



Southwest Wisconsin Technical College
District Board Meeting

Regular Meeting

December 16, 2016

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda 2

Open Meeting 6

 A. Roll Call.....6

 B. Reports/Forums/Public Input.....6

Consent Agenda..... 7

 A. Approval of Agenda.....7

 B. Minutes of the Regular Meeting of November 14, 20169

 C. Financial Reports 14

 1. Purchase Orders Greater than \$2,500 14

 2. Treasurer’s Cash Balance 15

 3. Budget Control 16

 D. Contract Revenue 17

 E. Personnel Items 19

 F. American Association of Community Colleges 2017 Membership 20

Other Items Requiring Board Action 22

 A. FY2016 Financial Audit Update 22

 B. Concept Review: Advanced Technical Certificate for a One-year Technical Diploma
 in Cancer Information Management 22

 C. Bid: Instrumentation Training Lab 42

 D. Bid: Welders for Mobile Welding Unit..... 43

 E. Second Reading of Governance Policy 4.3 – College Purposes 45

Board Monitoring of College Effectiveness 47

 A. Compensation Study Update 47

 B. Federal Civil Rights Audit Update 47

 C. Staffing Update 60

Information and Correspondence..... 66

 A. Enrollment Report 66

 B. Chairperson’s Report 72

 C. College President’s Report 72

 D. Other Information Items..... 72

Establish Board Agenda Items for Next Meeting 73

 A. Agenda for Next Board Meeting 73

 B. Time and Place 73

Adjourn to Closed Session 74

Reconvene to Open Session..... 74

Adjournment..... 74

Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Friday, December 16, 2016

12:00 p.m. – Tour of a Mobile Health Unit Model

12:30 – Light Lunch

1:00 p.m. – Board Meeting

Room 492-493 – College Connection

AMENDED ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The December 16, 2016, 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 Regular Meeting of November 14, 2016

Minutes of the November 14, 2016, Board retreat and meeting are included with the electronic Board packet.

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

There were seven contracts totaling \$9,371.47 in November 2016 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

Two employment recommendations, one transfer, two resignations, and one retirement are being presented for approval in the Personnel Report.

F. American Association of Community Colleges 2017 Membership

The 2017 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,477 is available electronically with all other Board material.

Recommendation: Approve the consent agenda.

OTHER ITEMS REQUIRING BOARD ACTION

A. FY2016 Financial Audit Update

Caleb White will provide an update on the FY2016 Financial Audit at the Board meeting.

B. Concept Review: Advanced Technical Certificate for a One-year Technical Diploma in Cancer Information Management

Katie Garrity, Chief Academic Officer, will present the Concept Review for an Advanced Technical Diploma in Cancer Information Management. The Concept Review is included in the electronic Board material.

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

C. Bid: Instrumentation Training Lab

A public bid opening was held on Friday, December 2, 2016, for the installation of an Instrumentation Training Unit Lab. Bid specifications and information were sent to eight (8) vendors with four bids received. A bid summary is included with the electronic Board material.

Recommendation: Accept the low bid from Aspen Automation, Des Moines, IA, for the installation of an Instrumentation Training Unit Lab in the amount of \$177,110.

D. Bid: Welders for Mobile Welding Unit

A public bid opening was held on Friday, December 2, 2016, for eight welders to be used in the soon to be constructed Mobile Welding Lab. Bid specifications and information were sent to four (4) vendors with five bids received. A summary of the bids is included with the electronic Board material. Also included are planned activities for the mobile welding unit.

Recommendation: Accept the low bid from Mississippi Welders Supply, Madison, WI, for 8 welders for the Mobile Welding Lab in the amount of \$46,765.00.

E. Second Reading of Governance Policy 4.3 – College Purposes

At the October 20, 2016, Board Retreat, the College Purposes were reviewed. The Board decided to include items that were missing from the Statutory Purposes. This will be the second reading of the College Purposes with those items included. The updated purposes are included with the electronic Board packet.

Recommendation: Approve the second reading of Governance Policy 4.3 – College Purposes.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Compensation Study Update

Krista Weber, Director of Human Resources, will provide an update on the Compensation Study currently being conducted.

B. Federal Civil Rights Audit Update

Krista Weber will provide an update on the October 2016 Federal Civil Rights Audit. The report of the findings are included with the electronic Board material.

C. Staffing Update

A summary of FY2017 Staff is available electronically with the other Board material. Krista Weber will provide an update.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

The 2016-17 Comparison FTE Report is available electronically with all other Board material. An application report for Fall 2017 is also available with the electronic Board material.

B. Chairperson's Report

C. College President's Report

1. Accreditation
2. WTCS Update
3. February Board Retreat Planning
4. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. FY2016 Financial Audit
2. Industry, Trades & Agriculture Report
3. Foundation ByLaws
4. Foundation Quarterly Board Report

B. Time and Place

Thursday, January 26, 2017, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

ADJOURN TO CLOSED SESSION

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

1. Discussing personnel issues related to specific people per Wis. Statutes 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.}.
2. Approval of November 17, 2016, Closed Session Minutes

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The December 16, 2016, 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

Friday, December 16, 2016

12:00 p.m. – Tour of a Mobile Health Unit Model
12:30 – Light Lunch
1:00 p.m. – Board Meeting
Room 492-493 – College Connection

AMENDED AGENDA

OPEN MEETING

The following statement will be read: “The December 16, 2016, 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.”

- C. Roll Call
- D. Reports/Forums/Public Input

CONSENT AGENDA

- G. Approval of Agenda
- H. Minutes of the Regular Meeting of November 14, 2016
- I. Financial Reports
 - 4. Purchase Orders Greater than \$2,500
 - 5. Treasurer’s Cash Balance
 - 6. Budget Control
- J. Contract Revenue
- K. Personnel Items
- L. American Association of Community Colleges 2017 Membership

OTHER ITEMS REQUIRING BOARD ACTION

- F. FY2016 Financial Audit Update
- G. Concept Review: Advanced Technical Certificate for a One-year Technical Diploma in Cancer Information Management
- H. Bid: Instrumentation Training Lab
- I. Bid: Welders for Mobile Welding Unit
- J. Second Reading of Governance Policy 4.3 – College Purposes

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- D. Compensation Study Update
- E. Federal Civil Rights Audit Update
- F. Staffing Update

INFORMATION AND CORRESPONDENCE

- E. Enrollment Report
- F. Chairperson's Report
- G. College President's Report
- H. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- C. Agenda
- D. Time and Place

ADJOURN TO CLOSED SESSION

- B. Consideration of adjourning to closed session for the purpose of
 - 3. Discussing personnel issues related to specific people per Wis. Statutes 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.}.
 - 4. Approval of November 14, 2016, Closed Session Minutes

RECONVENE TO OPEN SESSION

- B. 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}

B. Minutes of the Regular Meeting of November 14, 2016

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN
TECHNICAL COLLEGE
NOVEMBER 14, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 6:02 p.m. on November 14, 2016, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

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

Absent: Linda Erickson

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Katie Garrity, Connie Haberkorn, Holly Miller, Barb Tucker, Krista Weber, and Caleb White. Guests present included Layla Merrifield, District Boards Association Executive Director.

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

Monday, November 14, 2016

5:30 p.m. – Dinner

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

Room 492-493 – College Connection

AGENDA

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

OPEN MEETING

The following statement will be read: “The November 14, 2016, 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. Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

OPEN MEETING

- A. Reports/Forums/Public Input
 - 1. Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 20, 2016
- 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. RFP for Feasibility Study
- B. 1st Reading of Governance Policy 4.3 – College Purposes
- C. Grant County Economic Development Corporation Lease for 2017

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. 2017-18 Budget Process
- B. College Effectiveness Report
- C. Employee Benefits Consortium Update
- 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 a student appeal hearing 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.}
 - 2. Approval of Closed Session Minutes of October 20, 2016

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 Higher Learning Commission Comprehensive Quality Review Team met with the District Board and discussed topics related to Criterion One: Mission and Criterion Two: Integrity: Ethical and Responsible Conduct.

Layla Merrifield, Executive Director, of the Wisconsin Technical College District Boards Association provided an update on association activities. Ms. Merrifield reported on the upcoming Legislative Seminar in January 2017 and the National Legislative Summit in February 2017. She noted the higher education platform for the new federal administration has been vague and that the reauthorization of the Higher Education Act may not happen in 2017. The Wisconsin delegation to the National Legislative Summit will remind legislators of the Wisconsin Technical Colleges story. Ms. Merrifield noted the agency visits will be important due to the change in the federal administration.

After a review of the Consent Agenda, including the November 14, 2016, agenda; October 20, 2016, Board minutes; financial reports; five contracts totaling \$9,206.63 in October 2016; the employment recommendations of Emily Vogt - Nursing-Associate Degree Instructor, and Marlene Klein – part-time LTE Academic Success Coach; the transfer of Craig Woodhouse, Tech Hire Grant Case/Project Manager (full-time, LTE); the resignations of Tammie Engelke – Public Safety Administrative Assistant, Jason Kolbe - Electromechanical Technology Instructor/Contract Trainer, and Josh Klaas – Electromechanical Technology Instructor; and the retirements of Kurt Hampton, Maintenance Worker. Mr. Prange moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a recommendation to the Board for a request for proposals for a Student Success and Economic Development Project Feasibility Study. Two proposals were received and both companies presented their proposals at open forums. The feasibility study contains three components: 1) a general scan of the College and opportunities available; 2) hotel/student housing unit; and 3) multi-purpose facility. The Board asked that the contract be written so that the second phase is not completed until the first phase of the feasibility has been presented to the Board. Mr. Moyer moved to award the Student Success and Economic Development Project Feasibility Study contract to Vandewall & Associates, Inc., Madison, WI, in the amount of \$142,500.

At the October 20, 2016, Board Retreat, the College Purposes were reviewed and modified. Items that were missing from the Statutory Purposes were incorporated in to the policy and brought back to the Board for the first reading. Mr. Tuescher moved to approve the first reading of Governance Policy 4.3 – College Purposes. Mr. Prange seconded the motion; motion carried.

Ms. Nickels motioned to approve the 2017 lease for Grant County Economic Development Corporation. The lease remains the same as the 2016 lease agreement. Ms. Fitzsimons seconded the motion. The motion carried with Ms. Mickelson abstaining from the vote.

Caleb White outlined the 2017-18 Budget Process. Budget requests are due after the first of the year, with a preliminary budget brought to the Board in April and May. The Board will need to approve the FY2018 budget at the June 2017 Board meeting.

Barb Tucker, Director of College Effectiveness, presented an overview of the College Effectiveness department and provided an update on the College Health Indicators. Ms. Tucker presented the activities and responsibilities of the department. She also reviewed the current measures related to the college health indicators of campus safety and security, College culture, quality teaching and learning, student access, and financial sustainability.

Caleb White and Connie Haberkorn, Benefits and Human Resources Administrator, reported on the Employee Benefits Consortium. They reviewed first-year accomplishments including the development of a three-year strategic plan, consolidation of prescription drug and stop loss insurance, and investment of \$500,000. Future initiatives presented were the development of performance metrics and additional opportunities to collaborate on other benefits. Mr. White reported financial results for the College including establishing \$394,937 in reserves with no increase to premiums. The College did not increase premiums in July 2015 and only increased premiums 2.3 percent in July 2016 compared to a 7.7 percent average annual increase for the previous ten years.

Krista Weber, Director of Human Resources, provide an update on staffing. Current open positions include Academic Success Coach (nursing) part-time LTE, Mathematics Instructor, Paramedic Instructor, Public Safety Administrative Assistant, Electromechanical Outreach Instructor, and Network Administrator.

The Board reviewed the 2016-17 Comparison FTE Report and the application report for Fall 2017. The FTE Report reflected an increase in program numbers; however, overall the College FTE is flat compared to the previous year.

Under the Chairperson's Report, attendance at the ACCT National Legislative Summit in Washington, DC, February 13-16, 2017, was discussed. Mr. Moyer is interested and others were asked to let Ms. Campbell know of their interest.

