present included Fennimore Times editor Rob Callahan and Foundation/Real Estate Foundation Board members Lori Barry, Jerry Brunner, Joyce Czajkowski, Melissa Gile, Connie Larson, and Kevin Raisbeck.

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

BOARD MEETING NOTICE/AGENDA

Thursday, October 22, 2015

1:00 – 4:00 p.m. – Board Retreat
4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
5:00 - 6:00 p.m. – Dinner with District Board / Foundation Board
6:00 p.m. – Regular Board Meeting
Southwest Tech Campus

1:00 – 4:00 p.m. – Board Retreat
Southwest Tech Campus
Room 303

AGENDA

OPEN MEETING

The following statement will be read: "The October 22, 2015, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the

press and posted on campus and in the Cities of Fennimore and Prairie du Chien in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call

BOARD RETREAT

- A. Strategic Directions
- B. Presidential Evaluation
- C. Campus Master Planning

**4:00 – 5:00 p.m. – Joint District Board / Foundation Board Meeting
Southwest Tech Campus
Rooms 492-493**

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Campus Master Planning
- B. Memorandum of Understanding between Southwest Wisconsin Technical College, Southwest Wisconsin Technical College Foundation, and SWTC Real Estate Foundation

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

**6:00 p.m. – Regular Board Meeting
Southwest Tech Campus
Rooms 492-493**

OPEN MEETING

- A. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 24, 2015
- C. Financial Reports
- D. Purchase Orders Greater than \$2,500
 - 1. Treasurer’s Cash Balance
 - 2. Budget Control
 - 3. Contract Revenue
- E. Personnel Items
- F. Southwest Wisconsin Workforce Development Board Lease for Space at Richland Center Outreach Site

OTHER ITEMS REQUIRING BOARD ACTION

- A. Fund & Account Transfers (2014-15 Budget Modifications)
- B. Resolution for Adoption of 2015 Tax Levy

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Review of Purchasing Activities
- B. WTCS Faculty Quality Assurance System
- C. Industry, Trades & Agriculture Report
- D. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of:
 - 1. Discussing Specific Personnel Issues per Wis. Statutes 19.85(1)(f)
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
- B. Approval of Closed Session Minutes of September 24, 2015

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

The District Board reviewed, defined, and prioritized the eight Strategic Directions. The Directions include Advance Quality, Increase College Access, Improve Student Completion & Success, Strengthen Partnerships, Create a Cohesive Culture, Make Customer Service a Priority, Promote Effective Communication, Promote Fiscal Efficiency & Sustainability. The Board prioritized the directions by grouping together several and noting that several others are a part of the other directions. The Board chose the following three Strategic Directions to make a priority.

- 1. Increase Access and Improve Success
- 2. Cohesive Culture and Customer Service
- 3. Promote Fiscal Efficiency and Sustainability

The intent is to show indicators for the directions and how those indicators are being met at monthly Board meetings. The Board will review and further discuss the three prioritized directions at their November meeting.

The District Board and Dr. Wood discussed an evaluation tool for the President's annual performance review based upon mutually agreed upon goals and college performance. Dr. Wood will refine his goals and bring back to the Board for further review.

Steve Kieckhafer and Michael Sobczak from Plunkett Raysich Architects engaged the District Board in a master planning session. Mr. Kieckhafer and Mr. Sobczak have had three full-day sessions to gather input and ideas from identified College staff and shared the initial thoughts with the Board. One more daylong session has been scheduled on campus and a survey will be issued to students and the broader staff to gather ideas and input. The Board shared several ideas with Mr. Kieckhafer and Mr. Sobczak. A final report will be presented to the Board in May 2016.

The District Board moved to Rooms 492-493 for a joint meeting with the Foundation Board and Real Estate Foundation Board at 4:04 p.m. The following members were present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the joint meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Kim Schmelz, Phil Thomas, and Caleb White. Foundation / Real Estate Foundation Board Members present included Lori Barry, Jerry Brunner, Joyce Czajkowski, Melissa Gile, Connie Larson, and Kevin Raisbeck.

Mr. Kieckhafer and Mr. Sobczak shared with those present the input and ideas gathered to date for master planning and the timeline for when the report will be complete.

The Memorandum of Understanding between Southwest Wisconsin Technical College, the Southwest Wisconsin Technical College Foundation, and the SWTC Real Estate Foundation was reviewed and discussed. The Memorandum of Understanding (MOU) articulates the working relationship of the three entities. Based on the discussion, changes will be implemented in the MOU and brought back to each of the boards for review.

The Board adjourned for dinner at 5:30 p.m. for social purposes only and no College business was conducted.

The District Board meeting reconvened at 6:13 p.m. with the following members present:

Linda Erickson, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Rhonda Sutton

Others present for all or a portion of the joint meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Sue Reukauf, Kim Schmelz, Phil Thomas, and Caleb White.

Dr. Wood introduced Kim Schmelz as the new Director of External Relations and Alumni Development.

Mr. Prange moved to approve the Consent Agenda, as presented, including the October 22, 2015, agenda; September 24, 2015, Board minutes; financial reports; 15 contracts totaling \$108,654.97 in September 2015; the employment recommendations of Gary Roberts – Criminal Justice Instructor, Gina Udelhofen – Coordinator of Annual Giving & Donor Relations, and Kim Schmelz – Director of External Relations & Alumni Development; and the resignation of Heather McLimans, Advisor/Counselor. Ms. Nickels seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented the 2014-15 budget modifications for Board approval noting the College ended the fiscal year positively, with revenues and expenses being less than anticipated. Mr. White reviewed the unaudited fund balances for all College funds. The recommended budget modifications included:

- General Fund – The budget modification will approve expending an additional \$200,000 for student services with a \$200,000 transfer from the instructional category.
- Debt Service Fund – The requested budget modification will reassign \$150,000 and \$5,200,000 due to refinancing of long-term debt.
- Internal Service Fund – The budget modification will reassign \$250,000 to auxiliary expenses due to deficit spending in the internal service fund.

Mr. Tuescher moved to approve the budget modifications for the General Fund, Debt Service Fund, and Internal Service Fund as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2015 in the amount of \$4,727,729 for operational expenses and \$4,840,000 for debt retirement for a total tax levy of \$9,567,729. Mr. White provided information that the resolution would increase the base tax levy by an operational net change of \$223,041 (2.39%). The overall property value increased 3.0% resulting in an overall 0.6 percent increase in mill rate. Mr. Moyer moved to approve the Resolution Providing for Tax Levy for the Year 2015 as presented. Mr. Tuescher seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

A review of purchasing activities for FY2015 was presented by Mr. White. The purchase card activity increased from \$1.6 million to \$2.379 million from the previous year. This past year the rebate amount received for the purchase card activity was almost \$26,000. Also included in the purchasing activities were the \$50,000 and greater vendors for FY2015.

Krista Weber, Director of Human Resources, and Phil Thomas, Vice President for Student & Academic Affairs, updated the Board on the Wisconsin Technical College System Faculty Quality Assurance System (FQAS). The FQAS became effective July 1, 2015, and aligns with the former state certification system with the exception of data and evidence analysis. New full-time faculty will have three years to complete the requirements while new part-time instructors, part-time provisional and part-time approval faculty teaching more than 15 hours per semester will have five years to complete the competencies. Faculty currently holding a five-year certificate will have to complete only the new course. Once all seven courses have been completed, faculty will need to participate in ongoing professional development. The

FQAS will be tied to the Higher Learning Commission faculty qualification processes so duplicate efforts are not necessary.

The Board heard a report on the Industry, Trades & Agriculture division by Derek Dachelet, dean of the division. The report included an overview of the division activities which meet Board Ends; retention, graduation rates, and placement rates; apprenticeship enrollment; new programs; Farm Business & Production Management program; Business & Industry Services; and division priorities.

Krista Weber provided an update on College staffing noting current open positions of Advisor, Communications Instructor, Student Success Tutors, Student Success Coach, and Foundation Accounting & Payroll Administrator.

The enrollment report was reviewed including the 2015-16 Comparison FTE Report which reflected a two percent decline from the previous year. The 2016 Application Report showed a slight decrease in a year-over-year comparison.

Mr. Moyer and Ms. Nickels provided a brief summary of the ACCT Leadership Congress. Dr. Wood shared an update on the October 14 Open House and October 21 Job Fair.

Mr. Tuescher moved to adjourn to closed session to discuss specific personnel issues per Wis. Statutes 19.85(1)(f). Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the meeting adjourned to Closed Session at 7:23 p.m. The Board meeting reconvened to Open Session at 7:40 p.m. with no action taken on Closed Session items.

With no further business to come before the Board, Mr. Moyer moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 7:40 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Expenditures Greater Than \$2500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 10/01/2015 TO 10/31/2015**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
		None this month		
			SUBTOTAL	\$ -
<u>CAPITAL FUND</u>				
10/2/2015	6347	CDW	\$ 6,102.92	IT: HP Switches
10/12/2015	6348	Marvel Manufacturing Company	\$ 20,947.50	Welding: Marvel Band Saw
10/16/2015	6351	CDW	\$ 22,346.32	IT: AlienVault USM Software with training-Cyber Security Product
10/19/2015	6352	Boelter Supply	\$ 8,275.39	Culinary: Freezer & Mobile Storage Cart
10/27/2015	6354	Gordon Flesch Co.	\$ 5,575.00	Financial Aid: Sharp MX-310N Copier with finisher and stand
10/27/2015	6356	CDW	\$ 2,550.00	IT: HP POE Switch
			SUBTOTAL	\$ 65,797.13
<u>ENTERPRISE FUND</u>				
		None this month		
			SUBTOTAL	\$ -
			TOTAL	\$ 65,797.13