Dr. Wood's President's Report included a note that the mission and vision statements will not be modified at this time, the President's goals previously sent to the Board members, and the College is collaborating with Wright International Student Services to reduce the College's student loan default rate. Dr. Wood reviewed the fundraising priorities of scholarships; student emergency funds, mobile units, program support, and the student success and economic development project. Consensus of the Board was to maintain the priority order as listed.

The Board asked that recognition be extended to Krista Demo and Katie Anderson for sharing an interactive activity in their classroom with Dr. Wood. Also recognized were Heather Fifrick for planning a successful career fair and Connie Haberkorn for organizing and hosting the first employee benefits fair.

Mr. Tuescher moved to adjourn to closed session for the purpose of discussing a student appeal hearing per Wis. Statutes 19.85(1)(f). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:28 p.m.

The Board reconvened to open session at 8:47 p.m. With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Mickelson seconding the motion. The motion carried and the meeting adjourned at 8:47 p.m.

Darlene Mickelson, Secretary

C. Financial Reports

1. Purchase Orders Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500
FOR THE PERIOD 11/01/2016 TO 11/30/2016**

<u>PO DATE</u>	<u>PO #</u>	<u>VENDOR NAME</u>	<u>PO AMOUNT</u>	<u>DESCRIPTION</u>
<u>GENERAL FUND</u>				
11/29/2016	6453	Turnitin	\$ 14,982.00	Plagiarism Software for Schoology
			SUBTOTAL	\$ 14,982.00
<u>CAPITAL FUND</u>				
11/23/2016	6452	Automotive Service Equip LLC	\$ 28,278.44	Auto Tech: Hunter Alignment Machine
11/8/2016	6455	Trimble Navigation Limited	\$ 6,806.00	EPD: 2 - Trimble Juno Handheld GPS Systems
			SUBTOTAL	\$ 35,084.44
<u>ENTERPRISE FUND</u>				
		none this month		
			SUBTOTAL	\$ -
			TOTAL	\$ 50,066.44

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College Report of Treasurers Cash Balance 11/30/2016

Liability End of Month Balances

FICA			
Federal Withholding			
State Withholding	19,556.35		
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	301,761.81		
Sick Leave Payable	514,552.36		
Other (Due To)	13,090,144.88		
Total Liability Adjustment	13,926,015.40		
Beginning Treasurers Balance			333,109.21
Receipt			
Fund			
1 General	456,244.22		
2 Special Revenue	-		
3 Capital Projects			
4 Debt Service	161,409.38		
5 Enterprise	60,459.00		
6 Internal Service	301,319.60		
7 Financial Aid/Activities	202,205.37		
Total Receipts		1,181,637.57	
Cash Available			1,514,746.78
Expenses			
Fund			
1 General	1,582,757.97		
2 Special Revenue			
3 Capital Projects	139,200.44		
4 Debt Service	576,384.26		
5 Enterprise	100,238.60		
6 Internal Service	592,808.69		
7 Financial Aid/Activities	215,672.02		
Total Expenses		3,207,061.98	
Treasurers Cash Balance			(1,692,315.20)
Liability Adjustment			13,926,015.40
Cash in Bank			\$12,233,700.20

3. Budget Control

**Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 5 Months ended November 2016**

	<u>2016-17 Budget</u>	<u>2016-17 YTD Actual</u>	<u>2016-17 Percent</u>	<u>2015-16 Percent</u>	<u>2014-15 Percent</u>	<u>2013-14 Percent</u>	<u>2012-13 Percent</u>
General Fund Revenue	23,388,000.00	6,060,777.47	25.91	27.42	23.83	23.69	26.75
General Fund Expenditures	23,916,000.00	8,582,159.82	35.88	38.46	35.49	38.03	36.50
Capital Projects Fund Revenue	2,520,000.00	2,537,467.39	100.69	99.14	100.57	100.99	100.96
Capital Projects Fund Expenditures	2,755,000.00	779,276.31	28.29	23.28	29.13	34.71	13.60
Debt Service Fund Revenue	5,288,000.00	229,409.38	4.34	0.86	3.47	-	-
Debt Service Fund Expenditures	5,356,000.00	608,597.26	11.36	12.68	14.03	10.14	7.39
Enterprise Fund Revenue	2,100,000.00	811,306.68	38.63	43.80	44.58	44.67	45.17
Enterprise Fund Expenditure	2,000,000.00	685,070.82	34.25	33.47	31.27	29.66	31.52
Internal Service Fund Revenue	4,200,000.00	1,625,994.74	38.71	42.02	39.60	38.49	39.04
Internal Service Fund Expenditures	4,200,000.00	1,910,335.66	45.48	56.71	48.79	39.77	43.01
Trust & Agency Fund Revenue	8,000,000.00	3,431,489.75	42.89	39.96	42.58	48.12	49.88
Trust & Agency Fund Expenditures	7,950,000.00	3,473,843.99	43.70	40.51	43.24	48.37	49.51
Grand Total Revenue	45,496,000.00	14,696,445.41	32.30	32.74	31.42	32.26	34.20
Grand Total Expenditures	46,177,000.00	16,039,283.86	34.73	36.53	35.05	36.47	34.23

D. Contract Revenue

There are seven contracts totaling \$9,371.47 in November 2016 being presented for Board approval. The Contract Revenue Report follows.

2016-2017 CONTRACTS
11/01/16 through 11/30/16

<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>
03-2017-0067-I-23	OSHA Rigging	Amy Charles	6	\$ 580.00	No		X	
3M	OSHA 10 HR Gen Ind	Amy Charles	3	\$ 1,375.00	No		X	
WAT Grant 03-131-124-177	OSHA Electrical Arc Safety	Amy Charles	5	\$ 525.00	No		X	
	OSHA Rigging	Amy Charles	18	\$ 1,160.00	No		X	
03-2017-0080-T-42	Emergency Medical Technician-Refresher (Participant Guarantee)	Kris Wubben		\$ 324.78	No		X	
03-2017-0120-F-23	Administrative and Fiscal Services	Amy Charles		\$ 2,708.33	No		X	
Prosperity Southwest								
03-2017-0121-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	9	\$ 571.96	No		X	
Manor Care								
03-2017-0122-T-18	Testing Evaluators	Kris Wubben		\$ 218.31	No		X	
Western Technical College								
03-2017-0124-I-42	Heartsaver CPR/AED	Kris Wubben	14	\$ 1,008.09	No		X	
Shullsburg Fire Department								
03-2017-0129-I-42	BLS for Healthcare Provider-CPR Recertification	Kris Wubben	18	\$ 900.00	No		X	
Montfort Rescue Squad								
	TOTAL of all Contracts		73	\$ 9,371.47				
	Exchange of Services		-	-				
	For Pay Service		73	\$ 9,371.47				

E. Personnel Items

Two employment recommendations, one transfer, three resignations, and one retirement are being presented for approval in the Personnel Report. The report is available below.

PERSONNEL REPORT December 16, 2016

Employment: NEW HIRES

Name	Haylee Freymiller
Title	Administrative Assistant – Public Safety
Number of Applicants and Number Interviewed	74 applicants/ 3 interviewed
Start Date	December 5, 2016
Salary/Wages	\$17.75/ hour
Classification	Regular Full-Time
Education and/or Experience	Bachelor of Arts – Forensic Investigation with 2 years of experience as a legal assistant. Served 8 years in US Army Reserves as an intelligence analyst.

Name	Michael Madsen
Title	Mathematics Instructor
Number of Applicants and Number Interviewed	22 applicants/ 4 interviewed
Start Date	January 9, 2016
Salary/Wages	\$58,000
Classification	Regular Full-Time
Education and/or Experience	Master of Science – Mathematical Science, with 3 years of experience as instructor for math, science, algebra and physics.

PROMOTIONS / TRANSFERS

Dave Friesen	Network Administrator
--------------	-----------------------

RETIREMENTS / RESIGNATIONS

Scott Swan (Resignation – 12/16/16)	Academic Success Coach
Edwin Edwards (Resignation - 12/16/16)	Academic Success Coach

F. American Association of Community Colleges 2017 Membership

The 2017 American Association of Community Colleges (AACC) renewal invoice in the amount of \$3,477 follows.

Recommendation: Approve the Consent Agenda.



American Association of Community Colleges
One Dupont Circle, NW, Suite 410, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 17-Oct-2016
Ship-To: 000000001102-0

Order Number: 1000164232
Order Date: 12-Aug-2016
Invoice Number :

Southwest Wisconsin Technical College
Attn: Jason S. Wood
President
1800 Bronson Blvd
Fennimore, WI 53809

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2017 to 31-Dec-2017	Active	Proforma	1	3,427.00	0.00	0.00	0.00	3,427.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2017 to 31-Dec-2017	Active	Proforma	1	50.00	0.00	0.00	0.00	50.00
Shipping:								0.00
Total :								3,477.00
Paid To Date								0.00
Current Amount Due :								3,477.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000001102-0 Southwest Wisconsin Technical College
Order No.: 1000164232 Invoice No: Balance Due(USD): 3,477.00

Credit Card # _____ Exp. Date: ___ / ___ Amount: _____

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275

Other Items Requiring Board Action

A. FY2016 Financial Audit Update

Caleb White will provide an update on the FY2016 Financial Audit at the Board meeting.

B. Concept Review: Advanced Technical Certificate for a One-year Technical Diploma in Cancer Information Management

Katie Garrity, Chief Academic Officer, will present the Concept Review for an Advanced Technical Diploma in Cancer Information Management. The Concept Review is included in the electronic Board material.

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

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

District: Southwest Tech Date: 12/01/16

Program Title: Cancer Information Management: Advanced Technical Diploma

Program Aid Code and Number: 10-530-1

District Contact Person : Katie Garrity Phone : 608-822-2471

Primary Education Director : Kathy Loppnow Phone : 608-266-7608

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 : 10-530-1
- b. Proposed Program Title : Cancer Information Management: Cancer Tumor Registry Advanced Diploma
- c. Tentative Program Description: Cancer Tumor Registrars are specialists who work in concert with healthcare delivery systems through the collection, analysis and reporting of healthcare data as related to cancer diagnoses. These professionals can expect to be in high demand both regionally and nationally as the health sector expands into the century. The Bureau of Labor Statistics cites health information technology specialty fields as fast growing occupations in the U.S. Cancer Tumor Registrars contribute to the overall dissemination of information and quality of care in healthcare systems. This advanced diploma will allow current HITs to complete specialty training and certify as Cancer Tumor Registrars
- d. Occupational Area to be Served (occupational title and Standard Occupational Classification (SOC) Code) : Health Information Technology 29-2071.00

- e. Mean Starting Hourly Salary: \$16.01 (O*NET)
- 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: 02/17 (If not the meeting immediately following the Concept Review meeting, attach narrative)
- k. Documentation of District Board Approval of the Concept Review (attached)

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

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).
No concerns were raised by the State Board at the Concept Review
- n. Pathway and Laddering opportunities (attachment N).
- o. Estimated FTE and headcount:
Implementation FTE: 27 Headcount: 24
Annual FTE: 55 Headcount: 48
- 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	206,800 (included in CIM and HIT programs)
3. Estimated Student FTEs	55
4. Program Instructional Costs/FTE	3,760
5. Average Cost/FTE (from Schedule B)	6,846
6. Cost Analysis Indicator (CAI)*	55%

- q. Analysis of the Reasonableness (attach).
The estimated cost per FTE and overall cost to the district is well below the average cost per FTE in the respective divisions (6,846). This is because the college currently offers and employs the Medical Coding Specialist program instructor, and the Health Information Technology program shares multiple courses with Medical Coding and a traditional track CIM program. Meeting identified district needs and the ability to build from the current program offerings made this program financially prudent and cost effective for the college, the district, and overall program mix. See suggested program maps for courses in common: Attachment N. With the current need for expanded training and expertise in areas of health information, the college carefully considered the best approach for program development and delivery and found the Health Information Technology program a best fit for future offerings and gainful employment opportunities in the district. Offering the CIM Advanced diploma will incur no additional cost to the district.

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.*

Attachment G.

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

1) Description of the assessment methodology

2) If survey methodologies are used, specify the rate of return. If out-of-district surveys were used, a copy of the notification to the ISA(s) potentially affected by the need assessment must be included

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

1. Assessment of program development and viability was based on Southwest Tech's presence and involvement in national conferences, requests from the current HIT workforce, annual advisory committee meetings; a completed QRP with recommendations for trends and needs identified throughout the district and regionally, identified lack of available programming in the area, and current short-term offerings. Southwest Tech has provided information from a professional survey conducted via Survey Monkey to local healthcare partners, documentation of advisory committee discussion, and QRP recommendations.
2. Survey Monkey used: 90% response rate
3. Analysis of need provided below in Sullivan Report, US labor statistics, and Wisconsin labor statistics.

Local (regional) healthcare employers have stated that the current offerings (short term) do not provide the depth and breadth of expectations of health information technology, have become antiquated, and offer no "on the job training" for program students with clear expectations of job duties in the healthcare arena. Annual advisory meetings revealed that students were struggling with employment opportunities, facilities were choosing to outsource services, and coding graduates lacked an externship experience to align with facility expectations and opportunities as would be offered in an associate degree format. Job placement remains a struggle for students enrolled in the current short-term (Coding) and diploma (Transcription) programs (see enrollment/placement statistics).

Medical Coding/ Medical Transcription Advisory Meeting

*Present: Katie Garrity SWTC Sondra Ostheimer SWTC Sharon Adkins MA Healthcare
 Connie Harpin Teri Vacha Deb Wilkinson
 Earla DeAnda SWTC instructor (via phone) Jennifer Lame (via Phone)*

<u>Enrollment: (CODING)</u>	<u>Enrollment: (Transcription)</u>
<i>Med. Term: 42</i>	<i>Medical Transcription: 17</i>
<i>Intro to Health Records: 19</i>	<i>Advanced Medical Trans.: 2</i>
<i>ICD-9 Coding: 16</i>	<i>Health and Disease: 18</i>
<i>CPT: 15</i>	<i>Pharm for Med Trans: 23</i>
<i>HC Reimbursement: 15</i>	<i>Human Disease for Health: 24</i>

Review of program evaluations was conducted. Overall evaluations of both programs were positive. Questions were raised as to job placement for students. Katie asked both instructors about facilities out-sourcing services. Katie shared that graduate follow up revealed that students were struggling with job placement due to short term programming, lack of experiential assignment, and current out-sourcing trends. Group discussion and recommendation regarding changing to Health Information Technician.

Reported job placement:

5-Year Summary

**Enrolled /Graduated/Placed
Medical Transcription/Coding**

	2010-11	2009-10	2008-09	2007-08	2006-07
Enrolled	50	51	50	43	49
Grad	12	12	15	12	6
Placed		6	7	8	4
FTE's		21.3333	25.3367	21.9332	21.9677

The American Institutes for Research (AIR) 2008 study found increasing demands on education and credentialing, with an estimation of 12,000 to 50,000 new jobs in health information and documentation expected by 2016. The Wisconsin Health Information Management Association (2012) cited data from the U.S. Bureau of Labor Statistics indicative of health information management (HIM) job growth projection "faster than the average of all other occupations through the year 2014." The AIR study's list of HIM and healthcare documentation positions in which employers prefer to fill with individuals who have an Associate degree is as follows.

- Cancer Registry Management
- Coding specialist
- Coordinator
- Customer/client representative
- Data quality analyst
- Diagnosis-related group (DRG) coordinator
- Healthcare documentation specialist (medical transcriptionist)
- Medical records analyst
- Quality assurance specialist
- Registrar
- Sales representative
- Supervisor
- Team leader

The U.S. Department of Labor, Bureau of Labor Statistics (2012) project workforce increases of 21% from 2010-20 for health information management and 6% for healthcare documentation as noted in the tables below.

Employment projections data for medical records and health information technicians, 2010-20						
Occupational Title	SOC Code	Employment, 2010	Projected Employment, 2020	Change, 2010-20		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Medical Records and Health Information Technicians	29-2071	179,500	217,300	21	37,700	

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for medical transcriptionists, 2010-20						
Occupational Title	SOC Code	Employment, 2010	Projected Employment, 2020	Change, 2010-20		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Medical Transcriptionists	31-9094	95,100	100,700	6	5,600	

Source: U.S. Bureau of Labor Statistics, Employment Projections program

In *The Road Ahead: Restoring Wisconsin's Workforce Development*, Sullivan (2012) reported that Wisconsin and other states in the U.S. are experiencing a skills gap resulting from education programs that have not kept up with changing workforce demands among other influences such as an aging population. The report further noted that Wisconsin Technical College System (WTCS) graduates earn a living wage. This concept is important to consider also for Gainful Employment requirements of higher educational institutions (Federal Register, 2011). Please see the Wisconsin and national wage and trend data retrieved from the U.S. Department of Labor, O*Net OnLine (2012) that follow.

Wisconsin and National Wages of Medical Records and Health Information Technicians

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.42	\$12.64	\$16.01	\$20.87	\$26.53
	Yearly	\$21,700	\$26,300	\$33,300	\$43,400	\$55,200
Wisconsin	Hourly	\$11.08	\$13.05	\$16.09	\$20.29	\$23.97
	Yearly	\$23,000	\$27,100	\$33,500	\$42,200	\$49,900

National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections
 State Data Source: Wisconsin Workforce Information, Bureau of Labor Statistics Programs

Wisconsin and National Trends for Medical Records and Health Information Technicians

United States	Employment		Percent Change	Job Openings ¹
	2010	2020		
Medical Records and Health Information Technicians	179,500	217,300	+21%	7,370
Wisconsin	Employment		Percent Change	Job Openings ¹
	2008	2018		
Medical Records and Health Information Technicians	3,830	4,380	+14%	130

¹Job Openings refers to the average annual job openings due to growth and net replacement. Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2008-2018, while the projections period for national data is 2010-2020.

National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections
 State Data Source: Wisconsin Workforce Information, Bureau of Labor Statistics Programs

Wisconsin and National Wages for Healthcare Documentation Specialists

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.58	\$13.09	\$16.10	\$19.14	\$22.44
	Yearly	\$22,000	\$27,200	\$33,500	\$39,800	\$46,700
Wisconsin	Hourly	\$12.23	\$14.34	\$16.47	\$18.44	\$21.60
	Yearly	\$25,400	\$29,800	\$34,300	\$38,400	\$44,800

Wisconsin and National Trends for Healthcare Documentation Specialists

United States:	Employment		Percent Change	Job Openings ¹
	2010	2020		
Medical Transcriptionists	95,100	100,700	+6%	2,020
Wisconsin	Employment		Percent Change	Job Openings ¹
	2008	2018		
Medical Transcriptionists	4,580	4,820	+5%	80

¹Job Openings refers to the average annual job openings due to growth and net replacement.

Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2008-2018, while the projections period for national data is 2010-2020.

Associate of Applied Science Degree in Health Information Management

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM, 2012) provides a checklist for new HIM program development. Southwest Tech proposes utilization of the checklist to include, but not limited, to the following:

- Realistic needs assessment;
- Engage healthcare entities for potential jobs, faculty, practice experiences, program resources;
- Curriculum content;
- Share courses cross-curriculum;
- Resources (director, faculty, recruit, market, funding, etc.);
- Consistent quality regardless of course delivery methods; and
- Apply to CAHIIM.

Attachment H

a. List of stakeholders working in an Ad Hoc capacity, and summary of their discussions that support the new program.

Company Name	Address	City	State	Zip	Contact Name	Phone Number	E-Mail Address	Time of Contact	Call Outcome/Notes	Date of Contact	Call Outcome/Notes		
Medical Associates Clinic	1000 Langworthy	Dubuque	IA	52001	Sharon Adams	565-684-3306	shadka@munithcare.com	2/18	10:45 am LM for Sharon to call me back ask her about outside clinic in Dubuque	2/15	3:00 LM for Sharon to call me back by 4 today. If not, I will call her Monday morning. 3:00 LM for Monica to call me back by 4 today. If not, I will call her Monday morning.	2/18	CM
Richard Hospital	833 East 2nd Street	Richard Center	IA	53931	Monica Fry	608-647-6321		2/18	LM for Monica to call me back	2/15		2/18	CM
Clinic/Riviera Family Practice Boscobel Clinic	205 Parker Street 209 Parker St	Boscobel	WI	53805	Ruben Rosenmeyer Deb Randall	608-375-4112 608-375-4144		2/18	Records Office manager				
Memorial Hospital of Lafayette Co Family Practice Associates	800 Clay Street 813 S. Iowa St	Darlington	WI	53530	Shelly Barth Laura Zimmerman	608-776-4465 608-395-3303		2/18	Director of HIM Health Records				
Great Regional Health Center High Point Family Medicine	607 S. Monroe 607 S. Monroe	Lancaster	WI	53813	Betsy Igersoll Shonda Hillberg	608-723-3229 608-723-3100	brygersoll@greatregional.com	2/18	Services Office manager				
Dr. Mearl Clinic	1250 Hwy 151 East	Platteville	WI	53813	Jean	608-348-4675		2/18	Medical Records				
South of Health Center-Hospital	1400 Eastside Road	Platteville	WI	53810	Andrea Prater	608-348-7031		2/18	Medical Records				
Mayo Clinic Health System/Transcaryen Sleep HealthCare Oral Care Clinic family practice	800 E. Blackhawk Ave 100 North Marquette	Prairie du Chean	WI	53621	Lavarn Bost Russ	608-326-0908 608-326-1072		2/18	Clinic Director				
Prairie du Chean Memorial Hospital	705 East Taylor Street	Prarie du Chean	WI	53621	Sue Schultz	608-367-2000		2/18	Medical Records Manager				
Grant Community Clinic	500 S. Madison	Lancaster	WI	53813	Molly Weigel	608-723-3336		2/18	LM she is out of office on Thursday, CB Friday	2/15			
Upland Hills Health	800 Compassion Way	Dodgeville	WI	53533	Vicky Sobel	608-690-8000		2/18	Director Medical Records				
Duross Park Physicians	1400 Eastside Road	Platteville	WI	53810	Kim Reiter	608-343-4861		2/18	Supervisor Medical Records				
Family Practice Medical Center	9177 DM Palsie Rd	Lancaster	WI	53813	Roy Anderson	608-723-4300		2/18	Office Manager				
Midwest Point Medical Center	104 High Street	Midwest Point	WI	53813	Andrea Kinch Mary Ullrich Kathryn Medical records supervisor Monica Fry is the person to talk to	ASST OFFICE MANAGER 608-907-2348		2/18					
Richard Medical Center	801 E. 2nd St	Richard Center	WI	53931		608-647-6161		2/18	Does not have time staff member for medical records, many people sit there				
Bull Street Clinic	200 W. 8th St	Boscobel	WI	53805	Receptionist-Jill Lee?	608-348-4274		2/18					
Medical Associates in Dubuque Medical Associates Clinic	1240 Big Jack Road	Platteville	WI	53813	Susan Hommen	608-348-6366		2/18	Medical Assoc in Dubuque holds most of their records. ask Sharon Adams about this				
Medical Associates	1500 Associates Dr	Dubuque	IA	52002	Dennis Oberfall	300-646-6998		2/18	Medical Assoc in Dubuque holds most of their records. ask Sharon Adams about this				
Riviera Family Practice	525 N. Wisconsin Ave	Mazocco	WI	53873	Leanna Luthfiberg	608-788-3138		2/18	records handled by Boscobel Area Health Care				
Farmmore Family Clinic	220 Lincoln Ave	Farmmore	WI	53689	Office Manager	608-652-3733		2/18	records handled by Boscobel Area Health Care				
Upland Hills Health Clinic-Monroeville/HIGHLAND	202 W. US Hwy 1E	Monroeville	WI	53969	Patty Pharisden	608-943-6306		2/18	ALL Health records managed by Upland Hills Hospital in Dodgeville				
Great Regional Outpatient Clinic	607 S. Monroe	Lancaster	WI	53813	Betsy Igersoll	608-723-2143		2/18					
Gundersen Lutheran Clinic	810 E. Taylor St	Prarie du Chean	WI	53621	Sue Paszunder/Clinic in Health Records	608-326-4666		2/18	LM for her to return my call	2/15	Only anything is done out of Lacrosse the only thing they do at this clinic is room info to Lacrosse		
Darin Health Systems	30 Maple Drive	Platteville	WI	53818	Teri Verhey	608-348-4828	thom@darin.net	2/18	LM for her to return my call	2/15	Did not complete survey		
Medical Associates	731 Clay St	Darlington	WI	53530	Susan Stocker	608-776-4497		2/18	asked to Melissa records person. 11:00 LM on Sue's phone by call me back today or next call her back tomorrow	2/15	Sue is out of the office until Wed. Feb 20th.		