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 10/31/2015

Liability End of Month Balances		
FICA	-	
Federal Withholding	-	
State Withholding	21,689.07	
Teachers Retirement	-	
Wisconsin Retirement	-	
Hospitalization	-	
Dental Insurance	-	
Credit Union	-	
Tax Sheltered Annuity		
Deferred Compensation		
American Family Insurance	-	
Foundation	-	
PSA Dues	-	
SWACTE Dues	-	
Garnishment	-	
Child Care	-	
Accrued Vacation Payable	350,390.35	
Sick Leave Payable	441,372.11	
Other (Due To)	7,344,717.88	
Total Liability Adjustment	8,158,169.41	
Beginning Treasurers Balance		3,198,166.28
Receipt		
Fund		
1 General	1,261,659.97	
2 Special Revenue	-	
3 Capital Projects	5,097.00	
4 Debt Service		
5 Enterprise	94,134.02	
6 Internal Service	327,199.22	
7 Financial Aid/Activities	2,607,232.48	
Total Receipts	4,295,322.69	
Cash Available		7,493,488.97
Expenses		
Fund		
1 General	1,762,125.56	
2 Special Revenue	-	
3 Capital Projects	137,647.48	
4 Debt Service	-	
5 Enterprise	120,731.32	
6 Internal Service	350,986.13	
7 Financial Aid/Activities	1,006,452.99	
Total Expenses	3,377,943.48	
Treasurers Cash Balance		4,115,545.49
Liability Adjustment		8,158,169.41
Cash in Bank		\$12,273,714.90

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 4 Months ended October 2015**

	<u>2015-16 Budget</u>	<u>2015-16 YTD Actual</u>	<u>2015-16 Percent</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>	<u>2011-12 Percent</u>
General Fund Revenue	23,568,000.00	5,787,519.90	24.56	21.30	20.02	22.47	22.41
General Fund Expenditures	23,968,000.00	7,548,606.39	31.49	28.37	31.13	28.23	28.00
Capital Projects Fund Revenue	2,530,000.00	2,508,059.65	99.13	100.35	100.31	99.21	101.81
Capital Projects Fund Expenditures	2,357,000.00	301,343.07	12.79	26.28	30.11	12.32	67.80
Debt Service Fund Revenue	5,194,000.00	44,575.00	0.86	0.02	-	-	-
Debt Service Fund Expenditures	5,261,000.00	-	-	-	-	-	-
Enterprise Fund Revenue	2,132,000.00	774,796.32	36.34	38.50	41.32	42.33	42.92
Enterprise Fund Expenditure	1,966,000.00	515,483.71	26.22	27.71	25.28	27.30	24.19
Internal Service Fund Revenue	4,100,000.00	1,409,713.40	34.38	32.02	30.48	30.54	22.90
Internal Service Fund Expenditures	4,100,000.00	1,988,446.74	48.50	42.05	31.03	34.77	36.54
Trust & Agency Fund Revenue	8,500,000.00	3,212,556.98	37.79	41.34	46.91	46.82	42.77
Trust & Agency Fund Expenditures	8,450,000.00	3,189,934.60	37.75	41.98	46.81	47.61	45.45
Grand Total Revenue	46,024,000.00	13,737,221.25	29.85	28.56	29.26	30.47	29.58
Grand Total Expenditures	46,102,000.00	13,543,814.51	29.38	28.70	30.25	27.87	31.52

D. Contract Revenue

Contract revenue totaled \$230,263.88 in October 2015. There are six contracts being presented to the Board for approval. The Contract Revenue Report follows.

2015-2016 CONTRACTS

10/01/15 through 10/31/15

<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>
03-2016-0008-I-18	Intermediate Algebra	Richard Ammon	326	\$ 142,201.20	No		X	
University of WI-Platteville	Elementary Algebra	Richard Ammon	189	\$ 82,441.80	No		X	
03-2016-0070-I-47	Safety Voluntary Compliance - OSHA	Amy Charles	7	\$ 1,600.00	No		X	
3M	National Electrical Code Exam Prep	Amy Charles	3	\$ 1,600.00	No		X	
WAT Grant #03-139-124-176								
03-2016-0075-I-42	EMS Cont Ed: IN Narcan Training	Kris Wubben	22	\$ 340.00	No		X	
Rural Medical Ambulance								
03-2016-0078-F-23	Administrative & Financial Services	Amy Charles		\$ 1,162.50	No		X	
Prosperity Southwest								
03-2016-0079-I-41	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	11	\$ 286.00	Yes		X	
Atrium Post-Acute Care of Mineral Point								
03-2016-0081-I-41	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	13	\$ 632.38	No		X	
Community Health Services								
TOTAL of all Contracts			571	\$ 230,263.88				
Exchange of Services			11	\$ 286.00				
For Pay Service			560	\$ 229,977.88				

E. Personnel Items

Two employment recommendations are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT November 19, 2015

Employment: NEW HIRE

Name	David Wright
Title	Student Success Tutor
Number of Applicants and Number Interviewed	8 Applicants / 4 Interviewed
Start Date	November 16, 2015
Salary/Wages	\$25.00/Hr
Classification	Part-Time – Limited Term Employment (thru 5/16)
Education and/or Experience	MS in Education and BS in Agriculture Business and Economics from UW-Platteville. 5 years of high school agriculture instructor experience

PROMOTIONS/TRANSFERS

N/A	
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RETIREMENTS / RESIGNATIONS

Dave Hardyman (Retirement 11/4/15)	Network Specialist
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Recommendation: Approve the Consent Agenda.

Other Items Requiring Board Action

A. Concept Review: Driver and Safety Education Certification

Annette Biggin, Driver Education Coordinator, will present for approval the Concept Review for a short-term technical diploma in Driver and Safety Education Certification. The Concept Review follows.

Recommendation: Approve the Concept Review for a short-term technical diploma program in Driver and Safety Education Certification.

CONCEPT REVIEW/PROGRAM APPROVAL
District Request (TC-OCCCRPA-1A)

Wisconsin Technical
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and
Apprenticeship (Code 50).

District: Southwest Tech

Date: 10/19/15

Program Title: Driver and Safety Education Certification Short-term Diploma

Program Aid Code and Number: 30-812-X

District Contact Person : Kris Wubben Phone : 608-822-2706

Primary Education Director : Annette L. Biggin Phone : 608-822-2466

For Program Approval Stage:

Date of State Board Concept Review Approval Date : _____

CONCEPT REVIEW CRITERIA and SIGNATURE

- a. Proposed Aid Code and Proposed Program Number : 30-812-X
- b. Proposed Program Title : Driver and Safety Education Certification Short-term Diploma
- c. Tentative Program Description: The Driver and Safety Education Certification Short-term diploma prepares students to instruct Driver Education within public, private, commercial and Technical Colleges throughout the state. Students will learn to teach the goals and outcomes of driver and traffic safety education which include building a substantial knowledge base of traffic safety information, developing thinking and communication processes, applying knowledge and processes, developing safe driving behaviors, being responsible traffic citizens, realizing and appreciating that driving privileges facilitate increased mobility that may lead to greater job opportunities, respect and appreciation for other highway users and appreciation of the significant role the highway transportation system plays in their lives and society. At the completion of the program, students will have learned to prepare and teach a curriculum that prepares their students with the capabilities to enter the highway traffic system as vehicle operators, equips their students with the knowledge and thought processes to make wise decisions as drivers and helps their students acquire insight and motivation to become responsible users of the highway transportation system.
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) : 25-3021 Self-Enrichment Education Teachers
- e. Mean Starting Hourly Salary: \$34.06
- f. Source of Single Source Request (If applicable): _____
- g. Analysis of how this program supports employment demand: (attached)
- h. Documentation of member participation and outcomes of the Ad Hoc group (attached)

- i. Summary of initial discussions with other WTCS districts offering a similar or same program (attached)
- j. Expected State Board "Program Approval" meeting date: 1/26/16 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

X. Notification of districts with the same or similar program has been completed. NA

Signed: _____ Date _____
President or Instructional Services Administrator

- l. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
No Modification of Concept Review information. Submitted Concept Review information remains valid and correct.
- m. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- n. Pathway and Laddering opportunities (attachment M).
- o. Estimated FTE and headcount:
Implementation FTE: .5 Headcount: 5
Annual FTE: 6.5 Headcount: 195
- p. Documentation of costs: Fill in the worksheet. (*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	0
2. Total Instructional (Function 1) Costs	\$15,416.21
3. Estimated Student FTEs	6.5
4. Program Instructional Costs/FTE	\$2,371.72
5. Average Cost/FTE (from Schedule B)	\$13,705
6. Cost Analysis Indicator (CAI)*	.17

- q. Analysis of the Reasonableness (attach).

Meeting identified district and regional needs and the ability to build from the current program offerings make this program financially prudent and an effective pathway program for the Driver Education program and the college, the district, and overall program mix. With the current need for expanded employment opportunities, training and expertise in areas of expansion in the Driver Education industry, the college carefully considered the best approach for program development and delivery and found the Driver and Safety Teacher Education technical diploma program a best fit for future offerings, a family sustainable wage, and gainful employment opportunities in the district and throughout the state.

Signed: _____ Date: _____

President or Instructional Services Administrator

Signed: _____ **Date:** _____
Business Office Staff

r.

s.