*Southwest Tech: Health Information Technology Needs Assessment Survey Summary
2-19-2013*

- 29 Hospitals/clinics in Southwest Tech District on original list
- 9 respondents merged with one or more of the larger organizations on the list
- 18 completed survey
- 2 respondents unavailable to complete survey

Response rate = 18/20 90%

- 18% of respondents have difficulty finding qualified health informatics employees.
- 17% of respondents report a decrease in the number of health informatics employees in their organization while 83% experienced an increase or no change in the past four years.
- 58% feel the current health informatics staff is moderately to well-trained. The majority of organizations spoke of having utilized existing staff to meet the changing needs of their organization's health records department and were therefore trained as needed
- When asked to choose the top two factors when making a hiring decision, respondent's top choice was Interpersonal skills & work ethic (83%) with second choice being Educational degree (50%)
- Current HIT employees work an average of 32 hours/week with an average hourly wage of \$14.08.
- An entry level HIT who holds an Associate Degree would have a starting wage range of \$10.00-\$17.00 with an average hourly wage of \$13.16.
- There are currently no HIT job openings but a projected demand of 11 job openings within the next 3-4 years.
- 100% of respondents would hire a person with a 2 year AD in HIT.
- Of the 18 participating healthcare organizations who completed the survey, 44 current staff would benefit from and be encouraged to seek HIT training at SWTC.
- Q 12 on the spreadsheet contains the names/organizations who completed the survey
- When asked if the healthcare organization would consider partnering with SWTC to accept students into a 72 hour PAID internship, 23 % declined the internship partnership while 61% readily agreed. However, of the 61% agreeing to a student internship 44% were comfortable with the PAID aspect and 17% preferred and UNPAID student internship.
- 4 respondents indicated interest in serving on SWTC's HIT Advisory Board. Names and contact info can be found on tab Q 15

- *Additional verbatim comments/recommendations:*

Strongly suggests emphasis on new HIPPA guidelines for release of information. This program could be marketed to anyone currently in any aspect of healthcare, also market to high school students with A&P for transcribed credits. Medical Associates Dubuque gets several graduates out of NICC HIT program.

Very supportive of this program
Interested in unpaid internship

get the program started this fall

HIT role at Drs Park will be transitioning to Dean Healthcare

The pool of candidates for health informatics is getting better as the years go by; we just hired 2 HIT's in the last 2 months. One is an NICC grad

This clinic has electronic medical records system now. The health records department no longer exists. We would be interested in UNPAID internship not PAID

would be interested in internship but probably not paid

Our clinic utilizes an EMR so almost all staff use this client data system. No one person on staff as a HIT. Probably more of those at the hospital home office in LaCrosse.

SWTC might also consider training/credentials for a Clinical Documentation Specialist.

It's exciting to have this degree opportunity locally. My staff has had to go elsewhere for their degree. The biggest change coming at us is in technology and these skills are valuable.

HIT program is a great idea. Healthcare data management is ever changing.

HIT for our area is needed!

Fox Valley/Madison in WI and NICC and Cedar Rapids in IA are the only close training available right now.

Accreditation is VERY important in this field. These credentials are SO valuable in this career and will be a 'requirement' of employment in the near future.

Very nice to have this program at SWTC. This hospital has 6 staff who are involved in records, 2 transcriptionist, 1 coder, 1 HIM director (grad of NICC Health Information Tech), 1 scanner and 1 release of information. They would be interested in unpaid internships for SWTC students.

Very small clinic with 6 employees who all enter patient records as needed. Not much 'electronic' record keeping at this clinic.

This is a small clinic serving approximately 100 clients per day with 4 physicians. Many individuals in our organization collect and enter patient data: 2 receptionists, 1 insurance secretary, 1 coder, 4 physicians, 1 lab tech and four medical assistants.

Attachment I:

- a. Summary of initial discussions with other WTCS districts offering a similar or same program.

Summary of discussion with other WTCS programs

Sent to: WITC, FVTC, WCTC, WTC, NWTC, MPTC, GTC, CVTC

February 19, 2013

SWTC is in the beginning phase of the WTCS new program development process for an on-line 10-530-1 Health Information Technology degree. As a part of the process I am writing to ask for your assistance in gathering information for the Scope and Need Demonstration stage of this process. I am contacting you since you are listed as offering a program with the same title and code designation with the following request for information.

Please assist us with information on current graduation/placement rates, recruitment issues, program wait list, potential capital expenses, regulations and/or accreditation issues, laddering or articulation opportunities, and whether any Southwest Tech district residents are enrolling in your existing program. We would also appreciate information as to the extent/number of enrollees, etc.

If you would please forward any information to me or my staff by Friday, March 22, 2013 I would appreciate it. Katie Garrity, Dean of Health, Education & Public Safety at kgarrity@swtc.edu, 608-822-2471 would be happy to discuss the particulars of our proposed program and answer any questions you may have regarding our plans.

Our intention is to file the necessary documentation with the WTCS Office for the May meeting. Any feedback based on this request above will be incorporated into our Need Demonstration. We will not be able to incorporate any feedback not provided by the November 30 date. Any questions or concerns can be communicated to me at 608-822-2721. Thank you for any assistance you can provide.

Warm regards,

Phil Thomas, Ph. D.
Vice President for Student & Academic Affairs
1800 Bronson Blvd.
Fennimore, WI 53809
pthomas@swtc.edu
www.swtc.edu

Limited Responses:

**Program Scorecard 2011-2012
Health Information Technology 10-530-1**

STUDENT DEMOGRAPHICS	2011-12		2010-11		2009-10		STUDENT SUCCESS	2011-12		2010-11		2009-10		2008-09		2007-08		Target	Threshold	Nat'l Benchmark			
	Number	Percent	Number	Percent	Number	Percent		2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10						
Academically Disadvantaged			43	69%	37	66%	150% Graduation Rate	53%	67%	59%	71%	70%	72%	27%	N/A								
Economically Disadvantaged			41	66%	39	70%	Graduate Completion Rates	2011-12	2010-11	2009-10	2008-09	2007-08											
Disabilities			2	3%	7	13%	On-time Rate (from pre-aggm entry)	16%	52%	-	-	-	49%	2%	N/A								
Minorities			1	2%	1	2%	On-time Rate (from agg entry)	84%	71%	-	-	-	77%	20%	N/A								
Single Parent			3	5%	5	9%	Average Years to Completion	1.5	2.1	-	-	-	1.7	N/A	N/A								
Financial Aid (pgm+pre-aggm)	71	68%	69	68%	64	67%	Core Course Retention/Success																
Male			6	10%	3	5%	Retention Rate	96%	97%	97%	95%	96%	90%	90%									
Female			56	90%	53	95%	Employee Success Rate	68%	96%	93%	97%	97%	89%	75%	74%								
Mean Age			35		33		Completer Success Rate	91%	99%	96%	99%	99%	94%	83%									
Median Age			34		28	32	General Education Course Retention/Success																
Mode Age			30		20		Retention Rate	92%	93%	92%	87%	90%	96%	88%	87%								
Bias per WTCS (NTD)		male		male			Employee Success Rate	69%	65%	82%	79%	81%	90%	72%	69%								
Total Program Students	71		62		56		Completer Success Rate	94%	94%	89%	91%	90%	96%	80%	80%								
Total Pre-Program Students	53		55		40																		
NOTE: Demographics include program students only, with the exception of financial aid																							
STUDENT INTEREST																							
	2011-12	2010-11	2009-10	2008-09	2007-08		TSA: RHIT Exam		2011-12	2010-11	2009-10	2008-09	2007-08	Current WTCS									
New Program Students	41	36	14	34	33		Grads Taking Exam (w/in 6 months)	89%	86%	95%	69%	85%		ISA Phase									
Capacity	36	36	18	34	36		CVTC Cohort Group Success Rate (that grad class only)	88%	89%	61%	89%	90%											
Percent Capacity	114%	100%	78%	100%	82%		National Avg. Success Rate	75%	75%	79%	86%	73%											
Percent Capacity Target: 100%	Threshold: 88%						No additional measures																
Fail Waitlist	23	23	0	20	22		COMPASS SCORES		2011-12 Student Scores			2010-11 Student Scores			2009-10 Student Scores								
							High	Low	Avg	High	Low	Avg	High	Low	Avg								
Graduates	19	21	19	13	35		Writing	60*	99	17	74	99	22	74	99	22	76						
Regional Job Openings	45	37	35	48	19		Reading	80**	99	52	89	99	66	99	69	69	59						
Jobs per Graduate	2.3	1.8	2.2	3.7	0.5		Pre-2	45*	93	23	59	93	17	59	93	17	59						
Employed-Related (of those in labor market)	N/A	68%	75%	84%	81%		Algebra	N/A	84	19	36	50	19	31	50	19	31						
Employed-Related Target: 100%	Threshold: 87%						* Required **Required/no remediation																
Seeking Employment	N/A	5%	6%	15%	16%		Note: If programs have different day and evening requirements, they will be listed as Day score/Evening score																
Continuing Education	N/A	0%	0%	3%	0%		STUDENT SURVEYS		2011-12	2010-11	2007-2008	CVTC	Nat'l Benchmark	NCCBP Percentile									
Survey Response Rate	N/A	100%	89%	100%	91%		SSI- Instructional Effectiveness by Program (scale of 1 to 7)		6.1	5.8	6.0	5.5	96%										
							OCSE- Active & Collaborative Learning by Cluster (scale of 3 to 4)	2.25		2.2	2.32	2.14	95%										
							* College average used, cluster did not have enough responses to report																
							INSTRUCTIONAL COST		2011-12	2010-11	2009-10	Cluster Average	Nat'l Benchmark										
							Instructional Cost per Student Credit	\$158	\$162	\$162	\$345	\$111											
							Fall FTE Students per Faculty FTE	25	21	21	9	17											

CAREER CLUSTER
Health Science

WCTC

Below is the information you requested regarding WCTC's HIT program.

Total enrollment for HIT:

2011-12: 77 (35.9 FTE)

2012-13: 72 (32.5 FTE)

QRP F600 3rd Year Graduation Rates for HIT:

2010: 13%

2011: 6%

2012: 23%

For comparison, the college wide F600 3rd year graduation rate is 31%.

Placement:

We have been in contact with 15 of 21 total graduates of the program (71%) since 2008-09.

Employed: 10 out of 15 (67%)

Looking for work: 2

Continuing their education: 3

Employed in related field: 6/10, three were not, and one did not specify. Thus we have 67% employed-related, or 40% of respondents employed-related. It might also be worth noting that both of this year's graduates who were employed in the field worked for Healthport in Alpharetta, GA. Not sure if they are a national service with local placements or if those students moved out of state.

In 2012 and 2013, there were no students from Southwest's district in the HIT program. In fact in that time there were only 3 students from Southwest's district enrolled at WCTC in any capacity.

Accreditation:

We had our site visit in the fall of 2008 and received full accreditation status. A significant issue that we came across was that in addition to a FT Program Coordinator/faculty, they have now required programs to have an additional FT faculty. We had offered comments during that period of time that we felt as a College we were best able to determine when we needed the additional faculty and would prefer that not as a mandated requirement. Many schools commented on the fact that they were small and this may impact on their ability to continue. That requirement was adopted.

Technology/Space:

Space allocated for a dedicated lab would be helpful. We use space outside of our division for this purpose, and this arrangement has worked well. Capital expenses would be technology driven. We utilize the AHIMA Virtual Lab, and Quantim/Quadramed licensed software packages, as our two primary technology pieces.