☐ CONCEPT REVIEW

☐ PROGRAM APPROVAL

Wisconsin Technical
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: _____ Program Number: _____

Program Title: _____

District: _____

Date Routed: _____

Check One: _____ Technical Diploma (Code 30) _____

Associate Degree (Code 10) _____ Technical Diploma (Code 31) _____

Apprenticeship (Code 50) _____ Technical Diploma (Code 32) _____

Primary Education Director Recommendation: Approve _____ Disapprove _____

Comments: _____

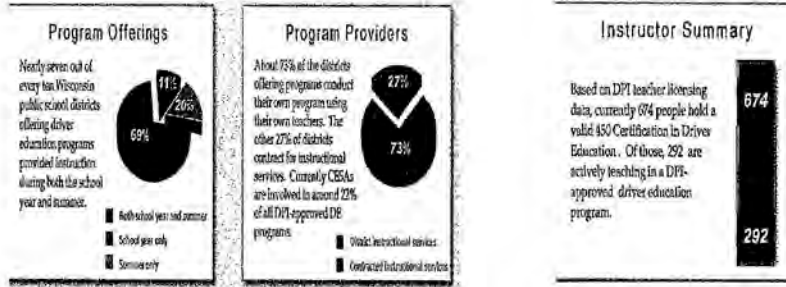
Signed: _____ Date: _____
Primary Education Director

Associate Vice President Date: _____

*Upon approval of Concept Review, district may continue with Program Approval.
Upon Program Approval, District may submit electronic course files.*

Attachment G

Driver Education is a state requirement for all residents under the age of 18 wanting to obtain their driver license. To that effect, classroom and behind-the-wheel instructors are required to provide the necessary learning environment and training to that population within our state. The 2013-14 Wisconsin Driver Education Year in Review, show the percentage of program offerings and providers, as well as a survey of active instructors. Forty-two percent (42%) of the eligible Wisconsin public school districts offered instruction in driver education. During that same year, 157 of the 378 districts reported they offered driver education instruction, with 46 non-reportable districts lacking high schools. (DPI PI-1709)



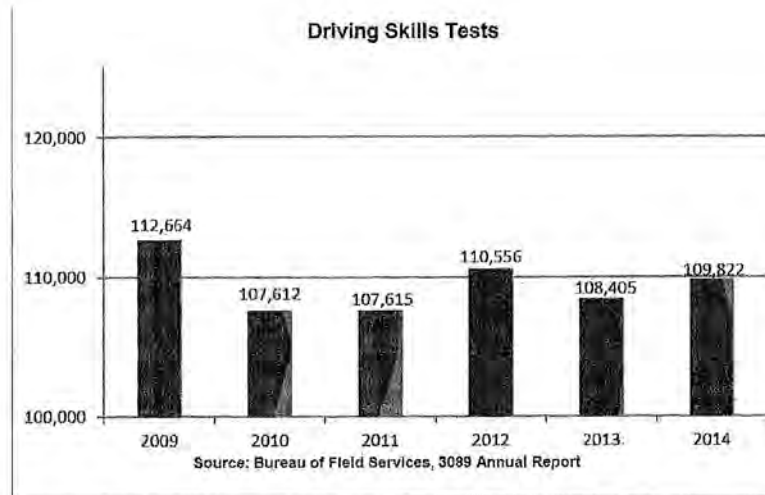
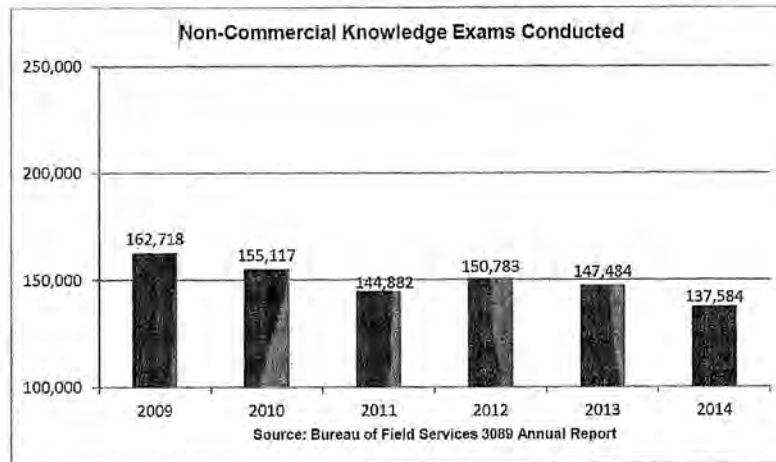
WisDOT Data, shown below, summarize the number of instructional permits and licenses issued for the year 2014 by age and general population, as well as the number of skills and road tests administered.

Instruction Permit Statistics by Age

Age	Male	Female	Total
16	26,140	26,460	52,500
17	4,722	4,447	9,169
18	3,861	3,498	7,359

Total Number of Licenses Issued to the General Population

Regular Instruction Permits	Probationary (Class DM)	Regular License (Class ABCDM)	Total Licensed Drivers
75,307	77,490	102,595	4,194,760



The table below provides areas (counties) in and immediately adjacent to SW Tech's district and all are considered service areas in the data survey, but this program will impact the entire state of Wisconsin.

Jo Daviess, IL	Allamakee, IA	Clayton, IA
Dubuque, IA	Crawford, WI	Dane, WI
Grant, WI	Green, WI	Iowa, WI
La Crosse, WI	Lafayette, WI	Richland, WI
Rock, WI	Sauk, WI	Vernon, WI

National and regional statistics below show that self-enrichment education teachers' measure nationally and in the 15 county region referenced are a viable and expanding growth area for employment in this specialized field of education. In addition, although limited postings, the average monthly hires shows substantial growth, possibly due to word-of-mouth as opposed to traditional advertisement(s). The regional postings data is somewhat skewed due to the broad spectrum of self-enrichment education and not specific to driver education, however some growth is to be expected in lesser numbers. The US Bureau of Labor Statistics noted that the projected job outlook for self-enrichments education instructors, which would include drive education instructors, was 17.4% between 2013 and 2023. (EMSI, 2015)

2,043	17.4%	\$14.38/hr
Jobs (2015)	% Change (2013-2023)	Median Earnings
24% above National Average	Nation: 18.6%	Nation: \$17.04/hr

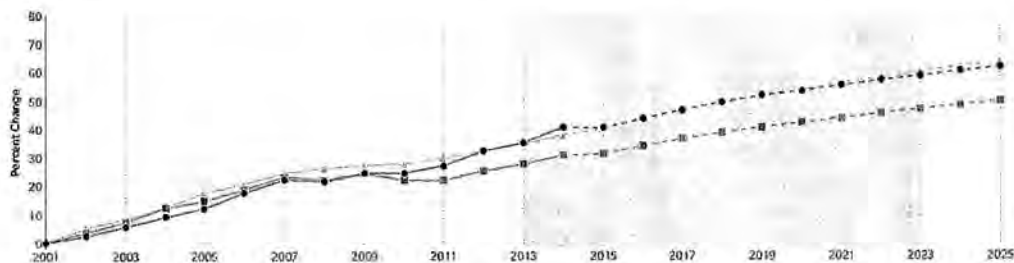
Postings vs. Hires

2	109
Avg. Monthly Postings (Jan 2013 - Jul 2015)	Avg. Monthly Hires (Jan 2013 - Jul 2015)



Occupation	Avg Monthly Postings (Jan 2013 - Jul 2015)	Avg Monthly Hires (Jan 2013 - Jul 2015)
Self-Enrichment Education Teachers	2	109

Regional Trends



	Region	2013 Jobs	2023 Jobs	Change	% Change
•	Region	1,968	2,310	342	17.4%
•	Wisconsin	6,960	8,015	1,055	15.2%
•	United States	352,250	417,760	65,510	18.6%

According to *PayScale.com* and our own phone survey of private, commercial, CESA and Technical Colleges, Driver Education Instructor earnings in the region are estimated to range from \$14.00 to \$35.00 per hour, with a medial range of \$24.50 and are based on the employer and experience. This will be a positive impact on the economic status of families that earn less than a sustainable family wage and is further supported by the 68% of women in the workforce.

In conclusion, data in the 15 county region (see below) reveals that 22% of the current self-enrichment education workforce are between the ages of 25-34 and 17% of the workforce are between the ages of 35-44 and 45-54, followed by 16% of the workforce between the ages of 55-64. The data also reveals over 35% of the workforce have their Bachelor's degree, which this Program would impact as potential educational growth and employability. The statistics also suggest that there will a potentially significant number of workforce retirees within the next 5-10 years, which supports the need to develop a quality Driver and Safety Teacher Education Program. (EMSI 2015)

Gender	2015 Jobs	2015 Percent
Males	650	31.8%
Females	1,393	68.2%

Age	2015 Jobs	2015 Percent
14-18	95	4.6%
19-24	306	15.0%
25-34	454	22.2%
35-44	362	17.7%
45-54	347	17.0%
55-64	322	15.8%
65+	156	7.6%

Education Level	2015 Percent
Less than high school diploma	1.9%
High school diploma or equivalent	11.3%
Some college, no degree	18.6%
Associate's degree	7.9%
Bachelor's degree	35.6%
Master's degree	21.1%
Doctoral or professional degree	3.6%

Occupational Programs

1	1	54
Programs (2014)	Completions (2014)	Openings (2014)
CIP Code	Program	Completions (2014)
13.1201	Adult and Continuing Education and Teaching	1

Attachment: G

a. An analysis of how this new degree program supports employment demand in the district:

1) Description of the assessment methodology

SW Tech formed an Ad Hoc Advisory Committee to assess the need for this program See meeting minutes below.

2) Analysis of labor market and employment trends for graduates and student demand for the program.

Analysis of labor demand, employment trends, and future viability is discussed in Attachment F

Below was the initial discussion of the Driver and Safety Teacher Education Certification program advisory with a potential development of a pathway in which persons not qualified or interested in teaching driver education would obtain the skills necessary to work in a public, private, commercial, Technical College or CESA environment. With this, basic classroom and behind-the-wheel skills, traffic safety, behavioral aspects of traffic safety and alcohol and drugs will be taught and delivered. See advisory meeting minutes below:

Driver and Safety Teacher Education Certification Advisory Committee

October 21, 2015
11:00am – 12:00pm
Room 2008, Public Safety Building

☞ Welcome.....*Annette L. Biggin, Facilitator*

Ad Hoc Advisory Committee Members in Attendance:

- Annette L Biggin – Chair/Facilitator, Driver Education Mgr., Southwest Tech
- Kris Wubben – Criminal Justice Coordinator, Southwest Tech
- Kurt Schultz – CESA 2
- Amber Cunningham – Driver Training School Coordinator DOT
- Christine Bergan – AAA Wisconsin- via phone
- Betty Shaffer – Indianhead Technical College
- Karen Stinson – Director School of Education UW-Platteville
- Laura Lee Nyberg – Principal Dodgeville High School via phone

AGENDA

☞ Purpose of Advisory Committee.....*Annette L. Biggin, Kris Wubben*

- ☞ Stakeholder support of program
- ☞ Documentation of discussions of support
- ☞ Letters of support of program

☞ Overview of certification program process.....*Annette L. Biggin, Kris Wubben, Karen Stinson*

- ☞ Southwest Tech
 - Concept Review/Program Approval - underway
 - DPI Licensure Approval - submitted to UWP
 - Articulation Agreement with UWP - pending
 - Course Syllabus for each of the 5 required courses - submitted to UWP 10/11/15
 - Courses in WIDS - completed 10/11/15
 - Courses in Blackboard - ongoing
 - Course descriptions
 - Delivery method
 - Target population
 - Proposed date of availability
- ☞ University of Wisconsin - Platteville
 - DPI Licensure Approval - submitted to DPI - 9/25/15
 - Department of Education Program Approval - submitted 10/12/15
 - Articulation agreement with Southwest Tech - pending

☞ Approval Process Continuum

- ☞ Southwest Tech Board Approval - November Board Mtg.

- ☐ WTCS Board Approval - January Board Mtg.
- ☐ UWP Board Approval
- ☐ DPI Licensure Approval - approximately 12 weeks from submission

Next meeting: TBA

Annette started with a brief overview of the purpose of this meeting and the role and importance of each member. She explained that with the two (2) UW systems dropping their DPI Driver Education Instructor Certification Programs there was a need to fill the void and wanted SWTC to offer that program. In researching this, she found that a technical college could not offer a DPI certification program unless affiliated with a 4-year college and moved forward toward partnering with UW-Platteville. UWP has agreed to a partnership in which they would be the DPI certifying institute we require for our program approval. Southwest Tech will create the five (5) required courses and students will register and be taught through Southwest Tech. This short-term diploma program hopes to create new instructors in Driver Education to replace the number of retiring instructors facing us locally and state-wide. The projected start of the first two (2) classes is for fall 2016, followed by two (2) more in spring 2016 with potentially one (1) or more offerings in the summer of 2016. The course format is online synchronous, which means that the majority of the coursework is online on a LMS (Learning Management System) with several face-to-face (webcam) meetings during the semester.

The advisory committee was formed because you all have a vested interest/stake in the driver education field and we need your expert input into the program creation and its viability within the state. Southwest Tech will need your letters of support if we are to move forward toward program approval by the Southwest Tech Board by the second week of November. The need to move quickly is to have this information to present to the Board on November 19th.

Southwest Tech is currently working on the Concept Review Process and Karen Stinson has submitted the preliminary documentation to the DPI, which will be followed up this week by the required documentation containing the Syllabi and additional verbiage from UWP for complete DPI licensure program approval.

Southwest Tech is currently working on an articulation agreement with UWP, has inputted all the courses in WIDS and in the process of completing the coursework within Blackboard.

Betty Shaffer from WITC asked if we were going to run certain courses first so they could hire instructors to start working with the Technical College System. The three courses WITC would require for their instructors would be the classroom, behind-the-wheel and alcohol, which could be the first three (3) that are being offered by Southwest Tech and would be what WITC would need. It was also explained that WTCS requirements were actually a safety course, not alcohol, however WITC has approved the alcohol course as their requirement.

Karen Stinson from UWP said the program has already been approved by the School of Education and part of their role would be to refer students to the Driver Ed program that are current students in another program that might want to add another certification to their degree, i.e. Tech Ed students. She reiterated that UW Platteville is only the certifying body, but if students choose to take the courses for DPI certification, they would have to pay both SWTC and UWP (pay UWP the difference in tuition) All others, taking courses for re-certification or training, would work directly with Southwest Tech. Karen brought up the possibility of students enrolled at UWP taking these courses as additional means for more employability upon graduation.

Kurt Schultz from CESA2 asked if a current teacher had already taken an AODA course, who would be the institution awarding reciprocity credit? Karen advised that these situations would be discussed between UWP and Southwest Tech on an individual basis to determine how or if credit would be awarded. This situation could be for our current students, those returning, and anyone who wants to take it. Everything comes through SWTC first and SWTC provides the credit.

The question was then asked about any foreseen issues the members might see.

- Betty wanted to know how we were going to do the face to face to which Annette clarified she would webcams for this element.
- Kurt asked the question will this change any procedures on emergency licenses. Karen Stinson advised it wouldn't and Annette added that the DPI was very reluctant to open up the DPI 34 statute that includes that subject. He also wanted this program to start right away.
- Karen mentioned that many UWP students live in Iowa, Illinois and Minnesota and questioned whether this program would be valid in those state.
- Christine from AAA also mentioned Michigan as another venue

No other issues were discussed and all members in attendance agreed they would support this program unanimously. We asked that they submit their letters of support to Annette by November 9, 2015.

We plan on presenting this program to the Southwest Tech Board on November 19, 2015

Attachment I:

Summary of discussion with other WTCS programs

Not applicable as there are no similar pathways/career ladders WTCS programs in the state

Attachment K:

This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their November 19, 2015 meeting. Approval will be forwarded to the WTCS Office after that date.

Attachment M:



UNIVERSITY OF WISCONSIN
PLATTEVILLE
SCHOOL OF EDUCATION

October 22, 2015

Annette Biggin
Driver and Motorcycle Education Manager
Southwest Technical College
1800 Bronson Blvd.
Fennimore, WI 53809

Dear Annette:

We are delighted that you have undertaken a new program in Driver and Safety Education at Southwest Tech and pleased to be your partner in this enterprise.

We at UW-Platteville have worked with Southwest Tech in the past and found such collaborations to be fruitful for both parties. We have great respect for the quality of your programs in Driver and Motorcycle education, and it is our pleasure to help make this new curriculum a reality.

This program will both allow teachers to add this important credential to their teaching resumes, as well as provide pre-service teacher candidates with a way to enhance their employability and usefulness to school districts. This is a classic "win-win" for everyone: Southwest Tech, UW-Platteville, both pre- and in-service teachers, new drivers and school districts.

We continue to be an enthusiastic supporter of Southwest Tech in all areas of need, especially in helping to address the coming shortage of Driver Education instructors. We hope and expect this is a precursor to other collaborative relationships that strengthen the educational community not only in Southwest Wisconsin, but throughout the State.

Sincerely,

Karen Stinson, Director
stinsonk@uwplatt.edu (608-342-1131)

Michael Dalecki, Associate Director
dalecki@uwplatt.edu (608-342-1807)

Director | 608.342.1131 | Fax: 608.342.1133
Clinical Experiences | 608.342.1271 | Fax: 608.342.1002 | Counseling Psychology | 608.342.1252 | Fax: 608.342.1133
Teacher Education | 608.342.1131 | Fax: 608.342.1133
Education Office of Special Programs | 608.342.1276 | Fax: 608.342.1889
1 University Plaza | Platteville WI 53818-3099 | www.uwplatt.edu

DODGEVILLE HIGH SCHOOL

912 W. Chapel St. Dodgeville, WI 53533 Phone (608) 935-3307 Fax (608) 935-9540

Laura Nyberg
Principal

Scott Tolzman
Assistant Principal/Athletic Director

Tracy Reidt
School Counselor



www.dsd.k12.wi.us

October 21, 2015

Annette L Biggin
Driver and Motorcycle Education Manager
Southwest Tech
1800 Bronson Blvd.
Fennimore WI 53809

Dear Annette:

It is with great pleasure that I write this letter of support for the Driver and Safety Education Certification Short-term Diploma Program through Southwest Wisconsin Technical College (Southwest Tech) and its affiliated partner the University of Wisconsin-Platteville. Dodgeville School District has worked with Southwest Tech in the past with regard to its Driver Education programs within the high school and online environment with great success.

During the past years, Southwest Tech has continued to provide quality programs within the driver education community and Dodgeville School District is pleased to provide its support for individuals seeking this new educational opportunity to become certified driver education instructors. The online-synchronous format of the five (5) required courses will enable individual's access throughout the state of Wisconsin to supplement their training or to use for license re-certification purposes.

Dodgeville School District is a valued supporter of Southwest Tech and together we will help address the understaffed populations and disparities in Wisconsin's Driver Education Community. We look forward to providing continued support to Southwest Tech through a continued working relationship of their Driver and Safety Education Certification Short-term Diploma Program.

Sincerely,

Laura Lee Nyberg
Principal, Dodgeville High School
912 W Chapel Street
Dodgeville, WI 53533
lnyberg@dsd.k12.wi.us / (608)935-3307 Ext. 4003

Dodgeville High School does not discriminate in its practices and programs in accordance with State and Federal law.



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Ashland New Richmond Rice Lake Superior Hayward Ladysmith

Rice Lake Campus

Craig Fowler

Vice President, Continuing Education
& Campus Administrator

October 23, 2015

Annette L. Biggin
Driver and Motorcycle Education Manager
Southwest Tech
1800 Bronson Blvd.
Fennimore, WI 53809

Dear Annette:

It is with great pleasure that I write this letter of support for the Driver and Safety Education Certification Short-term Diploma Program through Southwest Wisconsin Technical College (Southwest Tech) and its affiliated partner the University of Wisconsin-Platteville. Wisconsin Indianhead Technical College has worked with Southwest Tech in the past with regard to its Driver Education programs within the high school and online environment with great success.

During the past years, Southwest Tech has continued to provide quality programs within the driver education community and Wisconsin Indianhead Technical College is pleased to provide its support for individuals seeking the new educational opportunity to become certified driver education instructors. The online-synchronous format of the five (5) required courses will enable individual's access throughout the state of Wisconsin to supplement their training or to use for license re-certification purposes.

Wisconsin Indianhead Technical College is a valued supporter of Southwest Tech and together we will help address the understaffed populations and disparities in the Wisconsin's Driver Education Community. We look forward to providing continued support to Southwest Tech through a continued working relationship of their Driver and Safety Education Certification Short-term Diploma Program.

Sincerely,

Betty Shaffer
Traffic Safety Manager
Wisconsin Indianhead Technical College
1900 College Drive
Rice Lake, WI 54868
Betty.shaffer@witc.edu
1-800-243-9482 ext 5223

WITC-Rice Lake
1900 College Drive
Rice Lake WI 54868

715.234.7082
Fax: 715.234.5172
TTY: 711

Internet: www.witc.edu

WITC is an Equal Opportunity/



CESA #2

INNOVATION. COLLABORATION. SERVICE.

Gary Albrecht, Ph.D.