Articulation:

We are currently working on agreements with St. Scholastica and University of Cincinnati for HIM BS completion.

Good luck with your program.

MATC-Madison

We do have Health Information Technology here. It is not an associate degree but it is an in house certificate. This certificate was developed as part of a national grant and offered here the last two years. Due to lack of consistent enrollment, (even though it was free!) we now only offer it as a 38.24 cost recovery offering. You can survey our health care providers but they have been surveyed repeatedly about this program.

Happy to talk with you further if you wish.

Terry

Terrance S. Webb
Provost
Madison Area Technical College
(608) 246-6270
tswebb@madisoncollege.edu

BTC: Exploring program development (currently)

Attachment K

This Concept Review will be presented to the Southwest Wisconsin Technical College District Board at their December 2016 meeting. Approval will be forwarded to the WTCS Office after that date.

Attachment N

SW Tech participates in Youth Options and Wisconsin Youth Apprenticeships with area high schools and offers multiple entry-points for dual enrollment in health occupations. SW Tech maintains articulation agreements with 32 high schools in its district and currently offers advanced standing status or transcribed credits in specialty areas of industry and high demand. These credits earned are transferable within the technical college system and four-year universities.

It is the intention of SW Tech to provide both advanced standing/transcribed credits and a seamless transition from the current Medical Coding Specialist program into the Health Information Technology program (both statewide curricula: see below both program suggested course maps).

Both programs have multiple like course offerings and allow for continued training in Health Information and systems. Additionally, SW Tech maintains multiple articulation agreements in areas Health Informatics, health system administration, etc. with 4-year institutions such as Franklin University, Phoenix on-line, et al.

MEDICAL CODING SPECIALIST

Course List

Course Title	Credits
10-501-101 Medical Terminology	3
10-530-176 Health Data Management	2
10-530-181 Intro to the Health Record	1
10-530-182 Human Disease for the Health Professions <i>(Human Diseases for Hlth Profes)</i>	3
10-530-184 CPT Coding	3
10-530-185 Healthcare Reimbursement	2
10-530-195 Applied Coding	2
10-530-197 ICD Diagnosis Coding	3
10-530-199 ICD Procedure Coding	2
10-1xx-xxx Computer Course*	1-3
10-806-177 Gen Anatomy & Physiology OR	4
30-5xx-3xx Body, Structure & Function OR	2
10-8xx-xxx Body Structure & Function OR	3
10-806-188 Basic Anatomy	3
Total	24-28

HEALTH INFORMATION TECHNOLOGY
WTCS System Wide Profile
Health Information Technology 10-530-1

Course Title	Credits	Function
First Year FALL		
10-1xx-xxx Computer Course*	2-3	7
10-501-101 Medical Terminology	3	7
10-530-181 Intro to the Health Record	1	7
10-530-176 Health Data Management	2	7
10-806-177 Gen Anatomy & Physiology or	4	6
10-806-189 Basic Anatomy	3	
10-801-xxx Gen Ed Communication Course (Oral)	3	6
Total	14-16	
FIRST YEAR SPRING		
10-530-182 Human Disease for the Health Professions	3	7
10-530-197 ICD Diagnosis Coding	3	7
10-530-184 CPT Coding	3	7
10-530-178 Healthcare Law & Ethics (formerly Healthcare Legal and Ethical Issues)	2	7
10-1xx-xxx Computer Course*	1-3	7
10-801-xxx Gen Ed Communication Course (Written)	3	6
Total	15-17	
SECOND YEAR FALL		
10-530-199 ICD Procedure Coding	2	7
10-530-185 Healthcare Reimbursement	2	7
10-530-160 Healthcare Informatics	4	7
10-530-177 Healthcare Stats & Research (formerly Healthcare Statistics and Research)	2	7
10-530-196 Professional Practice 1 (formerly Professional Practice Experience 1)	3	7
10-8xx-xxx Gen Ed Course (from Aligned Course List)	3	6
10-809-xxx Gen Ed Behavioral Science Course	3	6
Total	19	
SECOND YEAR SPRING		
10-530-161 Health Quality Management	3	7
10-530-194 HIM Organizational Resources	2	7
10-530-195 Applied Coding	2	7
10-530-198 Professional Practice 2 (formerly Professional Practice Experience 2)	3	7
10-809-xxx Gen Ed Social Science Course	3	6
10-80x-xxx Course (from Aligned Course List)	3	6
Total	16	

Cancer Information Management

Course ID	Coding Course Description	CIM Credits	ALSO IN HIT	Pre-Req to Diploma	Cancer Diploma	Cancer Degree	First Semester CIM
10-806-177	General Anatomy & Physiology	4	4	4		4	4
10-501-101	Medical Terminology	3	3	3		3	3
10-530-176	Foundations of HIM	3	3	3		3	3
10-801-195	Written Communication	3	3			3	3
10-801-196	Oral Communication	3				3	
10-530-110	Intro to Cancer Registry Mgmt	3			3	3	
10-530-111	Cancer Disease Mgmt	4			4	4	
10-530-178	Healthcare Law & Ethics	2	2			2	
10-806-179	Adv Anatomy & Physiology	4		4		4	
10-530-112	Oncology Coding and Staging	4			4	4	
10-530-113	Cancer Stats and Epidemiology	3			3	3	
10-530-114	Abstracting Principles I	3			3	3	
10-530-160	Healthcare Informatics	3	3			3	
10-530-115	Cancer Patient Follow-up	2			2	2	
10-530-116	Abstracting Principles & Practice II	3			3	3	
10-530-117	Cancer Registry Management Practicum	3			3	3	
10-530-161	Health Quality Management	3	3			3	
10-809-172	Intro to Diversity Studies	3	3			3	
10-530-198	Intro to Psychology	3	3			3	
10-501-107	Digital Literacy for Healthcare	2	2			2	2
	**CTR Prep	1			1	1	
	TOTAL	62	29	14	26	62	15
Prerequisites to the Cancer Diploma							

Cancer Information Management

Course ID	Coding Course Description	CIM Credits	ALSO IN HIT	Pre-Req to Diploma	Cancer Diploma	Cancer Degree	First Semester CIM
10-806-177	General Anatomy & Physiology	4	4	4		4	4
10-501-101	Medical Terminology	3	3	3		3	3
10-530-176	Foundations of HIM	3	3	3		3	3
10-801-195	Written Communication	3	3			3	3
10-801-196	Oral Communication	3				3	
10-530-110	Intro to Cancer Registry Mgmt	3			3	3	
10-530-111	Cancer Disease Mgmt	4			4	4	
10-530-178	Healthcare Law & Ethics	2	2			2	
10-806-179	Adv Anatomy & Physiology	4		4		4	
10-530-112	Oncology Coding and Staging	4			4	4	
10-530-113	Cancer Stats and Epidemiology	3			3	3	
10-530-114	Abstracting Principles I	3			3	3	
10-530-160	Healthcare Informatics	3	3			3	
10-530-115	Cancer Patient Follow-up	2			2	2	
10-530-116	Abstracting Principles & Practice II	3			3	3	
10-530-117	Cancer Registry Management Practicum	3			3	3	
10-530-161	Health Quality Management	3	3			3	
10-809-172	Intro to Diversity Studies	3	3			3	
10-530-198	Intro to Psychology	3	3			3	
10-501-107	Digital Literacy for Healthcare	2	2			2	2
	**CTR Prep	1			1	1	
	TOTAL	62	29	14	26	62	15

Prerequisites to the Cancer Diploma

C. Bid: Instrumentation Training Lab

A public bid opening was held on Friday, December 2, 2016, for the installation of an Instrumentation Training Unit Lab. Bid specifications and information were sent to eight (8) vendors with four bids received. A bid summary is available below.

Recommendation: Accept the low bid from Aspen Automation, Des Moines, IA, for the installation of an Instrumentation Training Unit Lab in the amount of \$177,110.

Bid #1617-02 Instrumentation Training Unit

Public Notice: November 23, 2016

Public Opening: December 2, 2016 @ 10:00 a.m., Room 493

A public bid opening was held at 10:00 a.m. on Friday, December 2, 2016, for the installation of an Instrumentation Training Unit Lab. Bid specifications and information were sent to eight (8) vendors. The following bids were received:

Company	Location	Amount
Aspen Automation	Des Moines, IA	\$ 177,110
Forberg Scientific	Menomonee Falls, WI	250,355
Pro Engineering & Manufacturing	Milwaukee, WI	319,496
Unison Solutions	Dubuque, IA	338,270

Recommendation: Accept the low bid from Aspen Automation, Des Moines, IA for the installation of an Instrumentation Training Unit Lab in the amount of \$177,110.

D. Bid: Welders for Mobile Welding Unit

A public bid opening was held on Friday, December 2, 2016, for eight welders to be used in the soon to be constructed Mobile Welding Lab. Bid specifications and information were sent to four (4) vendors with five bids received. A summary of the bids is available below followed by planned activities for the mobile welding unit.

Recommendation: Accept the low bid from Mississippi Welders Supply, Madison, WI, for 8 welders for the Mobile Welding Lab in the amount of \$46,765.00.

Bid #1617-03 Welders

Public Notice: November 17 & 24, 2016

Public Opening: December 2, 2016 @ 10:30 a.m., Room 493

A public bid opening was held at 10:30 a.m. on Friday, December 2, 2016, for 8 Welders to be used in the soon to be constructed Mobile Welding Lab. Bid specifications and information were sent to four (4) vendors. The following bids were received:

Company	Location	Model	Amount
Mississippi Welders Supply	Madison, WI	LT-K2774-4	\$ 46,765.00
Badger Welding	Mineral Point, WI	LT-K2774-4	47,269.68
Air Gas	Dubuque, IA	Power-wave C-300	47,518.48
Superior Welding	Dubuque, IA	LT-K2774-4	48,000.00
Superior Welding	Dubuque, IA	XMT-360 MPA	55,960.00

Recommendation: Accept the low bid from Mississippi Welders Supply, Madison WI for 8 welders for the Mobile Welding Lab in the amount of \$46,765.00.

Planned activities for the mobile welding training trailer:

- **High School & Industry Outreach** - We are currently collecting industry sector donations to support programming activities with high schools and adults in the district. To date, we have raised \$15,000 in pledges payable over the next three years from and an additional \$7,500 in pending requests. We were also fortunate to solicit \$2,842 worth of steel donations during our initial appeal for support of the mobile welding training unit. Initial programming plans are to conduct high school outreach initiatives to promote careers in manufacturing and promote program enrollment. The initial plan is to bring the mobile welding lab to the high schools and communities that house the companies who donated to the activity fund. We will be working with volunteers from the donor companies to pair them up with high school students in order to have a welding competition we are branding as a "Welding Pro-Am". Additionally, when the unit is on-site we will work with school administrators and teachers to have as many students as possible tour the mobile welding unit. The Pro-Am series will be conducted during the spring 2016-17 semester and into the summer.
- **Credit-Based Training for Adult Students** - Two outreach trainings will be offered in the district to increase resident access to training and to meet employer demands. A total of (6)

credits of training will be offered in spring of 2018 to 16 people. These trainings are supported under a “Year 2” of a current GPR grant (2017-18).

- **Contracted Training** - Demand for contract training in the field of welding has been high. Between 2014 and 2016, Southwest Tech Business & Industry Services has trained 127 incumbent workers in welding principles and applications for a sizable contract dollar amount. The mobile welding training trailer allows us to deliver a variety of welding training applications on-site for employers who otherwise would be releasing employees to travel to Fennimore or during shift work when the College isn't operational.
- **AWS Certification Services** - Having employees who are skill certified by the American Welding Society (AWS) is become a key demand of our regional manufacturers. Currently the only location in Wisconsin that certifies welders in AWS is a private welding school located in Eagle River, Wisconsin. Our welding instructor Ed Anderson is currently working under a grant to develop Southwest Tech as the second site in Wisconsin that can offer AWS certifications and the first among the Wisconsin Technical College System. In addition to our campus being accredited, our plan is that the mobile welding training trailer will also be an extension of our campus accreditation, thus allowing us to deliver on-site AWS testing and certification to companies. We have collected a significant amount of interest from local companies related to AWS certification and delivering this training and testing can be a viable alternative source of contract revenue for the campus.