CESA #2 Agency Administrator



October 29, 2015

Annette Biggin,
Driver and Motorcycle Education Manager
Southwest Tech.
1800 Bronson Blvd.
Fennimore, WI 53809

Dear Annette,

I would like to write this letter to you in support of the Driver and Safety Education Certification Short-term Diploma program that Southwest Tech and UW Platteville are partnering on. This is a program that is much needed for Driver Education in Wisconsin to continue to be one of the best in the country. Currently, driver education in Wisconsin is suffering, due primarily to the lack of good qualified instructors with a DPI license. If things continue to go in this direction, the students in Wisconsin are the ones that will pay the price for a lack of quality instructors and instruction.

Along with Southwest Tech, CESA #2 plays an important part in the success of driver education in Wisconsin. Our visions go beyond what is available at this time. Both of our organizations are looking to the future, to make improvements, make advances and provide the best possible learning experience for our students. A lack of qualified instructors is holding us back.

I know that CESA #2 will continue to actively be involved in this program with Southwest Tech and UW Platteville. We will support it from the start, and will continue to support and use the program for our instructors in the future.

Thank you,

Kurt Schultz
CESA #2
Director of Driver Education
1221 Innovation Dr. Suite 205
Whitewater, WI 53190
Kurt.schultz@cesa2.org
608-290-4663

B. Concept Review: Paramedic

PSC Outreach Coordinator & Lead EMS Instructor Ken Bartz will present the Concept Review for approval of an associate degree program in Paramedic. The Concept Review is available below.

Recommendation: Approve the Concept Review for an associate degree program in Paramedic.

CONCEPT REVIEW/PROGRAM APPROVAL
District Request (TC-OCCCRPA-1A)

Wisconsin Technical
College System

For Applied Associate Degree (Code 10), Technical Diploma (Codes 30, 31, and 32), and
Apprenticeship (Code 50).

District: Southwest Tech

Date: 04/10/2015

Program Title: Paramedic Associate Degree

Program Aid Code and Number: 10-531-XXX

District Contact Person : Kris Wubben/ Ken Bartz Phone : 608-822-2706

Primary Education Director : Tim Weir Phone : 608-266-0995

For Program Approval Stage:

Date of State Board Concept Review Approval Date : _____

CONCEPT REVIEW CRITERIA and SIGNATURE

a. Proposed Aid Code and Proposed Program Number : 10-531-XXX

b. Proposed Program Title : Paramedic

Tentative Program Description: The Paramedic Technician program stresses the integration of knowledge and skills required to competently perform pre-hospital advanced life support. Graduates are eligible for national certification and Wisconsin licensure as an EMT-Paramedic. Paramedic students will learn to manage emergency patient care and treatment by performing comprehensive patient assessments, using critical thinking skills, providing advanced cardiac life support, administering various medications, and performing advanced skills and interventions.

c. Occupational Area to be Served (occupational title and Standard Occupational Classification ({SOC} Code) :

EMT and Paramedic; Health Educator; Community Health Worker

d. Mean Starting Hourly Salary: EMT and Paramedics \$12.09 local and \$15.24 National
Health Educators: \$24.58 local and \$24.24 National

Community Health Workers: \$19.80 local and \$16.76 National

e. Source of Single Source Request (If applicable): _____

f. Analysis of how this program supports employment demand: (attached)

g. Documentation of member participation and outcomes of the Ad Hoc group (attached)

h. Summary of initial discussions with other WTCS districts offering a similar or same program (attached)

i. Expected State Board "Program Approval" meeting date: January 26, 2016
(If not the meeting immediately following the Concept Review meeting, attach narrative)

j. Documentation of District Board Approval of the Concept Review (attached)

X. Notification of districts with the same or similar program has been completed. NA

Signed: _____ Date _____
President or Instructional Services Administrator

- k. Validate the Concept Review information (use strike-out and bolding and/or attach narrative as necessary to modify any criteria previously reviewed in the Concept Review stage).
No Modification of Concept Review information. Submitted Concept Review information remains valid and correct.
- l. Response to issues/concerns raised by the State Board at the Concept Review (attach).
- m. Pathway and Laddering opportunities (attachment M).
- n. Estimated FTE and headcount:
Implementation FTE: _____
Headcount: _____ Annual FTE: _____ Headcount: _____
- o. Documentation of costs: Fill in the worksheet. (*Attach narrative if CAI > 1.25).

	Estimates for the proposed program (to the nearest \$100)
1. Total Capital Costs (if > \$50,000)	
2. Total Instructional (Function 1) Costs	53825.00
3. Estimated Student FTEs	7.6
4. Program Instructional Costs/FTE	7082.24
5. Average Cost/FTE (from Schedule B)	13705
6. Cost Analysis Indicator (CAI)*	.52

- p. Analysis of the Reasonableness (attach).

Signed: _____ Date: _____
President or Instructional Services Administrator

Signed: _____ Date: _____
Business Office Staff

☐ CONCEPT REVIEW

☐ PROGRAM APPROVAL

Wisconsin Technical
College System

System Office Response (TC-OCCCRPA-1B)

Date Received: _____ Program Number: _____

Program Title: _____

District: _____

Date Routed: _____

Check One: _____ Technical Diploma (Code 30) _____

Associate Degree (Code 10) _____ Technical Diploma (Code 31) _____

Apprenticeship (Code 50) _____ Technical Diploma (Code 32) _____

Primary Education Director Recommendation: Approve _____ Disapprove _____

Comments: _____

Signed: _____

Primary Education Director

Date: _____

Associate Vice President

Date: _____

*Upon approval of Concept Review, district may continue with Program Approval.
Upon Program Approval, District may submit electronic course files.*

Occupation Overview

Paramedic

2013-2023



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

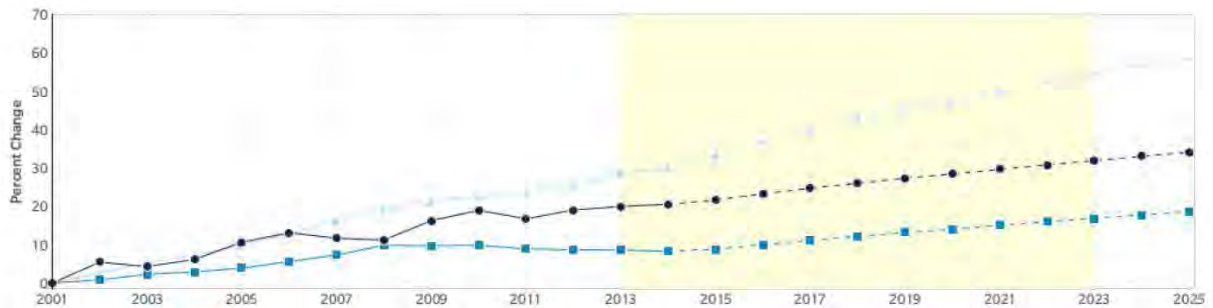
Parameters

Occupations

Code	Description
21-1091	<p>Health Educators Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs.</p> <p>Sample of reported job titles: Certified Diabetes Educator, Child Development Specialist, Clinical Instructor, Clinical Nurse Educator, Community Health Consultant, Community Health Education Coordinator, Education Coordinator, Health Educator, Health Promotion Specialist, Public Health Educator</p>
21-1094	<p>Community Health Workers Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs.</p> <p>Sample of reported job titles: Apprise Counselor, Assistant Director of Nutrition and Wellness Programs, Chief Program Officer, Community Health Outreach Worker, Community Health Program Coordinator, Community Health Program Representative (Community Health Program Rep), Community Health Promoter, Community Health Worker (CHW), Community Nutrition Educator, HIV CTS Specialist (Human Immunodeficiency Virus Counseling and Testing Services Specialist)</p>
29-2041	<p>Emergency Medical Technicians and Paramedics Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.</p> <p>Sample of reported job titles: Emergency Medical Technician (EMT); Emergency Medical Technician, Basic (EMT, B); Emergency Medical Technician/Driver (EMT/DRIVER); EMT Intermediate (Emergency Medical Technician, Intermediate); EMT, Paramedic (Emergency Medical Technician, Paramedic); EMT/Dispatcher (Emergency Medical Technician/Dispatcher); First Responder; Flight Paramedic; Multi Care Technician (Multi Care Tech); Paramedic</p>

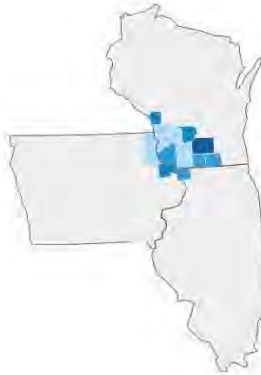
Code	Description	
Occupation Summary for Paramedic		
1,842	10.0%	\$14.83/hr
Jobs (2015)	% Change (2013-2023)	Median Hourly Earnings
14% above National average	Nation: 20.2%	Nation: \$16.99/hr

Regional Trends



	Region	2013 Jobs	2023 Jobs	Change	% Change
●	Region	1,817	1,998	181	10.0%
■	Wisconsin	7,426	7,992	566	7.6%
■	United States	346,574	416,513	69,939	20.2%

Regional Breakdown

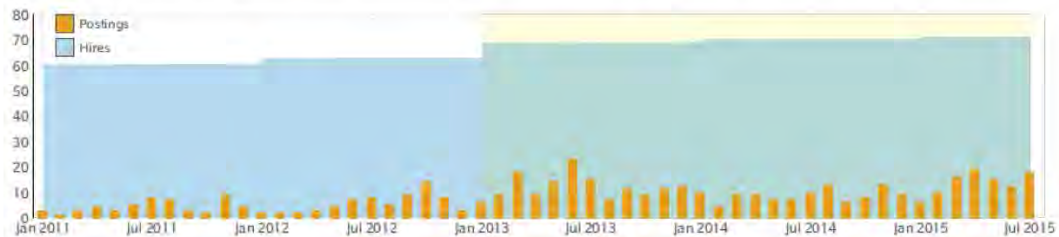


County	2023 Jobs
Dane County, WI	900
La Crosse County, WI	189
Sauk County, WI	184
Dubuque County, IA	150
Rock County, WI	114

Job Postings Summary



Postings vs. Hires



Occupation	Avg Monthly Postings (Jan 2013 - Jul 2015)	Avg Monthly Hires (Jan 2013 - Jul 2015)
Emergency Medical Technicians and Paramedics	7	52
Health Educators	4	12
Community Health Workers	0	7

Occupation Gender Breakdown



	Gender	2015 Jobs	2015 Percent	
•	Males	877	47.6%	
•	Females	965	52.4%	

Occupation Age Breakdown



	Age	2015 Jobs	2015 Percent	
•	14-18	7	0.4%	
•	19-24	257	13.9%	
•	25-34	549	29.8%	
•	35-44	440	23.9%	
•	45-54	338	18.3%	
•	55-64	204	11.1%	
•	65+	47	2.6%	

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2015 Jobs	2015 Percent
•	White	1,703	92.5%
•	Black or African American	59	3.2%
•	Hispanic or Latino	34	1.8%
•	American Indian or Alaska Native	19	1.0%
•	Two or More Races	15	0.8%
•	Asian	13	0.7%
•	Native Hawaiian or Other Pacific Islander	0	0.0%

Occupational Programs

7 Programs (2014)		412 Completions (2014)	75 Openings (2014)
CIP Code	Program	Completions (2014)	
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	320	
51.2208	Community Health and Preventive Medicine	66	
51.2201	Public Health, General	22	
51.0001	Health and Wellness, General	4	
51.0810	Emergency Care Attendant (EMT Ambulance)	0	

Industries Employing Paramedic

Industry	Occupation Group Jobs in Industry (2015)	% of Occupation Group in Industry (2015)	% of Total Jobs in Industry (2015)
Local Government, Excluding Education and Hospitals	686	37.2%	2.6%
Ambulance Services	409	22.2%	75.6%
General Medical and Surgical Hospitals	236	12.8%	1.0%
Hospitals (State Government)	56	3.0%	0.7%
State Government, Excluding Education and Hospitals	55	3.0%	0.3%

Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Job Postings Data

In partnership with EMSI's parent company CareerBuilder and other third party aggregators, EMSI collects its job postings data by scraping approximately 30,000 websites. EMSI then cleans the data and applies a two-step deduplication process to present an estimate of total unique postings. Normalization of data fields is performed using machine-learning technologies, which leverage not just job postings data but also CareerBuilder's extensive database of résumés and profiles.

Hires Data

EMSI produces hires data using a proprietary methodology which incorporates data from the Quarterly Workforce indicators (QWI) and American Community Survey (ACS).

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Paramedic-Individual Job data

EMSI Q2 2015 Data Set

Southwest Tech



1800 Bronson Boulevard
Fennimore, Wisconsin 53809

Occupation Summary for Emergency Medical Technicians and Paramedics

1,377 Jobs (2015) 25% above National average	+7.9% % Change (2013-2023) Nation: +20.5%	\$12.09/hr Median Hourly Earnings Nation: \$15.24/hr
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Occupation Summary for Health Educators

309 Jobs (2015) 13% above National average	+14.1% % Change (2013-2023) Nation: +16.5%	\$24.58/hr Median Hourly Earnings Nation: \$24.24/hr
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Occupation Summary for Community Health Workers

156 Jobs (2015) 36% below National average	+19.8% % Change (2013-2023) Nation: +23.0%	\$19.80/hr Median Hourly Earnings Nation: \$16.76/hr
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Appendix A - Data Sources and Calculations

Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

Ad Hoc Committee for Paramedic

September 28, 2015

Attendees:

- Darin Gudgeon, Emergency Management Director of Richland County and the Richland County Services EMS Director
- Via phone: Brian Cushman, EMS Service Director for Dodgeville Area Ambulance Service and Emergency Management Specialist Police, Fire, and EMS liaison for Upland Hills Health
- Brian Allen, Director of EMS Services for Southwest Health Center
- Ken Bartz, EMS Coordinator at Southwest Tech
- Kris Wubben, Public Safety Supervisor

Ken Bartz explained that the reason we are holding these meetings and creating the committee is to review the need for a Paramedic program at Southwest Tech. He advised that he had been approached by Southwest Health Center in the past about the potential for a Paramedic program tied to some possible grants.

The members of the committee were aware that we were seeking a Paramedic program because we had discussions with many of them and also had sent out letters and a list of questions to stakeholders in this area. The questions are attached to these minutes.

We explained to our group of stakeholders that we need approval from the advisory, which is made up of members from our 5 county district if we were going to pursue a paramedic program. Allen advised that Southwest Health Center is going to a Paramedic model by fall 2016 and will definitely have a need for paramedics. He stated that they currently have people going out of district to get the training.

Cushman stated in the future it might be used, but they currently don't have a paramedic system in the Dodgeville area. It would take a change in the current system, but he did say that all the skill sets can be used in the ER right now, but hospitals may need to do some policy and procedure changes.

Gudgeon advised that there are a uses a paramedic system out of Baraboo and he may be hiring 3 to 5 in 2017. He feels that Richland County is going in the direction of paramedic in the near future.

We asked if our district can support the Paramedic program and the members agreed that it can, but it will take some time to grow as people change their methods of operation. All members agreed they would be willing to write letters of support of Southwest Tech starting a paramedic program. Cushman would like a letter of intent from us before he proceeds. All members unanimously agreed we should have a Paramedic program at Southwest Tech.

We advised that we are looking at going to the SWTC board in November and then the WTCS board in December for potential approval.

Darin Gudgeon asked if there was data on the sustainability of the current all-volunteer model. No one knew the answer.

Brian Allen asked that we send a sample letter of support listing the key points that need to be in the letter.

Ad Hoc Committee on Paramedic date two option

September 29, 2015

Attendees:

- Walter Zehr; Regional Operations Supervisor for Gunderson Tri-State Regional Ambulance.
- Katie Garrity, Dean of Health Occupations and Public Safety
- Kris Wubben, Public Safety Supervisor
- Ken Bartz, EMS Coordinator

We reviewed the same material with Zehr as we had at the previous meeting. He was extremely supportive of this program. He has a need to have more Paramedics and is currently having to hire out of state people to drive over, so he can continue to run his service. He will be hiring people every year. His new hires are going to either NICC or MATC to complete the Paramedic Training. He advised he would definitely write a letter of support as he is very much in favor of having training locally.



Phone 608.357.2000
37868 US Hwy 18
Prairie du Chien, WI 53821
crossingrivers.org

To Whom It May Concern:

This letter is in support of Southwest Wisconsin Technical College, Emergency Medical Services area expanding to include Paramedic initial and ongoing training. As a Healthcare Services provider in the Southwest Wisconsin Technical College District, we already rely on Southwest Tech for quality training of prehospital care providers. As our mission changes to better serve our communities, we look to Southwest Tech to grow with us to provide the vital prehospital care providers at the paramedic level we need.

Southwest Tech has historically worked with area stakeholders to take an active role in the EMS program to provide complete and thorough education for our prehospital providers. Crossing Rivers Health wishes to support the Paramedic program with quality providers that are capable of assisting in the classroom and clinical experience.

We recognize that training is available outside the district but having viable, quality training within the district will allow our service to grow by attracting candidates from our local communities. Our local service currently has difficulties recruiting individuals that are willing to drive a significant distance to attend training and the central location of the Southwest Tech campus in Fennimore provides easy access candidates.

Crossing Rivers Health fully supports this expansion of the EMS program to the Paramedic level as it will allow our service to grow and improve prehospital care in Southwest Wisconsin. In addition, Paramedic training will allow individuals to obtain training in a growing field that will pay sustainable wages and help keep constituents in our communities.

Thank you for accepting my letter of support and we look forward to working with program staff to realize this needed expansion of Southwest Wisconsin Technical College.

Respectfully submitted,

Paul E. Frigoli, Ph.D.(c), R.N.
Chief Clinical Officer

GUNDERSEN
TRI-STATE
AMBULANCE

Tri-State Ambulance, Inc.
235 Causeway Blvd.
La Crosse, WI 54603
Phone: 608.784.8827
Fax: 608.782.4522
www.tristateambulance.org

October 15, 2015

To Whom It May Concern:

On behalf of Gundersen Tri-State Regional Ambulance, I am writing to show our support of Southwest Wisconsin Technical College, expanding to include Paramedic initial and ongoing training. As a Paramedic level EMS provider in the Southwest Wisconsin Technical College District, we already work with Southwest Tech for quality training of prehospital care providers. As our mission to provide high quality advanced life support ambulance service to our communities continues, we will continue to be at the mercy of Paramedic training facilities, such as Southwest Tech.

Southwest Tech has historically worked with area stakeholders to take an active role in the EMS program to provide complete and thorough education for our prehospital providers. We will support the Paramedic program with quality providers that are capable of assisting in the classroom and clinical experience. We recognize that training is available outside the district but having viable, quality training within the district will allow our service to grow by attracting candidates from our local communities. Our service currently has difficulties recruiting individuals that are willing to drive a significant distance to attend training and the central location of the Southwest Tech campus in Fennimore provides easy access candidates.

We fully support this expansion of the EMS program to the Paramedic level as it will allow our service to grow and improve prehospital care in Southwest Wisconsin. In addition, Paramedic training will allow individuals to obtain training in a growing field that will pay sustainable wages and help keep constituents in our communities.

Thank you for accepting my letter of support and we look forward to working with program staff to realize this needed expansion of Southwest Wisconsin Technical College.

Sincerely,



Tom Tornstrom
Executive Director

Proudly caring for our communities and families with compassion, innovation, and excellence.



Southwest
—HEALTH—

16 October 2015

To Whom It May Concern:

This letter is in support of Southwest Wisconsin Technical College, Emergency Medical Services area expanding to include Paramedic initial and ongoing training. As an Emergency Medical Service provider in the Southwest Wisconsin Technical College District, we already rely on Southwest Tech for quality training of prehospital care providers. As our mission changes to better serve our communities, we look to Southwest Tech to grow with us to provide the vital prehospital care providers at the paramedic level we need. Within the next year to year and a half, Southwest Health will be starting the process to upgrade our service level from the Advanced EMT level to Paramedic.

Southwest Tech has historically worked with area stakeholders to take an active role in the EMS program to provide complete and thorough education for our prehospital providers. We will support the Paramedic program with quality providers that are capable of assisting in the classroom and clinical experience.