E. Second Reading of Governance Policy 4.3 – College Purposes

At the October 20, 2016, Board Retreat, the College Purposes were reviewed. The Board decided to include items that were missing from the Statutory Purposes. This will be the second reading of the College Purposes with those items included. The updated purposes are below.

Recommendation: Approve the second reading of Governance Policy 4.3 – College Purposes.

4.3 - COLLEGE PURPOSES

Southwest Wisconsin Technical College's purposes are to:

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

First Reading – November 14, 2010

Adopted: 1/24/02
Reviewed: 11/2/02
Revised: 3/24/05, 2/22/14

Board Monitoring of College Effectiveness

A. Compensation Study Update

Krista Weber, Director of Human Resources, will provide an update on the Compensation Study currently being conducted.

B. Federal Civil Rights Audit Update

Krista Weber will provide an update on the October 2016 Federal Civil Rights Audit. The report of the findings are below.



Morna K. Foy, President

4622 University Avenue
PO Box 7874
Madison, Wisconsin 53707-7874
608.266.1207 | Wisconsin Relay System: 711
info@wtcsystem.edu | www.wtcsystem.edu

November 29, 2016

Dr. Jason Wood, President
Southwest Technical College
1800 Bronson Boulevard
Fennimore, WI 53809

Dear Dr. Wood:

On October 11-12, 2016, the Wisconsin Technical College System Office's Compliance Review Team conducted a comprehensive civil rights compliance review. As a recipient of federal financial assistance, Southwest Technical College is required to comply with federal laws and regulations that prohibit discrimination on the basis of race, color, national origin, sex, and disability. The *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs* (34 C.F.R. Part 100, Appendix B) (*Guidelines*) require our office to conduct compliance reviews of subrecipients that offer career and technical education programs, and receive federal financial assistance from the U.S. Department of Education.

The purpose of the on-site review was to determine the College's compliance with the *Guidelines* and the following federal laws and regulations:

- Title VI of the Civil Rights Act of 1964 and its implementing regulations at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color, and national origin;
- Title IX of the Education Amendments of 1972 and its implementing regulations at 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability; and
- Title II of the Americans with Disabilities Act of 1990 and its implementing regulations at 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability.

The College was selected according to the State's approved targeting plan designed to enhance the success of our on-site reviews in addressing issues of discrimination. Our targeting plan evaluates disparities between the technical college district's census population demographics, and the demographics of the College's student and employee populations, on the bases of race, sex, and disability. The plan also puts considerable weight on the date of the most recent compliance review. Southwest Technical College's last civil rights compliance review was conducted in March of 2009. The civil rights compliance review was conducted by the Associate Vice President of Finance and Management Services, the Human Resources Director, the Education Director for Disability and Diversity Services, the Education Director for Counseling and Student Support, and the Director of Facilities Development of the Wisconsin Technical College System Board.

Colleges: Blackhawk, Chippewa Valley, Fox Valley, Gateway, Lakeshore, Madison Area, Mid-State, Milwaukee Area, Moraine Park, Nicolet Area, Northcentral, Northeast Wisconsin, Southwest Wisconsin, Waukesha County, Western, Wisconsin Indianhead

Dr. Jason Wood, President
Southwest Technical College
November 29, 2016 – Page 2

This letter sets forth the civil rights compliance review findings identified by the team. The findings may suggest particular methods for remediating deficiencies. Nevertheless, it is within Southwest Technical College's discretion to choose from a variety of methods to eliminate or modify practices that may violate any guidelines.

This letter of findings (LOF) summarizes WTC System Office's findings in the following major areas of review:

- I. Administrative Requirements;
- II. Recruitment, Admissions, and Counseling;
- III. Housing;
- IV. Services for Students with Disabilities;
- V. Financial Assistance;
- VI. Work-study, Cooperative Programs, and Job Placement;
- VII. Employment;
- VIII. Accessibility; and
- IX. Comparable Facilities

This LOF describes any findings of noncompliance for which corrective action is required. All required corrective action must be included in the College's Voluntary Compliance Plan (VCP). Instructions and a VCP template have been provided to the SWTC Human Resources Director, Krista Weber. At a minimum, your VCP should address every item of noncompliance, describe the corrective action that your college will take to remedy each item, the target completion date (month and year), and a statement of how completion of the corrective action will be reported and verified to our office. Please return your completed VCP to me at the WTC System Office by February 28, 2017. We will review the VCP, and either approve it as is, or work with you to ensure that the appropriate corrective action is taken to bring your college into compliance.

Thank you again for your cooperation during the on-site review. Your time and effort in organizing documents for the State Agency's review and scheduling interviews was much appreciated. Feel free to contact me if you have any questions regarding this LOF or if you need any assistance preparing your VCP. Please be advised that your college has a continuing obligation to maintain compliance with all civil rights requirements.

Sincerely,



Kelly Gallagher, CPA
Associate Vice President, Finance and Management Services
WTC System Office

Attachments

cc: Krista Weber, SWTC Human Resources Director

I. Administrative Requirements

A. Annual Notice of Nondiscrimination

Applicable Requirements: *Guidelines* Section IV.O; 34 C.F.R. § 100.6(d)

Summary of Findings and Analysis: The WTCS review team interviewed administrative staff and reviewed documentation provided by Southwest Technical College to determine whether the College was appropriately providing its annual notice of nondiscrimination. The College appropriately provided an e-mail notification to employees, and current and prospective students, prior to the beginning of the start of the school year, however publication in the local newspaper was provided in January of each year, not prior to the start of the school year. Both notifications appropriately included a brief summary of CTE offerings and admission criteria as well as the title and contact information for the College's designated Title IX and Section 504/Title II coordinators.

Required Corrective Action(s): Align distribution of the annual notice of nondiscrimination to ensure the notification is provided to students, parents, employees and the general public, prior to the start of the school year.

B. Continuous Notice of Nondiscrimination

Applicable Requirements: 34 C.F.R. §§ 100.6(d), 104.8, and 106.9; and 28 C.F.R. § 35.106

Summary of Findings and Analysis: The WTCS review team interviewed administrative staff and reviewed documentation provided by Southwest Technical College to determine whether the institution was appropriately providing its continuous notice of nondiscrimination. Southwest Technical College does not consistently provide a continuous notice of nondiscrimination on all publications or their website. The College's marketing brochures, recruitment materials, student handbooks, job announcements, etc., include a variety of nondiscrimination notices, none of which comply with the Office of Civil Rights (OCR) Guidelines. The College website "frame" includes a link to ADA/Legal Statements. The linked page includes additional links to a variety of disclaimers including: Accommodations Statement, Annual Non-Discrimination Notice and their Equal Opportunity Statement, among other legal notices.

Required Corrective Action(s): Revise the wording of the continuous notice of nondiscrimination to ensure the notice is in compliance with the requirements of the regulations. Also ensure the notice is prominently displayed on the College's website, and consistently included on all major publications including advertisements on social media (Facebook, YouTube and Twitter).

A sample of the continuous notice is as follows:

*The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Name and/or Title, Address, Telephone No.*

C. Designation of Compliance Coordinators

Applicable Requirements: *Guidelines* Section IV.O; 34 C.F.R. §§ 104.7(a) and 106.8(a); 28 C.F.R. § 35.107(a)

Summary of Findings and Analysis: The titles and contact information for Southwest Technical College's Title IX and Section 504/Title II coordinators were provided inconsistently on College publications and on the College's website, however, interviews

with staff and students confirmed that the College's community knew where to find the information. The Title IX and Section 504/Title II coordinators received training in their respective areas, and there is no evidence of concern about the coordinators' performance of their duties or of any conflict of interest. There was no evidence of a violation beyond the items identified in compliance Item B.

Required Corrective Action(s): See Item B above.

D. Grievance Procedures

Applicable Requirements: 34 C.F.R. §§ 104.7(b) and 106.8(b); 28 C.F.R. § 35.107(b)

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

II. Student Marketing/Recruitment, Admissions and Counseling

A. Admissions Criteria and Access to Classes

Applicable Requirements: *Guidelines* Sections IV.A, IV.K, and IV.N; 34 C.F.R. §§ 100.3(a) and (b)(1)(v), 104.4(a) and (b), 104.42(a), (b) and (c), 104.43, 106.21, 106.22, 106.34 and 106.35; 28 C.F.R. § 35.130

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

B. Access for National Origin Minority Students with Limited English Language Skills

Applicable Requirements: *Guidelines* Section IV.L

Summary of Findings and Analysis: There was no evidence of a violation. However, as the Spanish speaking population in the district is increasing, SWTC should consider developing enrollment/marketing material for students, or prospective students, who have limited English language skills.

Required Corrective Action(s): None.

C. Counseling and Prospects for Success

Applicable Requirements: *Guidelines* Sections V.A, V.B, and V.D; 34 C.F.R. §§ 100.3(a) and (b), 104.47(b), and 106.36; 28 C.F.R. § 35.130

Summary of Findings and Analysis: There was no evidence of a violation. The college should be commended for reorganizing student success support services. Under the new structure, advisors assist students with program enrollment and persistence, and they specialize in serving unique special populations. The college has also prioritized resources and hired a mental health counselor in response to increasing student needs for this service.

Required Corrective Action(s): None.

D. Counseling of Students with Limited English Speaking Ability or Hearing Impairments

Applicable Requirements: *Guidelines* Section V.D; 34 C.F.R. §§ 100.3(a) and (b) and 104.47(b)

Summary of Findings and Analysis: There was no evidence indicating a violation. However, as the Spanish speaking population in the college district is increasing, SWTC should consider developing procedures and material for counseling students with limited English speaking ability or hearing impairments.

Required Corrective Action(s): None.

E. Recruitment and Promotional Activities

Applicable Requirements: *Guidelines* Sections V.A, V.C, and V.E; 34 C.F.R. §§ 104.42(a) and 106.23(a) and (b)

Summary of Findings and Analysis: The WTCS team reviewed demographic reports for the College, and by program. There was no evidence indicating a violation. While the enrollment at SWTC is disproportionate, there is no evidence that SWTC's promotional materials or activities create or perpetuate stereotypes or restrictions based on race, color, national origin, sex or disability. The College should be commended for the support provided to students who are pursuing nontraditional occupations. The College demonstrates a concern for student success from enrollment through program completion. Students in nontraditional occupations at the College cited the professionalism and support of their faculty as being key to their success.

Required Corrective Action(s): None.

III. Housing in Postsecondary Institutions

Applicable Requirements: *Guidelines* Section VI.C; 34 C.F.R. § 100.3(b), 104.45, and 106.32

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

IV. Services for Students with Disabilities

Applicable Requirements: *Guidelines* Sections IV.N; 34 C.F.R. §§ 104.4(a), 104.43 and 104.44; 28 C.F.R. §§ 35.130, and 35.160-35.163

Summary of Findings and Analysis: WTCS team reviewed documents including, the Student Handbook, syllabi, brochures, promotional materials, and the College's websites. We reviewed the College's procedures for serving students with disabilities, and interviewed students and staff. We determined that SWTC provides exemplary services to students with disabilities. Disability staff are well known throughout the College and are engaged with faculty on a regular basis. However, SWTC does not consistently provide ADA/accommodation statements on all materials, and there is no process in place to ensure its consistency, nor accuracy. Also, while there are policies on campus regarding captioning and providing service animals, these policies are not being regularly reviewed with staff and faculty.

Required Corrective Action(s): Ensure ADA/accommodation statements are consistently provided on all materials, and that policies related to servicing students with disabilities are regularly reviewed and disseminated to the College faculty and staff.

V. Student Financial Assistance

Applicable Requirements: *Guidelines* Sections VI.B; 34 C.F.R. §§ 100.3(a) and (b), 104.4(a) and (b), 104.46, and 106.37

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

VI. Work-Study, Cooperative Programs, and Job Placement

Applicable Requirements: *Guidelines* Sections VII.A and B; 34 C.F.R. §§ 100.3(a) and (b), 104.4(a) and (b), 104.46, 106.31, and 106.38(a)

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

VII. Employment

Applicable Requirements: *Guidelines* Sections VIII.A-F; 34 C.F.R. §§ 104.11-104.14, and 106.51-106.61

Summary of Findings and Analysis: The WTCS review team interviewed instructors and administrators, and reviewed job postings for staff and faculty positions. We identified job postings, in particular newspaper ads, which included nondiscrimination notices that were not in compliance with the requirements of federal regulations.

Required Corrective Action(s): The nondiscrimination notice should be reviewed and updated to ensure compliance with the federal requirements. The notice must be included on all job postings including newspaper ads, websites and social media.

A sample nondiscrimination notice is as follows:

*The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Name and/or Title, Address, Telephone No.*

VIII. Accessibility for Students with Disabilities

Applicable Requirements: *Guidelines* Section IV.N; 34 C.F.R. §§ 104.21-104.23; 28 C.F.R. §§ 35.149-35.151

Summary of Findings and Analysis: Southwest Wisconsin Technical College maintains its main campus on a 130-acre site in Fennimore, WI. Construction of various buildings/additions was commenced at different times between 1970 and 2013. We performed a physical review of the College's facilities. The results of which are detailed in the attached Facilities Accessibility Report.

Required Corrective Action(s): The College must bring all buildings into compliance as specified in the list of actions to be taken in the attached Facilities Accessibility Report.

IX. Comparable Facilities

Applicable Requirements: *Guidelines* Section VI.D; and 34 C.F.R. § 106.33

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

Facilities Accessibility Report

Southwest Wisconsin Technical College District

**Report as Part of the On-Site Equal Opportunity Review
Conducted July 20, 2016**

**Review conducted by:
Daniel P. Scanlon, RA
Director, Facilities Development
Wisconsin Technical College System**

Facility Accessibility Report

WTCS staff made a walk-through inspection on July 20, 2016 and, based on those observations, developed the required corrective action.

Contents

- Campus Descriptions
- Summary of Violations / Corrective Action
 - Fennimore Campus
 - Building 100
 - Building 200
 - Building 300
 - Building 400
 - Building 500
 - Building 600
 - Building 700
 - Building 1000
 - Building 1500
 - Building 1600
 - Building 1700
 - Public Safety Bldg
 - Fire Training Storage
- On-Site Review Checklists (by building)

Southwest Wisconsin Technical College District

The District maintains its main campus on a 130-acre site in Fennimore. A detailed breakdown of space is included below:

<u>Location</u>	<u>Area (Sq. Ft.)</u>
Main Campus	
Building 100	42,727
Building 200	31,981
Building 300	33,125
Building 400	55,104
Building 500	36,824
Building 600	16,024
Building 700	8,722
Building 1000	1,800
Building 1500	11,090
Building 1600	61,840
Building 1700	71,000
<u>Fire Training Storage</u>	<u>4,224</u>
Campus Total	374,461 s.f.

Southwest Wisconsin Technical College – Fennimore Campus – Building 100

Construction Commenced: 1971, 1984 Alteration Commenced: June 2006

Accessibility Compliance Standards: Programs must be readily accessible. (Original Construction); ANSI A117.1 – 1961 (R1971) (Building Addition); ADAAG Standards (Altered Area) No parking Violations observed.

Violations / Corrective Actions

1. The First Aid Kit in corridor exceeds maximum protrusion limit of 4". ADAAG 307.2.
2. The sink in Agriculture Students Lounge Room 114 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance. Provide accessible sink.
3. The emergency eye wash bowl in rooms 116, 118 and 120 do not meet the requirements of 2004 ADAAG 606.3 Height.
4. The sink in Room 108 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
5. The threshold at the entrance near Room 124 exceeds the requirements of 2004 ADAAG 303 Changes in Level.

Southwest Wisconsin Technical College – Fennimore Campus – Building 200

Construction Commenced: 1970 Alteration Commenced: June 2004

Accessibility Compliance Standards: Programs must be readily accessible. (Original Construction); ADAAG Standards (Altered Area).

Violations / Corrective Actions

6. The sink in Room 202 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance. Provide accessible sink.
7. Add "Van Accessible" signage to two van accessible parking spots.

Southwest Wisconsin Technical College – Fennimore Campus – Building 300

Construction Commenced: 1972, 1999 Alteration Commenced: June 2002

Accessibility Compliance Standards: Programs must be readily accessible (Original Construction); ADAAG Standards (Building Addition and Altered Area). No parking Violations observed.

Violations / Corrective Actions

8. The sink in Room 344 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines, and ADAAG 306.3.4 Clearance Reduction.
9. The sink in Charley's Students Center does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance. Provide accessible sink.

Southwest Wisconsin Technical College – Fennimore Campus – Building 400

Construction Commenced: 1970, 1995, 2003

Accessibility Compliance Standards: Programs must be readily accessible (Original Construction); ADAAG Standards (Building Alterations). No parking Violations observed.

Violations / Corrective Actions

10. The sinks in Cafeteria Kitchen Room 417 do not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance; Provide at least one accessible sink.

Southwest Wisconsin Technical College – Fennimore Campus – Building 500

Construction Commenced: 1970 Alteration Commenced: April 2013

Accessibility Compliance Standards: Programs must be readily accessible. ADAAG Standards (Altered Area). No parking Violations observed.

Violations / Corrective Actions

11. The threshold at the entrance at the west side of Building 500 exceeds the requirements of 2004 ADAAG 303 Changes in Level.
12. The sink in Room 514 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance. Provide accessible sink.
13. The sink in Room 509 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance. Provide accessible sink.
14. The emergency eye wash bowls in rooms 519, 517, 507 and 505 do not meet the requirements of 2004 ADAAG 606.3 Height.

Southwest Wisconsin Technical College – Fennimore Campus – Building 600

Construction Commenced: 1972, Alteration Commenced: 2013.

Accessibility Compliance Standards: Programs must be readily accessible. ADAAG Standards (Building Alterations). No parking Violations observed.

Violations / Corrective Actions

15. The threshold at the entrance at the north side of Building 600 exceeds the requirements of 2004 ADAAG 303 Changes in Level.
16. The First Aid Kit and AED in corridor exceeds maximum protrusion limit of 4". ADAAG 307.2.
17. The sink in men's and women's bathrooms do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. Provide one sink in each bathroom with protection.
18. The emergency eye wash bowls in rooms 613 and 618 do not meet the requirements of 2004 ADAAG 606.3 Height.

Southwest Wisconsin Technical College – Fennimore Campus – Building 1500

Construction Commenced: 2008

Accessibility Compliance Standards: Programs must be readily accessible. (Original Construction) ADAAG Standards. No parking Violations observed.

Violations / Corrective Actions

19. The First Aid Kit and AED in corridor near Room 1515 exceeds maximum protrusion limit of 4". ADAAG 307.2.
20. The sinks in classrooms do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines, does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height. Provide one sink in one classroom with protection and proper clearance.
21. The sink in bathroom 1517 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
22. The sink in the instructional kitchen Room 1515 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines and does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.

Southwest Wisconsin Technical College – Fennimore Campus – Building 1600

Construction Commenced: 2008

Accessibility Compliance Standards: Programs must be readily accessible. (Original Construction) ADAAG Standards. No parking Violations observed.

Violations / Corrective Actions

23. The sink in Room 1642 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height.
24. The sink in Room 1651 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height.
25. The sink in Room 1650 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height. Provide one accessible sink.
26. The sinks in men's and women's bathrooms in Corridor 1643 do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. Provide one sink in each bathroom with protection.
27. The sinks in men's and women's bathrooms in the Fitness Room do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. Provide one sink in each bathroom with protection.
28. The sink in Room 2601 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height.

29. The sinks in men's and women's bathrooms in Corridor 2615 do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. Provide one sink in each bathroom with protection.
30. The sink in Room 2634 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
31. The sink in Room 2635 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and does not meet the requirements of 2004 ADAAG 606.3 Height, and the faucet does not meet the requirements of 2004 ADAAG 309.4 Operation.
32. The sink in Room 2638 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
33. The sink in Room 2639 does not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines.
34. The reception desk in Room 2621 does not meet the requirements of 2004 ADAAG 902 Work Surfaces.
35. The sink in Room 2630 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
36. The sink in Room 2629 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
37. The sink in Room 2626 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
38. The sinks in men's and women's bathrooms in Corridor 3613 do not meet the requirements of 2004 ADAAG 606.5 with respect to hot water and waste lines. Provide one sink in each bathroom with protection.
39. The sink in bathroom 3622 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
40. The sink in bathroom 3619 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
41. The sink in bathroom 3618 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance.
42. The sink in bathroom 3624 does not meet the requirements of 2004 ADAAG 306 with respect to knee and toe clearance and the emergency eye wash device does not meet the requirements of 2004 ADAAG 606.3 Height.

Southwest Wisconsin Technical College – Fennimore Campus – Building 1700

Construction Commenced: 2008

Accessibility Compliance Standards: Programs must be readily accessible. (Original Construction) ADAAG Standards. No parking Violations observed.

Violations / Corrective Actions

None observed.

C. Staffing Update

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available below.

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Software Developer	Hold	July 2016	Grade 6, Salaried Professional \$59,604 - \$80,641
2	Replacement- Patty Hartline (retirement 5/2016)	Communications Instructor	Betsy Ralph-Tollefson	8/10/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
3	Replacement - Kirsten Reichmann	Academic Success Coach Lead Full-time/LTE	Melissa Klinkhammer	7/18/2016	Grade 7, Support Staff \$23.38-\$36.20 Hired at \$27.00/hour
4	Replacement- Yasmin Rioux	Communications Instructor	Snehal Shirke	8/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
5	Replacement- Garry Kirk	Accounting Instructor	Melinda Nicely	8/11/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$57,000
6	Replacement - Colleen Watters	Associate Degree Nursing Instructor	Vicky Rundle	8/8/2016	MS \$44,821-\$75,554 Hired at \$59,000
7	Replacement - Nicole Schopf	Associate Degree Nursing Instructor	Jenna Taylor	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
8	Replacement - Dana O'Brien	Associate Degree Nursing Instructor	Justine Sparrgrove	8/8/2016	MS \$44,821-\$75,554 Hired at \$58,000
9	Replacement - Denise Joahanning	Nursing Assistant Instructor	Angela Starkey	8/15/2016	BS \$40,974-\$69,248 Hired at \$53,000
10	Replacement - Randy Leibfried	Evening Custodian	Michael Mann	7/12/2016	Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.50/hour
11	Replacement - Amy Potect	Instructional Design Specialist	Joshua Krohn	9/21/2016	Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at \$60,000
12	Replacement - David Wright	Academic Success Coach Part time/LTE/Grant Funded	Ed Edwards	8/17/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour
13	Replacement - Christal Foreyt	Associate Degree Nursing Instructor	Emily Vogt	12/1/2016	MS \$44,821-\$75,554 Hired at \$57,000

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
14	Replacement - Stephanie Foster	Student Success Coach	Kelsey Wagner	10/17/2016	Grade 8, Salaried Professional \$44,817 - \$60,580 Hired at \$45,000
15	New Position	Agriculture Instructor	Jamie Horsfall	11/14/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554 Hired at \$66,000
16	Replacement Barb Kennedy	Basic Education Instructor - Full-time, Limited Term	Cynthia Rasmussen	10/3/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
17	New Position	Tech Hire Grant Case/Project Manager - Limited Term	Craig Woodhouse	10/15/2016	Grade 8, Salaried Professional \$44,817 - \$60,580
18	New Position	Academic Success Coach Part time/LTE/Grant Funded (Nursing)	Posted	12/1/2016	Grade 6 Support Staff \$21.05-\$27.24
19	New Position	Academic Success Coach Part time/LTE/Grant Funded	Marlene Klein	11/2/2016	Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
20	Replacement Murray Heitzer	Mathematics Instructor	Michael Madsen	1/9/2017	MS \$44,821-\$75,554 Hired at \$58,000
21	New Position	Paramedic Tech Instructor/Clinical Coordinator	Posted	Spring 2017	MS \$44,821-\$75,554
22	Replacement - Tammie Engelke	Administrative Assistant	Haylee Freymiller	12/5/2016	Grade 5 Support Staff \$17.40-22.42 Hired at \$17.75
23	Replacement - Jason Kolbe	Electromech Instructor/Contract Trainer	Posted	12/15/2016	BS \$40,974-\$69,248 MS \$44,821-\$75,554
24	Replacement - Judy Gosse	Network Administrator	Dave Friesen	11/28/2016	Grade 7 Support Staff \$23.38-\$36.20 Hired at \$29.00
25	Replacement - Lori Wiest	Financial Aid Assistant/Accounting Bursar	Posted	1/2/2016	Grade 4 Support Staff \$16.00-\$21.09

Staffing Update 2016-17 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
26	Replacement - Scott Swam	Academic Success Coach, Part-time/LTE/Grant Funded	Posted	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24
27	Replacement - Edwin Edwards	Academic Success Coach, Part-time/LTE/Grant Funded	Posted	1/17/2017	Grade 6 Support Staff \$21.05-\$27.24

Information and Correspondence

A. Enrollment Report

The 2016-17 Comparison FTE Report is available below.