We recognize that training is available outside the district and already have staff going outside the district to receive Paramedic training. However, having viable, quality training within the district will allow our service to grow by attracting candidates from our local communities. Our service currently has difficulties recruiting individuals that are willing to drive a significant distance to attend training and the central location of the Southwest Tech campus in Fennimore provides easy access to candidates.

We fully support this expansion of the EMS program to the Paramedic level as it will allow our service to grow and improve prehospital care in Southwest Wisconsin. In addition, Paramedic training will allow individuals to obtain training in a growing field that will pay sustainable wages and help keep constituents in our communities. As Southwest Health progresses through the process of upgrading the level of service provided, we will be adding full-time and part-time positions of EMTs, AEMTs and Paramedics.

One of the goals of Southwest Health that we are striving to have a healthier Southwest Wisconsin and having the ability to provide Paramedic level care at the pre-hospital environment will allow our field providers to help us obtain this goal.

With us, it's always personal

1400 East Side Road, Platteville, WI 53818 p.608.348.2331 f.608.342.4713 southwesthealth.org

Thank you for accepting our letter of support and we look forward to working with program staff to realize this needed expansion of Southwest Wisconsin Technical College.

If we can be of any further assistance or answer any questions, please feel free to reach out to us.

Respectfully,



Robert Pastor
VP of Patient Care Services
Chief Nursing Executive
Southwest Health

Southwest Tech has been in conversation with program directors from Chippewa Valley (Chris McHenry), Madison Area (Patrick Anderson) and Blackhawk Technical Colleges (Tina Jordon and Gary Trulson) about Paramedic Training as applicable to their training centers. Both Madison and Chippewa have paramedic programs that they offer as technical diploma or as part an associate degree program. Initial discussions with those colleges indicated that the growing trend in their areas are towards paramedic level ambulance services. This training is offered at their colleges in addition to the other levels of prehospital care in the State of Wisconsin. However, those levels typically are staffed by community volunteers and do not support a primary career. Therefore, paramedic training is needed as an alternative to those that wish to make a career of EMS. When talking with Madison and Chippewa, they were supportive and offered assistance in our process as they have seen the value that this level training has for their college and community.

Blackhawk is similar to Southwest in that they currently do not have paramedic training and are looking to offer the training. However, Blackhawk does have training available in district for the residence of that area through Mercy Hospital. Blackhawk has seen the value in offering this training as part of an associate degree as opposed to training through a hospital. Although lower levels and volunteers will be necessary in any EMS system, the overall trend is moving towards higher level of care in conjunction of prehospital and post hospital follow up.

Southwest is unique in that we currently have residents wishing to become paramedics that are forced to go out of district to become trained. Although we don't have many paramedic level services that operate in our district, we have facilities that would hire candidates with the paramedic skills set for jobs that are career level jobs.

We have also been in conversation with staff at the WTCS and State Department of Health Services, specifically Tim Weir, WTCS EMS Education Director, Fred Hornby, EMS State Office Education

Coordinator and Paramedic Coordinator, Helen Pullen, EMS State Office Compliance Coordinator. Their strong message was that in order to position ourselves to be a training center that can meet the future needs of the district, we need to pursue this expansion now. The district is growing and changes are already happening. Everyone we have spoken with has stated that if we do not pursue this training ahead of the need, we will be unable to fulfill the obligation when the training is needed and leave ourselves open to losing the opportunity.

Questions to Community Leaders regarding Paramedic Degree Program:

- 1) Should Southwest Tech develop an Associate Degree for Paramedic or "Community Paramedic"?
- 2) Given the skillset of a Paramedic, what positions would be available in your area? What is your hiring outlook for those positions?
- 3) What is the estimated number of Paramedics you will hire over the next 5 years?
- 4) Do you see paramedic as a sustainable response model covering the majority of our district within 3, 5, or 10 years?
- 5) Do you think the current all-volunteer model is sustainable or should SWTC also look at creating certificates or degrees at the lower levels but provide comprehensive public safety knowledge? I.e. 1e/AEM/FF2 or FF2/EMT/Dispatch?
- 6) If paramedic positions are not currently within your agencies staffing needs, what would it take to garner support for a paramedic program at Southwest Tech?

Board Monitoring of College Effectiveness

A. 2016-17 Budget Process

Caleb White will present the 2016-17 Budget Process. An outline of the process is available below.

2016-2017 DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2016.

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

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

TIME FRAME

ACTIVITY

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

B. Strategic Directions Prioritization and Definition

The Board met last month and prioritized the Strategic Directions. The President was tasked with further refining the definitions of the top three priorities. The Board will review an initial draft and provide feedback for further development. The initial draft is available below.

DATE: November 13, 2015
TO: District Board Members
FROM: Jason Wood
SUBJ: Prioritized Strategic Directions

The attached document is a draft of the first priority of Increasing Access and Improving Success. Please provide feedback on the content and format of the document. Based on your feedback, we will develop each of the other priorities.

I appreciate your insight and direction in moving the Strategic Directions forward.

Strategic Direction Goal 1

Increase Student Access and Improve Student Success

Student access is ensuring people in our service district can attend college and participate in programs that will lead to gainful employment. We measure access by comparing our student demographics with the demographics of our service district. For strategic purposes, we are committed to increasing the number of students in the areas that are underserved. A comprehensive data analysis process will drive our actions. We expect the cost of college to be a barrier to accessing educational services and are committed to finding innovative strategies and solutions to address the issue. We also realize working adults face unique challenges and we are dedicated to improving access to college for our current workforce. We recognize the importance of timely interventions and support systems that help at-risk, underrepresented, or marginalized students overcome barriers to success.

Student success is ensuring people achieve their academic goals through engaging in high-quality teaching and learning, both inside and outside of the classroom. We measure student success by using proxy measures for student learning. These measures include attendance, course completion rate, withdraw rate, term-to-term retention, graduation rate, and placement success. We value academic integrity in hands-on, experiential learning environments that are rigorous and authentic to the real world.

Access and Success are strategic now because our performance in these areas for various reasons. Most importantly, student learning is our top priority and has a positive impact on the lives of our students as well as makes a difference in the communities we serve. Higher education is under public scrutiny with funding tied to our performance as a college. The health of the college is tied to the number of students we serve and their success in our classrooms and on the job. When we are successful attracting more students and those students are successful in the classroom, our region benefits economically.

C. President's Goals

The President will present goals to be used for the annual evaluation. The goals will be available at the Board meeting.

D. Staffing Update

Krista Weber, Director of Human Resources, will provide an update on College staffing at the Board meeting. A summary is available below.

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwife Clinical Coordinator	Marijke van Roojen	Summer 2015	Grade 4, Hourly \$16.33 - \$21.09 Hired at \$20.78/hour
2	Replacement-Beth Whitish (Retirement)	Early Childhood Education Instructor	Renae Blaschke	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$64,000
3	Replacement-Marla Leibfried (Retirement)	Dental Assistant Instructor	Krista Demo	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437 Hired at \$45,000
4	Replacement-Heather Fifrick	Resident & Student Life Coordinator	Stephanie Brown	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$49,000 (internal)
5	Replacement-Lena Robinson (Resignation)	Learning Services Assistant	Position being reviewed	Summer 2015	
6	New Position	Grants Coordinator	Darnell Hendricks	Summer 2015	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at current salary (internal)

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Safety Instructor	Hold - not hiring	Fall 2015	BS \$40,368-\$68,225 MS \$44,159-\$74,437
8	New Position	Cook	Tim Evans	7/23/2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
9	Replacement - Laura Nyberg-Comins (Resignation)	Dean of Student Services	Holly Bigelow	Summer 2015	Grade 2, Salaried Professional \$89,258 - \$120,763 Hired at \$93,000
10	Replacement - Dennis Cooley (Resignation)	Executive Director of the Foundation	Holly Clendenen	8/19/2015	Grade 4, Salaried Professional \$74,431 - \$100,700 Hired at \$93,000
11	Replacement - Chase Varvil	Electrical Power & Distribution Lab Assistant-PT LTE	Bill O'Herrin	Fall 2015	Grade 5 Hourly \$17.40 - \$22.42
12	Replacement - Stephanie Brown (transfer)	Advisor	Interviews are in progress	Summer 2015	Grade 8, Salaried Professional \$44,817 - \$60,580

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Cook - PT Regular	Susan Friederick	Summer 2015	Grade 1, Hourly \$12.07 - \$15.59 Hired at \$14.00/hour
15	Replacement - George Dulzo (Retirement-12/15)	Criminal Justice Instructor	Gary Roberts	12/1/2015	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$48,000
16	Replacement - Cindy Albrect (Resigned)	Communications Instructor	Interviews are in progress	1/1/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	IT Instructional/Lab Assistant-LTE	Kelly Flynn (KJ)	8/8/2015	Grade 3 Support Staff \$15.25-\$20.19 Hired at \$18.75
18	New Position	Coordinator of Annual Giving & Donor Relations	Gina Udelhofen	10/26/2015	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$59,000
19	New Position	Student Success Tutors 2 Part-time/LTE	David Wright	Fall 2015	Grade 6 Support Staff \$21.05 - \$27.24; Hired at \$25.00

Staffing Update 2015-16 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
20	New Position	Student Success Coach LTE	Offer pending	Fall 2015	Grade 7, Support Staff \$23.38-\$36.20
21	New Position	Director of External Relations & Alumni Development	Kim Schmelz	10/14/2015	Grade 5, Salaried Professional \$67,017 - \$90,671 Hired at \$67,500
22	New Position	Foundation Accounting & Payroll Administrator	Offer pending	Nov. 2015	Grade 8, Salaried Professional \$44,115-\$59,685
23	Replacement Dave Hardyman (Retired 11/4/2015)	Network Administrator	Posting closes 11/29/2015	Dec. 2015	Grade 7, Support Staff \$23.38-\$36.20

Updated 11/13/2015

Information and Correspondence

A. *Enrollment Report*

The year-over-year 2015-16 Comparison FTE Report and 2016 Application Report are available below.