2015-2016 and 2016-2017 FTE Comparison

Program Code	Program Title	12-07-15 Students	12-05-16 Students	Student Change	12-07-15 FTE	12-05-16 FTE	FTE Change
10-101-1	Accounting	29	35	6	19.23	27.73	8.50
10-106-6	Administrative Professional	14	7	(7)	11.67	6.97	(4.70)
10-006-2	Agri-Business/Science Technology (OLD)	64	33	(31)	59.97	33.03	(26.93)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)		6	6		5.57	5.57
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)		14	14		14.73	14.73
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)		13	13		12.50	12.50
10-102-3	Business Management	79	72	(7)	52.63	52.40	(0.23)
10-530-5	Cancer Information Management	20	27	7	10.30	19.03	8.73
10-504-X	Criminal Justice Studies	49	47	(2)	42.07	46.27	4.20
10-316-1	Culinary Arts	19	14	(5)	16.30	11.53	(4.77)
10-317-1	Culinary Management	7	8	1	4.93	6.00	1.07
10-510-6	Direct Entry Midwife	43	47	4	20.80	19.73	(1.07)
10-307-1	Early Childhood Education	37	35	(2)	26.57	28.70	2.13
10-620-1	Electromechanical Technology	38	38	-	30.80	34.23	3.43
10-325-1	Golf Course Management	20	12	(8)	19.43	11.97	(7.47)
10-201-2	Graphic And Web Design	34	38	4	28.17	32.47	4.30
10-530-1	Health Information Technology	40	43	3	20.30	25.37	5.07
10-520-3	Human Services Associate	53	48	(5)	38.83	36.00	(2.83)
10-825-1	Individualized Technical Studies	6	7	1	4.30	5.57	1.27
10-620-3	Instrumentation and Controls Technology (NEW)		1	1		0.30	0.30
10-150-1	IT-Network Communications Specialist	40	38	(2)	35.10	32.53	(2.57)
10-513-1	Medical Laboratory Technician	18	17	(1)	16.50	12.83	(3.67)
10-543-1	Nursing - Associate Degree	208	214	6	104.47	125.27	20.80
10-531-1	Paramedic Technician (NEW)		4	4		1.07	1.07
10-524-1	Physical Therapist Assistant	43	41	(2)	27.70	30.47	2.77
10-196-1	Supervisory Management	22	29	7	11.67	14.77	3.10
10-182-1	Supply Chain Management	9	20	11	4.73	10.40	5.67
10-499-5	Technical Studies-Journey Worker	1	1	-	0.50	0.20	(0.30)
	Total Associate Degree	893	909	16	606.97	657.63	50.66
31-101-1	Accounting Assistant	4	2	(2)	3.27	1.67	(1.60)
30-531-6	Advanced EMT	7	8	1	0.93	1.07	0.13

Program Code	Program Title	12-07-15 Students	12-05-16 Students	Student Change	12-07-15 FTE	12-05-16 FTE	FTE Change
32-070-1	Agricultural Power & Equipment Technician	43	34	(9)	41.00	33.17	(7.83)
31-405-1	Auto Collision Repair & Refinishing Technician	18	17	(1)	13.93	13.90	(0.03)
32-404-2	Automotive Technician	35	36	1	31.97	26.80	(5.17)
31-475-1	Building Trades - Carpentry	11	13	2	10.40	12.80	2.40
31-307-1	Child Care Services (ETD)	19	11	(8)	15.00	7.50	(7.50)
30-420-2	CNC Setup/Operation (ETD)	4	1	(3)	2.13	0.57	(1.57)
31-502-1	Cosmetology	38	22	(16)	27.40	13.00	(14.40)
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	18	9	(9)	9.60	5.73	(3.87)
31-317-1	Culinary Specialist (ETD)	8	2	(6)	5.93	1.87	(4.07)
31-091-1	Dairy Herd Management	18	19	1	14.60	19.17	4.57
30-508-2	Dental Assistant - Short Term	14	17	3	7.50	9.13	1.63
30-812-1	Driver and Safety Education Certification (NEW)		4	4		0.80	0.80
31-413-2	Electrical Power Distribution	24	24	-	22.27	22.70	0.43
50-413-2	Electricity (Construction) Apprentice	21	24	3	2.87	2.57	(0.30)
30-531-3	Emergency Medical Technician	15	39	24	2.70	7.13	4.43
50-413-1	Industrial Electrician Apprentice	12	11	(1)	2.00	1.27	(0.73)
31-620-1	Industrial Mechanic (ETD)	8	6	(2)	5.83	5.83	-
31-154-6	IT-Computer Support Technician	15	21	6	11.57	14.53	2.97
31-513-1	Laboratory Science Technician	5	5	-	3.57	3.80	0.23
31-509-1	Medical Assistant	36	35	(1)	29.27	29.67	0.40
31-530-2	Medical Coding Specialist (ETD) (NEW)	33	45	12	11.03	21.27	10.24
30-543-1	Nursing Assistant	131	153	22	16.13	17.87	1.73
31-106-8	Office Support Specialist	6	6	-	5.60	5.73	0.13
50-427-5	Plumbing Apprentice	19	19	-	2.50	1.45	(1.05)
31-420-7	Precision Machining Technology (NEW)		1	1		1.03	1.03
31-182-1	Supply Chain Assistant (ETD)	1		(1)	0.50		(0.50)
31-442-1	Welding	52	62	10	41.73	48.87	7.13
	Total Technical Diploma	615	646	31	341.23	330.89	(10.35)
20-800-1	Liberal Arts - Associate of Arts	12	14	2	3.90	5.13	1.23
20-800-2	Liberal Arts - Associate of Science	8	12	4	1.77	3.47	1.70
	Undeclared Majors *	565	226	(339)	66.63	29.47	(37.16)
	Total	2,093	1,807	(286)	1,020.50	1,026.59	6.09
	Percent of Change						0.60%

Program Code	Program Title	12-07-15 Students	12-05-16 Students	Student Change	12-07-15 FTE	12-05-16 FTE	FTE Change
	Vocational Adult (Aid Codes 42-47)	2,745	2,446	(299)	52.87	45.03	(7.83)
	Community Services (Aid Code 60)	42	45	3	0.09	0.22	0.12
	Basic Skills (Aid Codes 73,74,75,76)	246	209	(37)	20.33	16.07	(4.27)
	Basic Skills (Aid Codes 77 & 78)	1,184	294	(890)	52.67	13.87	(38.80)
	Grand Total	6,310	4,801	(1,509)	1,146.46	1,101.77	(44.68)
	Total Percent of Change						-3.90%
	(ETD= Embedded Technical Diploma)						

Program Application Comparison 2017/18 vs. 2016/17

PROGRAM	CAP	12/09/16			12/07/15			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			16	16	12	9	21	-5
Accounting Assistant			0	0	1	1	2	-2
Administrative Professional			1	1	1	1	2	-1
Agribusiness Science & Technology	36				19	11	30	-30
Agribusiness Science & Technology - Agbus Mgmt	20		10	10				10
Agribusiness Science & Technology - Agronomy	20		4	4				4
Agribusiness Science & Technology - Animal Science	20		11	11				11
Agricultural Power & Equipment Technician	22		23	23	8	22	30	-7
Auto Collision Repair & Refinish Technician	22		4	4	5	3	8	-4
Automotive Technician	22		15	15	16	3	19	-4
Building Trades-Carpentry	20		11	11	6	2	8	3
Business Management			7	7	17	3	20	-13
Cancer Information Management			18	18	7	2	9	9
Child Care Services	13		3	3	4	6	10	-7
CNC Setup/Operation	5		4	4	2	0	2	2
Cosmetology	24		16	16	10	3	13	3
Criminal Justice Studies	48		41	41	18	4	22	19
Culinary Arts			14	14	2	4	6	8
Culinary Management			1	1	0	0	0	1
Culinary Specialist			0	0	1	0	1	-1
Dairy Herd Management	24		0	0	10	9	19	-19
Dental Assistant	18		15	15	7	14	21	-6
Direct Entry Midwife			0	0	1	0	1	-1
Early Childhood Education	28		11	11	9	6	15	-4
Electrical Power Distribution	24		50	50	12	18	30	20
Electro-Mechanical Technology	24		11	11	10	5	15	-4
Farm Operations & Management - Ag Mechanics	20		2	2				2
Farm Operations & Management - Crops	20		1	1				1
Farm Operations & Management - Dairy	20		9	9				9
Farm Operations & Management - Dairy Technician	20		1	1				1
Farm Operations & Management - Farm Ag Maintenance	20		1	1				1
Farm Operations & Management - Livestock	20		1	1				1
Farm Operations & Management - Livestock Tech	20		2	2				2
Golf Course Management			4	4	4	1	5	-1
Graphic and Web Design	25		17	17	16	2	18	-1
Health Information Technology	22		21	21	9	16	25	-4
Human Services Associate	31		14	14	8	6	14	0
Industrial Mechanic	12		0	0	1	0	1	-1

PROGRAM	CAP	12/09/16			12/07/15			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
IT-Computer Support Technician			5	5	4	0	4	1
IT-Network Communication Specialist			0	0	8	1	9	-9
Laboratory Science Technician	15		2	2	0	1	1	1
Liberal Arts - Associate of Arts		9	0	9	10	1	11	-2
Liberal Arts - Associate of Science		10	0	10	14	0	14	-4
Medical Assistant	32		16	16	15	15	30	-14
Medical Coding Specialist	23		32	32	14	17	31	1
Medical Laboratory Technician	16	4	1	5	10	0	10	-5
Nursing-Associate Degree	54	141	44	185	86	48	134	51
Nursing-Associate Degree-Part-time	28	1	10	11	0	13	13	-2
Office Support Specialist			0	0	0	1	1	-1
Paramedic Technician			5	5	0	0	0	5
Pharmacy Tech			0	0	3	10	13	-13
Physical Therapist Assistant	18	19	8	27	32	0	32	-5
Precision Machining Technology	15		2	2	1	1	2	0
Security Operations			1	1				1
Supervisory Management			1	1	1	2	3	-2
Supply Chain Assistant			0	0	1	0	1	-1
Supply Chain Management			0	0	3	0	3	-3
Undecided		27	0	27	39	0	39	-12
Welding	40		29	29	14	8	22	7
TOTAL		211	480	726	471	269	740	-14

B. Chairperson's Report

C. College President's Report

1. Accreditation
2. WTCS Update
3. February Board Retreat Planning
4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

5. FY2016 Financial Audit
6. Industry, Trades & Agriculture Report
7. Foundation ByLaws
8. Foundation Quarterly Board Report

B. Time and Place

Thursday, January 26, 2017, at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

Adjourn to Closed Session

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing personnel issues related to specific people 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.}.
 - 2. Approval of Closed Session Minutes of November 14, 2016

Reconvene to Open Session

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

Adjournment