2014-2015 and 2015-2016 FTE Comparison

Program Code	Program Title	11-10-14 Students	11-09-15 Students	Student Change	11-10-14 FTE	11-09-15 FTE	FTE Change
10-101-1	Accounting	23	25	2	11.83	10.20	(1.63)
10-106-6	Administrative Professional	11	14	3	4.50	6.23	1.73
10-006-2	Agri-Business/Science Technology	60	63	3	31.97	33.44	1.47
10-102-3	Business Management	69	74	5	29.20	32.03	2.83
10-530-5	Cancer Information Management	5	20	15	1.00	7.83	6.83
10-504-1	Criminal Justice - Law Enforcement	55	49	(6)	25.96	23.80	(2.17)
10-316-1	Culinary Arts	20	18	(2)	9.60	8.77	(0.83)
10-317-1	Culinary Management	9	7	(2)	4.27	2.53	(1.73)
10-510-6	Direct Entry Midwife	21	33	12	7.07	11.17	4.10
10-307-1	Early Childhood Education	32	37	5	14.37	16.23	1.87
10-620-1	Electromechanical Technology	59	37	(22)	29.23	17.80	(11.43)
10-623-8	Engineering Technologist-Suspended	10	-	(10)	4.27	-	(4.27)
10-325-1	Golf Course Management	29	20	(9)	12.90	10.27	(2.63)
10-201-2	Graphic And Web Design	30	34	4	12.83	16.23	3.40
10-530-1	Health Information Technology	25	36	11	8.43	12.73	4.30
10-520-3	Human Services Associate	41	54	13	17.77	24.47	6.70
10-825-1	Individualized Technical Studies	5	6	1	1.80	2.67	0.87
10-154-3	IT-Computer Support Specialist	2	-	(2)	0.53	-	(0.53)
10-150-1	IT-Network Communications Specialist	29	40	11	10.53	18.70	8.17
10-152-7	IT-Web & Software Developer-Suspended	10	1	(9)	3.70	0.30	(3.40)
10-513-1	Medical Laboratory Technician	17	18	1	8.53	8.90	0.37
10-543-1	Nursing - Associate Degree	280	199	(81)	80.44	57.34	(23.10)
10-524-1	Physical Therapist Assistant	42	43	1	15.30	16.03	0.73
10-196-1	Supervisory Management	17	20	3	4.86	7.43	2.57
10-182-1	Supply Chain Management	-	9	9	-	2.83	2.83
10-499-5	Technical Studies-Journey Worker	-	1	1	-	0.50	0.50
Total Associate Degree		901	858	(43)	350.90	348.43	(2.47)
31-101-1	Accounting Assistant	12	4	(8)	4.87	1.83	(3.03)
30-531-6	Advanced EMT	-	7	7	-	0.93	0.93
32-070-1	Agricultural Power & Equipment Technician	40	43	3	21.60	22.57	0.97
31-405-1	Auto Collision Repair & Refinish Technician	20	18	(2)	7.50	7.70	0.20
32-404-2	Automotive Technician	31	35	4	14.53	16.33	1.80

Program Code	Program Title	11-10-14 Students	11-09-15 Students	Student Change	11-10-14 FTE	11-09-15 FTE	FTE Change
31-475-1	Building Trades - Carpentry	20	11	(9)	10.37	5.47	(4.90)
30-420-2	CNC Setup/Operation	8	4	(4)	3.87	2.13	(1.73)
31-307-1	Child Care Services	12	20	8	5.60	9.60	4.00
50-413-2	Electricity (Construction) Apprentice	19	21	2	1.37	1.67	0.30
31-502-1	Cosmetology	39	38	(1)	22.24	20.74	(1.50)
30-504-1	Criminal Justice-Law Enforcement 520 Academy	15	18	3	7.80	9.60	1.80
31-317-1	Culinary Specialist	5	8	3	2.07	3.27	1.20
31-091-1	Dairy Herd Management	17	17	-	9.07	9.50	0.43
30-508-2	Dental Assistant - Short Term	19	14	(5)	9.03	7.17	(1.87)
31-413-2	Electrical Power Distribution	26	24	(2)	13.17	12.10	(1.07)
30-531-3	Emergency Medical Technician	-	16	16	-	2.87	2.87
50-413-1	Industrial Electrician Apprentice	10	12	2	0.73	1.27	0.53
31-620-1	Industrial Mechanic	-	9	9	-	4.30	4.30
31-154-6	IT-Computer Support Technician	18	15	(3)	7.70	6.37	(1.33)
31-513-1	Laboratory Science Technician	-	5	5	-	2.23	2.23
31-509-1	Medical Assistant	36	35	(1)	19.04	17.17	(1.87)
30-530-1	Medical Coding Specialist	33	32	(1)	7.37	7.80	0.43
30-543-1	Nursing Assistant	123	121	(2)	14.23	13.00	(1.23)
31-106-8	Office Support Specialist	11	5	(6)	5.03	2.67	(2.37)
50-427-5	Plumbing Apprentice	12	18	6	1.08	1.70	0.62
31-182-1	Supply Chain Assistant	-	1	1	-	0.50	0.50
31-442-1	Welding	42	45	3	22.22	23.51	1.30
Total Technical Diploma		568	596	28	210.47	213.99	3.52
20-800-1	Liberal Arts - Associate of Arts	13	11	(2)	3.23	2.87	(0.37)
20-800-2	Liberal Arts - Associate of Science	12	8	(4)	3.27	1.33	(1.93)
Undeclared Majors		1,504	1,081	(423)	151.26	117.65	(33.61)
Total		2,998	2,554	(444)	719.12	684.27	(34.86)
Percent of Change							-4.85%
Vocational Adult (Aid Codes 42-47)		2,655	2,493	(162)	49.50	48.65	(0.85)
Community Services (Aid Code 60)		57	41	(16)	0.14	0.09	(0.05)
Basic Skills (Aid Codes 73,74,75,76)		187	245	58	12.62	20.28	7.66
Basic Skills (Aid Codes 77 & 78)		423	344	(79)	19.62	13.25	(6.36)
Grand Total		6,320	5,677	(643)	801.00	766.54	(34.46)
Total Percent of Change							-4.30%

APPLICATION COMPARISON of 2016-17 vs 2015-16



		2016-2017			2015-2016							
Program	Cap	Nov. 13, 2015			Nov. 13, 2014			1st day 8-24-15			YOY	Nov
		Acpt	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total		
Accounting		9		9	1		1	16		16		8
Accounting Assistant		1		1	3		3	3		3		-2
Administrative Professional				0	2		2	9		9		-2
Agri-Business/Science Tech	36	8		8	9		9	36	1	37		-1
Ag Power & Equipment	22	20		20	20		20	22		22		0
Auto Collision Repair&Refinish	22	2		2	4		4	10		10		-2
Automotive Technician	22	3		3	3		3	22	1	23		0
Building Trades- Carpentry	20	1		1	1		1	9		9		0
Business Management		4		4	5		5	37		37		-1
Cancer Information Management		1		1	1		1	16		16		0
Child Care Services	13	8		8	4		4	13	3	16		4
CNC Setup/Operation	5			0			0	6		6		0
Cosmetology	24	1		1	1		1	23		23		0
Criminal Justice-Law Enforce	48	3		3	8		8	31		31		-5
Culinary Arts		2		2	3		3	6		6		-1
Culinary Management				0			0	4		4		0
Culinary Specialist				0			0	8		8		0
Dairy Herd Management	24	9		9	4		4	19		19		5
Dental Assistant	18	14		14	4		4	17		17		10
Early Childhood Education	28	5		5	7		7	28		28		-2
Electrical Power Distribution	24	17		17	21		21	24		24		-4
Electro-Mech Tech	12	2		2	1		1	17		17		1
Golf Course Management		1		1			0	8		8		1
Graphic and Web Design	25	1		1	3		3	25		25		-2
Health Information Technology	22	16		16	12		12	22	5	27		4
Human Services Associate	31	4		4	5		5	29		29		-1
Industrial Mechanic	12			0			0	5		5		0
IT-Computer Support Tech				0	1		1	15		15		-1
IT-Network Communication Spec		1		1			0	24		24		1
Laboratory Science Technician	15	1		1			0	5		5		1
Liberal Arts- Associate of Arts		1		1			0	8		8		1
Liberal Arts-Associate of Science				0	1		1	4		4		-1
Medical Assistant	32	14		14	20		20	32	2	34		-6
Medical Coding Specialist	23	18		18	9		9	23	5	28		9
Medical Laboratory Technician	16			0			0	15		15		0
Nail Technician	4			0			0			0		0
Nursing-Associate Degree	54	47		47	54	62	116	54	30	84		-69
Nursing-Assoc Degree- Part-time	28	12		12	28	9	37	28	3	31		-25
Office Support Specialist		1		1	2		2	5		5		-1
Pharmacy Tech (shared)				0	1		1			0		-1
Physical Therapist Assistant	18		12	12		30	30	16	10	26		-18
Supervisory Management		2		2			0	9		9		2
Supply Chain Assistant				0			0	1		1		0

Program	Cap	Nov. 13, 2015			Nov. 13, 2014			1st day 8-24-15			YOY
		Acpt	W.L.	Total	Acpt.	W.L.	Total	Acpt.	W.L.	Total	
Supply Chain Mgt				0			0	3		3	0
Undecided				0			0			0	0
Welding	40	6		6	5		5	33		33	1
		235	12	247	243	101	344	740	60	800	-97
Business Management		3		3	2		2				
Direct-Entry Midwife (Jan Start)	16	19	19	38	19	4	23	9	2	11	15
Supervisory Management				0	1		1				
Supply Chain Management		1		1	1		1				0
Welding - (Jan Start)	20	9		9	17		17	1		1	-8
TOTALS		32	19	51	40	4	44	10	2	12	7

Fall Year over Year	-8	-89	-97
Fall Current 1617 - First Day of 2015-16	-505	-48	- 553
Fall1516 Nov. 2014 - First Day of 15-16	-497	41	- 456

B. Chairperson's Report

1. ACCT National Legislative Summit February 8 – 11, 2016

C. College President's Report

1. System Update

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board meeting

1. FY2015 Financial Audit
2. Business, Management & General Studies Report

B. Time and Place

Thursday, December 17, 2015, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjournment