Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

March 22, 2018

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, March 22, 2018

6:00 p.m. – Financial Aid Showcase
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The March 22, 2018, 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 March 22, 2018, agenda is included with the electronic Board material.

B. **Minutes of the Retreat/Regular Meeting of February 23-24, 2018**
Minutes of the February 23-24, 2018, regular Board meeting/retreat are included with the Board packet.

C. **Financial Reports**
1. **Purchases Greater than $2,500**
2. **Treasurer's Cash Balance**
3. **Budget Control**
Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

D. **Contract Revenue**
There were 13 contracts totaling $45,035.32 in February 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. **Personnel Items**
There are no personnel items at this time for Board approval.
Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. WTCS Request for Approval – Cold Storage Facilities Project

The College has storage facilities scattered throughout campus with some nearing the end of life. To centralize storage and replace the buildings that are nearing end of life, college administration are proposing three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building, and near the Facilities/Maintenance Building. Caleb White and Dan Imhoff, Director of Facilities, will present the drawings and plans at the Board meeting.

1. Resolution Approving Cold Storage Facilities Project

The resolution approving the construction of three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200) is available with the electronic Board material.

Recommendation: Approve the construction of three new cold storage facilities to add approximately 16,000 square feet of storage to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200). Construction bid results with award recommendation will be presented at a future meeting for board consideration.

B. Dodgeville Lease

Included in the electronic Board material is a lease agreement for the current Dodgeville outreach site. The lease agreement is for the period of July 1, 2018, - June 30, 2019, to rent 2,000 square feet at 316 W. Spring Street, Dodgeville, Wisconsin, at a cost of $1,100 per month. Caleb White will be present at the meeting to discuss the lease agreement with the Board.

Recommendation: Approve the 2018-19 lease agreement with Michael S. Polsky, Esquire, to rent 2,000 square feet of office/classroom space at 316 W. Spring Street, Dodgeville, WI, at a cost of $1,100 per month.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Sustainability Plan / Telecommuting Policy / Flexible Work Schedule Policy / Managed Time Office Policy / Holiday Policy

Krista Weber, Chief Human Resources Officer, and members of the Sustainability Team and Benefits Analysis Team will present the individual policies. Included in the electronic Board material are the draft policies.

B. Board Monitoring Report - Quality Teaching & Learning

Katie Garrity, Chief Academic Officer, will present the Quality Teaching & Learning Report. Included with the electronic Board material is the written report. Dr. Garrity will present an overview of the report at the Board meeting.

C. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with the Board material.

INFORMATION AND CORRESPONDENCE

A. **Enrollment Report**
The 2017-18 Comparison FTE Report and Fall 2018 Application Report are available electronically with all other Board material. Caleb White will be available at the meeting for any questions.

B. **Chairperson's Report**
1. April 12-14 District Boards Association Conference

C. **College President's Report**
1. Student Interactions
2. College Happenings

D. **Other Information Items**

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. **Agenda**
1. Out-of-State Tuition Waiver
2. Foundation Quarterly Report

B. **Time and Place**
Thursday, April 26, 2018, at 7:00 p.m.; Southwest Tech Campus, Rooms 492-493

ADJOURN TO CLOSED SESSION

A. Consideration of adjourning to closed session for the purpose of
1. Discussion of personnel issues per Wis. Stats. 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. Discussion of preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of Closed Session Minutes – February 23, 2018

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The March 22, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

    A. ***Roll Call***

    B. ***Reports/Forums/Public Input***

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, March 22, 2018

6:00 p.m. – Financial Aid Showcase
6:15 p.m. – Board Dinner
7:00 p.m. – Board Meeting
Room 492-493 – College Connection

AGENDA

OPEN MEETING
The following statement will be read: "The March 22, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Board Retreat/Regular Meeting of February 23-24, 2018
    C. Financial Reports
        1. Purchases Greater than $2,500
        2. Treasurer's Cash Balance
        3. Budget Control
    D. Contract Revenue
    E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
    A. WTCS Request for Approval – Cold Storage Facilities Project
        1. Resolution Approving Cold Storage Facilities Project
    B. Dodgeville Lease

BOARD MONITORING OF COLLEGE EFFECTIVENESS
    A. Sustainability Plan / Telecommuting Policy / Flexible Work Schedule Policy / Managed Time Office Policy / Holiday Policy
    B. Board Monitoring Report - Quality Teaching & Learning
    C. 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. Discussion of personnel issues per Wis. Stats. 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. Discussion of preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of Closed Session Minutes – February 23, 2018

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}

B. Minutes of the Retreat/Regular Board Meeting of February 23-24, 2018

MINUTES OF THE
BOARD RETREAT/REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST
WISCONSIN TECHNICAL COLLEGE
FEBRUARY 23-24, 2018

The Board of Directors of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 12:14 p.m. on February 23, 2018, in the Platteville Public Library Community Room located at 225 W. Main Street, City of Platteville, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Linda Erickson (arrived at 2:20 p.m.), Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange and Donald Tuescher

Absent: James Kohlenberg and Russ Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Cynde Larsen, Holly Miller, Barb Tucker, Krista Weber, Caleb White, Kim Maier, Julie Pluemer, Mary Johannesen, Kelsey Wagner, Chantel Hampton, Katie Glass, Ken Bartz, Mandy Henkel, Deb Ihm, Kim Schmelz, CoraBeth Halverson, Connie Haberkorn, Mary Schmitz, Ben Neuroth, and Haylee Freymiller. Public present included Connie Valenza, Platteville Schools District Administrator, and Karen Kurt, Platteville City Manager.

Chairperson Prange 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 RETREAT/MEETING NOTICE/AGENDA
February 23-24, 2018

Platteville Public Library Community Room
225 W. Main Street
Platteville, WI 53818

Friday, February 23, 2018
12:00 p.m. – Working Lunch / Board Meeting / Retreat

AGENDA

OPEN MEETING
The following statement will be read: "The February 23-24, 2018, Board retreat/regular meeting of the Southwest Wisconsin Technical College District Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the cities of Fennimore and Platteville 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
1. Conversations with the Community
Invited guests include Connie Valenza, Platteville Schools District Administrator, and Karen Kurt, Platteville City Manager.
Staff members Mary Johannesen – Dual Enrollment with Platteville Schools, Julie Pluemer – Adult Basic Education and Other Courses Offered in Platteville, and Kelsey Wagner - Student Success Coach for Platteville High School will also be present for the discussion.

2. Showcases
a. Kim Maier – Alternative Delivery Successes
b. Cynde Larsen – Quality Teaching and Learning: Assessment Practices
c. Chantel Hampton – Dissertation Research: Improving Course Completion

CONSENT AGENDA
A. Approval of Agenda
B. Minutes of the Regular Meeting of January 18, 2018
C. Financial Reports
1. Purchases Greater than $2,500
2. Treasurer's Cash Balance
3. Budget Control
D. Contract Revenue
E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION
A. Bid – Building 500 Rooftop Unit Replacement
B. Bid – Building 400 Bookstore Roof

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Budget Priorities & Assumptions
B. Staffing Update

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

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

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to closed session for the purpose of
1. Discussing specific personnel issues per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect

upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
   2. Approval of Closed Session Minutes of January 18, 2018

RECONVENE TO OPEN SESSION
   A. Action, if necessary, on Closed Session Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS
   A. Leadership Development & Succession Planning
   B. Board Monitoring Schedule
   C. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 24, 2018. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

Saturday, February 24, 2018
8:45 a.m. – Board Retreat
Holiday Inn Express
55 S. Elm Street
Platteville, WI 53818

BOARD MONITORING OF COLLEGE EFFECTIVENESS
   A. Administrative Services Report
      1. Post-Retirement Health Benefits – Status and Strategy
      2. 2018-2021 Budget Forecasting
      3. Facilities Master Planning
   B. Budget Priorities
   C. Review of Retreat

ADJOURNMENT

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Platteville Schools District Administrator Connie Valenza and Karen Kurt, Platteville City Manager, engaged in a discussion with the District Board on economic development and opportunities to strengthen the ties with the College. Staff members Mary Johannesen, Julie Pluemer, and Kelsey Wagner provided an overview of what the College does in the Platteville area related to dual enrollment with the high school, adult basic education, courses offered in Platteville, and interactions with Platteville high schools students.

Kim Maier, Director of Innovative and Alternative Learning, presented on successes with alternative delivery. Ms. Maier highlighted how alternative delivery has made a difference in increasing student success and student access. The department has moved from Blackboard to Schoology as the learning management system to offer online classes allowing for a consistent look to all classes. Course completion has increased one percent while online only programs have experienced 119 percent growth in the last four years. Priorities for 2018-19 include increasing course completion rates by two percent and an annual ten percent increase in enrollment of online courses. Cynde Larsen, Director of Health Occupations and Student Learning Assessment, presented on quality teaching and learning. She outlined the

assessment practices the college is engaging in noting that assessment is a proactive response rather than a reactive one. Chantel Hampton, Social Sciences Instructor, has been approved to do research for her dissertation on improving course completion through incentivization. Ms. Hampton shared the focus of her research with the District Board.

After a review of the Consent Agenda, including the February 23-24, 2018, agenda; January 18, 2018, Board minutes; financial reports; two contracts totaling $8,262.50 in January 2018; employment recommendation for Tim Lyne – Evening Custodian; transfer of Cora Beth Halverson to the position of Assistant Student Financial Aid Manager, the promotion of Katie Glass to Marketing Manager; and the resignation of Snehal Shirke, Communications Instructor, Mr. Tuescher moved to approve the Consent Agenda as presented. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Vice President for Administrative Services, presented a bid summary for the Building 500 Rooftop Unit Replacement. Two bids were received. Mr. Tuescher moved to award the bid for the Building 500 Air Handling Unit Replacement Project in the amount of $48,430 to Geisler Brothers Company, Dubuque, Iowa. Ms. Fitzsimons seconded the motion; motion unanimously carried.

Mr. White presented the bid summary for the Building 400 Roof. Four bids were received for the project. Ms. Fitzsimons moved to award the Building 400 Bookstore Roof Replacement bid to the low bid in the amount of $55,121 from Hernandez Roofing of Milwaukee, WI. Mr. Tuescher seconded the motion; motion unanimously carried.

Budget priorities and assumptions were presented to the Board. Mr. White highlighted the assumptions noting that the budget is being built on slight increases in district net new construction values, tuition rates, and general state aid appropriation; an increase in gas, electric, and water/sewer utility rates; health/dental coverage estimated to remain flat; reductions in grant funding; a rate decrease for Wisconsin Retirement System; 1380 FTEs; and proposing a 2.12% increase to base pay equivalent to the CPI.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions that have been recently filled included an Evening Custodian, Nursing Instructor, and an Assistant Financial Aid Manager. The Board reviewed the 2017-18 Comparison FTE Report noting that enrollment reflects a 2.86% increase in overall enrollment compared to the previous year. The application comparison report for Fall 2018 reflected applications are comparable to Fall 2017 applications at the same time last year.

Mr. Bolstad reported on the ACCT National Legislative Summit noting that discussions with legislators focused on funding for student success and completion, the Higher Education Act Reauthorization – Prosper Act; and increasing funding for Perkins Basic State Grants and Adult Education & Family Literacy (AEFL) grants.

Under the President's Report, Dr. Wood informed the Board that the child care center has been cited for failing to have background checks accessible three times in a 1.5 year period and must complete a compliance plan. Other notable items included the Board Appointment process will begin soon, Caleb White received the WTCS Eagle Award, Pete Hoffman – Ag Power Instructor - will receive a national Faculty Excellence Award from the American Association of Community Colleges; Southwest Tech will be featured in a story for a Harvard publication; and Credit for Prior Learning is being used as a recruitment tool for adult students. Dr. Wood also reported that WIDS is complete with 100% above the line and is at 70% below

the line with the goal to be at 100% by August 2018; 99% of courses are in the Schoology template; and Technical Skill Attainment compliance is being worked on diligently.

Mr. Bolstad moved to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f) and approving the Closed Session minutes from January 18, 2018. Ms. Fitzsimons seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 2:58 p.m. The Board reconvened to open session at 3:23 p.m. with no action taken.

A group of staff members, members of the executive team, and Board members engaged in an activity designed to develop an initial look at leadership development and succession planning. The Board members and Dr. Wood engaged in a dialogue focused on the state of the college. No action was taken on either activity.

The Board recessed at 5:32 p.m. until the morning on Saturday, February 24, 2018. The Board had dinner and breakfast for social purposes only and no College business was conducted.

The meeting reconvened at 9:01 a.m. at The Holiday Inn Express, meeting room, located at 55 S. Elm Street, Platteville, Wisconsin. The following members were present:

   Chuck Bolstad, Linda Erickson, Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange and Donald Tuescher

   Absent: James Kohlenberg and Russ Moyer

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell and Caleb White

The updated Board Monitoring Schedule and Board Monitoring Report template were reviewed with the Board. The Board encouraged the continued use of the report template.

Mr. White presented information on the current status of the underfunded liability related to post-retirement health benefits and potential strategies for cost reduction. He reviewed information contained within the actuarial report from Key Benefits Concepts, LLC. Mr. White also shared the history of the benefit and that two groups of employees have been or are in the process of being bought out at a portion of the designated benefit. The Board asked that more information be brought back to them with options and scenarios.

Mr. White presented the current status of the FY2019 operational budget development and three-year projections. The deficit as of 2/13/18 was at $700,000. There is still work to be accomplished to balance the budget for approval at the June Board meeting.

The Board reviewed a draft ten-year master facilities plan. One of the first items to be considered is storage. Certain buildings that are used for storage are reaching the end of life and storage could be enhanced by consolidating it to one or two areas. Chairman Prange appointed Don Tuescher, Chuck Bolstad, and himself to serve on a subcommittee for the specific purpose of reviewing storage facilities plans including locations, cost estimates, and architectural drawings. This committee will meet once for the stated purpose.

Dr. Wood presented the budget priorities based on the strategic directions in alignment with the college health indicators. The 2018-2021 budget priorities include: 1) Increase Student Access and Improve Student Success; 2) Ensure Fiscal Sustainability; 3) Strengthen a Culture of Integrity.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Erickson seconding the motion. The motion carried and the meeting adjourned at 11:47 a.m.

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Darlene Mickelson, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN $2,500				
FOR THE PERIOD 02/01/2018 TO 02/28/2018				
Invoices				
Vendor	**Invoice #**	**Description**	**Amount**	
HALLADA AUTO GROUP	37081	WO# 465	$2,503.48	
Kirstyn N Huseman	1501267	Opp Student Refund	$2,508.05	
OCLC, INC.	00000577792	EXProxy Hosting Tier 2	$2,531.25	
Elaine Harkness	1501301	Opp Student Refund	$2,531.94	
Christina M Hill	1500993	Opp Student Refund	$2,547.67	
Jennifer J Little	1500980	Opp Student Refund	$2,548.39	
Stesha Sporkin	1501009	Opp Student Refund	$2,563.03	
Sophia Ann Hefel	1501288	Opp Student Refund	$2,580.94	
Alton B Brown Belcher	1501197	Opp Student Refund	$2,585.28	
LUCKY 6 GUNS	10118	glock pistols	$2,600.00	
INTERDYN BMI	SC13457	integrity data-comp and splits	$2,633.00	
Hilaree HM Schultz	1501010	Opp Student Refund	$2,636.29	
Crystal J Bitter	1501157	Opp Student Refund	$2,655.46	
Sara D James	1501246	Opp Student Refund	$2,665.92	
Lindsey A McClaren	1501094	Opp Student Refund	$2,669.52	
Jalysa J Turner	1500882	Opp Student Refund	$2,672.07	
Annette S Blaisdell	1501260	Opp Student Refund	$2,680.47	
Crystal R Ottman	1500863	Opp Student Refund	$2,683.53	
Jennifer L Severson	1501078	Opp Student Refund	$2,692.20	
Alexander C Karsten	1501116	Opp Student Refund	$2,695.12	
Lacey J Wentz	1501242	Opp Student Refund	$2,696.08	
Amanda M Thompson	1500986	Opp Student Refund	$2,702.03	
Taya J Lau	1501146	Opp Student Refund	$2,706.21	
Ronald R Roman	1501172	Opp Student Refund	$2,730.64	
HALLADA AUTO GROUP	37032	wo#507	$2,731.19	
Karyn A Hale	1501245	Opp Student Refund	$2,748.44	
Jordan E Mohlmann	1501145	Opp Student Refund	$2,762.44	
Ashton S Mathias	1501089	Opp Student Refund	$2,772.55	
Cynthia J Lichttenegger	1501247	Opp Student Refund	$2,790.83	

Brittany M Koberstein	1501229	Opp Student Refund	$2,838.65	
Alvin J Haffner IV	1500917	Opp Student Refund	$2,854.74	
Savannah A Lemke	1501256	Opp Student Refund	$2,862.69	
Megan L Bilse	1501213	Opp Student Refund	$2,884.31	
Brittinie L Crist	1500936	Opp Student Refund	$2,934.37	
Stesha Sporkin	1495420	Opp Student Refund	$2,970.00	
Jackeline Bennett	1501352	Opp Student Refund	$2,975.43	
Jordan M Botsford	1501005	Opp Student Refund	$3,049.31	
Joshua A Turner	1500884	Opp Student Refund	$3,051.93	
Cassandra A Mellem	1501077	Opp Student Refund	$3,061.14	
Catie Kreul	1501323	Opp Student Refund	$3,103.77	
Ashley M Vale	1501014	Opp Student Refund	$3,106.10	
Aaron P Brewer	1501330	Opp Student Refund	$3,114.92	
Danielle E Schafer	1500941	Opp Student Refund	$3,119.08	
Samantha S James	1500953	Opp Student Refund	$3,137.42	
Taylor D Bangert	1500990	Opp Student Refund	$3,201.75	
Thomas J Monroe	1501100	Opp Student Refund	$3,219.25	
Danielle J Knight	1500947	Opp Student Refund	$3,221.92	
Jennifer F Pilling	1500963	Opp Student Refund	$3,266.50	
Kaye M Woodke	1501115	Opp Student Refund	$3,294.72	
Nathan R Schulz	1501137	Opp Student Refund	$3,306.58	
Meagan S Fry	1500934	Opp Student Refund	$3,336.55	
Michelle L Griffith	1500999	Opp Student Refund	$3,348.90	
Cory J Maruna	1500928	Opp Student Refund	$3,351.99	
Jess Runice	1501326	Opp Student Refund	$3,384.54	
Amber V Bruckert	1500874	Opp Student Refund	$3,454.37	
Crystal S Cavender	1501339	Opp Student Refund	$3,467.29	
Lindsey E Adams	1500881	Opp Student Refund	$3,475.69	
Jesse J Pettit	1500867	Opp Student Refund	$3,481.14	
Jennifer A Waldner	1500996	Opp Student Refund	$3,498.79	
David W Jones	1502333	Opp Student Refund	$3,502.00	
Taryne K Reynolds	1500879	Opp Student Refund	$3,504.29	
Stephanie K Chahir	1501240	Opp Student Refund	$3,506.83	
Miranda K Baker	1500952	Opp Student Refund	$3,517.70	
Joseph W Schafer	1500972	Opp Student Refund	$3,581.85	
Trina K Rear	1501228	Opp Student Refund	$3,615.74	
Teresa A Scott	1501251	Opp Student Refund	$3,623.37	
Adrianne D Hughes	1501235	Opp Student Refund	$3,650.02	
Jacob L Udelhoven	1501120	Opp Student Refund	$3,802.00	
Cindy L Schlehlein	1500965	Opp Student Refund	$4,110.44	
Morgan T Knox	1501154	Opp Student Refund	$4,252.44	

Jonathan E Pearson	1501169	Opp Student Refund	$4,277.44	
PHASE 3 DIGITAL AGENCY/MADISON	97901-1	Lab Science program	$5,000.00	
MCCOTTER ENERGY SYSTEMS, INC.	6089	unit repair-child care bldg	$5,391.00	
NEBRASKA BOOK COMPANY	366237-N	books	$5,477.00	
FENNIMORE TIMES	112324	Open House	$6,208.20	
TRACTOR CENTRAL	2005 CORN PLANTER	2005 JD 1750 6 row 30" planter	$28,150.00	
Total Invoices				**$267,368.18**

Purchase Orders

Vendor	PO #	Description	Amount	
CDW GOVERNMENT	6595	IT: Networking Hardware IT Lab	$199,656.10	
Total Purchase Orders				**$199,656.10**

Bank Withdrawals

Vendor	Transaction #	Audit Trail	Amount	
Great Lakes-Stdnt not eligib	WDL000005337	CMTRX00002012	$3,000.00	
Merchant Srvs Jan 2017 #6197	WDL000005303	CMTRX00001998	$3,386.23	
Delta Dental #171761	WDL000005361	CMTRX00002023	$3,535.46	
Delta Dental #170653	WDL000005339	CMTRX00002013	$4,008.00	
Delta Dental #167451	WDL000005334	CMTRX00002010	$4,072.90	
Delta Dental #166349	WDL000005314	CMTRX00002001	$5,718.36	
Wells Fargo #700002557	WDL000005350	CMTRX00002019	$7,448.00	
Wells Fargo #701738621	WDL000005359	CMTRX00002021	$7,448.00	
The Hartford #580588839866	WDL000005332	CMTRX00002008	$9,535.67	
WDR Sales Tax Jan 2017	WDL000005335	CMTRX00002010	$13,473.67	
WDR WT6 2.9.18 Payroll	WDL000005323	CMTRX00002003	$21,151.48	
WDR WT-6 2.28.18 Payroll	WDL000005357	CMTRX00002020	$21,166.61	
IRS 941 2.26.18 Payroll	WDL000005351	CMTRX00002020	$106,701.58	
IRS 941 2.9.18 Payroll	WDL000005320	CMTRX00002003	$106,830.92	
ETF January 2018	WDL000005364	CMTRX00002023	$116,662.55	
Sikich H. Ins Feb 2017	WDL000005306	CMTRX00001999	$309,137.94	
Total Bank Withdrawals				**$743,277.37**

Payroll				
Payroll Date	**Transaction #**	**Audit Trail**	**Amount**	
Direct Deposit 2/23/2018	WDL000005338	UPRCC00000660	$4,041.14	
Direct Deposit 2/23/2018	WDL000005341	UPRCC00000661	$4,178.07	
Direct Deposit 2/9/2018	WDL000005308	UPRCC00000657	$5,132.35	
Direct Deposit 2/9/2018	WDL000005307	UPRCC00000656	$5,439.73	
Direct Deposit 2/23/2018	WDL000005344	UPRCC00000663	$8,534.62	
Direct Deposit 2/9/2018	WDL000005310	UPRCC00000659	$8,918.98	
Direct Deposit 2/9/2018	WDL000005309	UPRCC00000658	$302,869.91	
Direct Deposit 2/23/2018	WDL000005343	UPRCC00000662	$304,518.17	
Total Payroll				**$643,632.97**
Purchase Cards				
Vendor	**Transaction #**	**Audit Trail**	**Amount**	
US Bank 2.6.18 Statement	WDL000005340	CMTRX00002013	$67,709.69	
US Bank 1.23.18 Statement	WDL000005315	CMTRX00002001	$80,683.87	
Total Purchase Cards				**$148,393.56**
Total Purchases > $2,500				**$2,002,328.18**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 02/28/2018			
Receipts			
Fund			
1 General	7,034,796.43		
2 Special Revenue	-		
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	57,584.75		
6 Internal Service	342,971.02		
7 Financial Aid/Activities	1,999,912.49		
Total Receipts		**9,435,264.69**	
Expenses			
Fund			
1 General	1,640,899.82		
2 Special Revenue			
3 Capital Projects	47,388.45		
4 Debt Service	-		
5 Enterprise	92,364.91		
6 Internal Service	339,264.63		
7 Financial Aid/Activities	2,138,877.25		
Total Expenses		**4,258,795.06**	
Net cash change - month			**5,176,469.63**
EOM Cash Balances			
-American Operating 0359	4,036,132.92		
-American Cash Deposit 062	6,374.02		
-American Investment 4929	19,509,120.00		
-Huntington Offset account 4011	50,000.00		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,179,517.43		
Ending Cash/Investment Balance		**24,784,084.37**	

3. Budget Control

	2017-18 Budget	2017-18 YTD Actual	2017-18 Percent	2016-17 Percent	2015-16 Percent	2014-15 Percent	2013-14 Percent
Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 8 Months ended February 2018							
General Fund Revenue	23,143,000.00	19,514,696.77	84.32	80.03	93.42	89.06	82.49
General Fund Expenditures	23,613,000.00	14,185,284.62	60.07	58.66	61.76	58.49	60.94
Capital Projects Fund Revenue	2,530,000.00	2,620,044.56	103.56	101.09	99.59	100.52	100.13
Capital Projects Fund Expenditures	3,243,000.00	1,406,501.61	43.37	33.51	37.48	58.41	44.14
Debt Service Fund Revenue	5,272,000.00	3,423,477.24	64.94	63.62	4.18	3.47	3.62
Debt Service Fund Expenditures	5,359,600.00	657,358.76	12.27	12.57	12.68	14.03	13.74
Enterprise Fund Revenue	2,100,000.00	1,247,666.35	59.41	61.13	71.28	79.83	71.04
Enterprise Fund Expenditure	2,000,000.00	1,138,195.65	56.91	53.52	66.46	57.18	51.68
Internal Service Fund Revenue	4,350,000.00	2,692,890.47	61.91	60.31	69.23	62.45	65.10
Internal Service Fund Expenditures	4,350,000.00	2,761,817.29	63.49	61.83	75.55	74.63	63.41
Trust & Agency Fund Revenue	8,000,000.00	5,560,363.82	69.50	72.42	67.51	78.57	91.25
Trust & Agency Fund Expenditures	8,030,000.00	5,590,518.87	69.62	74.19	69.08	80.78	89.94
Grand Total Revenue	45,395,000.00	35,059,139.21	77.23	75.26	75.72	75.63	74.11
Grand Total Expenditures	46,595,600.00	25,739,676.80	55.24	54.55	57.68	58.93	60.07

D. Contract Revenue

There are 13 contracts totaling $45,035.32 in February 2018 being presented for Board approval. The Contract Revenue Report is included below.

2017-2018 CONTRACTS
2/1/2018 - 2/28/2018

Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
Cassville Rescue Squad	03-2018-0094-T-42	EMT Refresher - Participant Agreement	Kris Wubben		$ 657.90	No		X	
Praire du Chien Dentistry	03-2018-0106-I-41	BLS For Healthcare Provider - CPR	Kris Wubben	11	$ 565.56	No		X	
SW WI Workforce Developm	03-2018-0122-I-21	Welding Instruction at PDC Correctional Instituion	Amy Charles	8	$ 33,000.00	No		X	
Cummins	03-2018-0126-I-41	Heartsaver CPR/AED with First Aid	Kris Wubben	22	$ 1,950.00	No		X	
Prosperity Southwest	03-2018-0131-F-23	Administrative and Financial Services (February)	Amy Charles		$ 3,562.50	No		X	
Dillman Equipment	03-2018-0133-I-41	Heartsaver CPR/AED with First Aid	Kris Wubben	10	$ 650.00	No		X	
Cummins	03-2018-0145-I-41	Heartsaver CPR/AED with First Aid	Kris Wubben	9	$ 1,069.44	No		X	
Dickeyville EMS	03-2018-0146-I-42	BLS for Healthcare Provider - CPR Recert	Kris Wubben	30	$ 674.76	Yes		X	
Atrium - Lancaster	03-2018-0147-I-41	BLS for Healthcare Provider - CPR Recert	Kris Wubben	12	$ 900.00	No		X	
UW Platteville	03-2018-0149-I-18	Large Van Driver Education	Kris Wubben	6	$ 270.00	No		X	
Darlington Fire Department	03-2018-0153-I-42	Heartsaver CPR/AED Adult Only	Kris Wubben	16	$ 1,239.65	No		X	
St. Croix Hospice	03-2018-0157-I-41	BLS for Healthcare Provider - CPR	Kris Wubben	4	$ 474.51	No		X	
Margaret Mead	03-2018-0162-I-41	Equipment Rental	Kris Wubben		$ 21.00	No		X	

TOTAL of all Contracts	128	$ 45,035.32
Exchange of Services	30	$ 674.76
For Pay Service	98	$ 44,360.56

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E. Personnel Items

There are no personnel items at this time for Board approval.

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. WTCS Request for Approval – Cold Storage Facilities Project

The College has storage facilities scattered throughout campus with some nearing the end of life. To centralize storage and replace the buildings that are nearing end of life, college administration are proposing three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building, and near the Facilities/Maintenance Building. Caleb White and Dan Imhoff, Director of Facilities, will present the drawings and plans at the Board meeting.

1. **Resolution Approving Cold Storage Facilities Project**
   The resolution approving the construction of three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200) is available with the electronic Board material.

Recommendation: Approve the construction of three new cold storage facilities to add approximately 16,000 square feet of storage to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200). Construction bid results with award recommendation will be presented at a future meeting for board consideration.

RESOLUTION
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT BOARD

WHEREAS, Southwest Wisconsin Technical College has statutory authority to add additional storage space, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need to increase cold storage space at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200) and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the construction of a storage facility via capital funds obtained through tax levy,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College District Board approves contracting for the construction of three new cold storage facilities to be located at the Public Safety Complex EVOC track, near the Ag/Auto Building (1700) and near the Facilities/Maintenance Building (1200), Southwest Tech Campus, Fennimore, Wisconsin, to provide more adequate storage spaces for College equipment.

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board approves modifying the College's Three-Year Facilities Plan to include these projects.

Adopted and recorded this 22nd day of March, 2018.

Melissa Fitzsimons
Vice-Chairperson

ATTEST:

Darlene Mickelson
Secretary

B. *Dodgeville Lease*

Included below is a lease agreement for the current Dodgeville outreach site. The lease agreement is for the period of July 1, 2018, - June 30, 2019, to rent 2,000 square feet at 316 W. Spring Street, Dodgeville, Wisconsin, at a cost of $1,100 per month. Caleb White will be present at the meeting to discuss the lease agreement with the Board.

Recommendation: Approve the 2018-19 lease agreement with Michael S. Polsky, Esquire, to rent 2,000 square feet of office/classroom space at 316 W. Spring Street, Dodgeville, WI, at a cost of $1,100 per month.

LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2018 by and between Michael S. Polsky, Esq., Lessor, and Southwest Wisconsin Technical College, Lessee:

1.   PREMISES AND TERM.

        1.1   Demised Premises.   Lessor leases to Lessee the following:

        2,000 square feet of floor space located at 316 W Spring St, Dodgeville, Wisconsin.

        1.2   Term.   This lease is for a term of twelve (12) months commencing on July 1, 2018, and ending June 30, 2019.

        1.3   Termination   This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

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

2.   RENT.

        2.1   Payments.   The Lessee shall yield and pay the sum of One Thousand One Hundred Dollars ($1,100.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 1st day of each month of this agreement. Mailed payments shall be sent to Blutree Property Management LLC, 201 N Iowa Street, Dodgeville, WI 53533.

3.   SECURITY DEPOSIT

        3.1   Security Deposit. The Security Deposit in the amount of $2,200, which is equivalent to the amount of the first month's rent plus one month's rent for security, will be transferred from the previous lease holder. This deposit transfer is recognized by all parties.

4.   USE AND SIGNS.

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

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

> (a)   Lessee obtains all permits and licenses at its own cost which may be required for the erection and maintenance thereof; and

> (b)   Such signs may lawfully be permitted to be erected and maintained; and

> (c)   Lessee obtains the Lessor's consent to the placement of any exterior sign on the building or grounds.

4.3   Common Areas.   Lessee's use and occupancy of the Premises shall include the reasonable nonexclusive use to the 'Common Areas", defined as the parking areas, service roads, sidewalks, landscaped areas, and other areas so designated by the Lessor with the Shopping Center. Lessee shall not encumber or obstruct the Common Areas, nor allow them to be obstructed or encumbered, nor place anything in the Common Areas without Lessor's prior consent; (b) sell, distribute, or solicit orders for sale or distribtion of any merchandise, device, service, periodical, book, pamphlet, or other material whatsoever; or (c) solicit membership in any organization, group or association or contribution for any purpose.

5.   CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

5.1   Utilities.

> (a)   Lessee shall be responsible for heat, electricity, gas, telephone and computer expenses, including any costs for upgrading the existing computer cabling system. Lessee agrees to maintain temperatures in the demised premises during the heating season so as to prevent damage to water pipes.

> (b)   Lessor is responsible for water and sewer costs.

5.2   Maintenance.

> (a)   Lessee is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services.

> (b)   Lessor is responsible for all exterior maintenance, including prompt snow removal from the parking lot and sidewalks, mowing of grass and care of shrubbery and trees. Lessor is not responsible for the maintenance of exterior signage placed on the premises by Lessee.

(c)   Lessor shall, except as otherwise specifically provided herein and except for damages resulting from the act or negligence of Lessee, its agents, employees, invitees or permittees, maintain in good repair and tenantable condition the demised premises including the building and any and all equipment, fixtures and appurtenances whether severable or nonseverable, furnished by the Lessor under this lease. Lessee shall promptly report any problems with heating, air conditioning, electricity or plumbing.

(d)   Lessee shall commit no waste and shall take good care of the demised premises. Upon the expiration or termination of this lease or any renewal thereof, Lessee shall vacate the demised premises, remove its property therefrom and forthwith yield and place Lessor in peaceful possession of the leased premises free and clear of nay liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permitees excepted.

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

6.   ALTERATIONS.

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

7.   ASSIGNMENT AND SUBLETTING.

7.1   Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof. It is understood and agreed that Lessee may permit Southern Wisconsin Community Action Program, Department of Vocation Rehabilitation, United Migrant Opportunity Services and the Department of Workforce Development to use the demised premises without additional consent being required.

8.   TAXES.

8.1   Real estate taxes imposed during the term of this lease shall be the responsibility of Lessor.

9.   OTHER FACILITIES.

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

9.2   Lessee shall have the right to place a business identification plate, at its expense, on the building sign located in front of the structure.

10.   INDEMNITY - LIABILITY INSURANCE

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

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

11.   NOTICES.

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

> (a)   if to Lessor, to Blutree Property Management LLC, 201 N Iowa Street, Dodgeville, WI 53533, and
>
> (b)   if to Lessee, to Vice President for Administrative Services, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI 53809

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

12.   QUIET ENJOYMENT.

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

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

13.   COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

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

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

13.3   Form of agreement.   With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that

this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

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

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

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

14.   MISCELLANEOUS PROVISIONS.

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

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

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

15.   BINDING EFFECT.

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

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this _____ day of _____ 2018.

BY: _____
                       Lessor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this _____ day of _____ 2018.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY: _____
                       Caleb J. White, VP for Admin Services

Board Monitoring of College Effectiveness

A. Sustainability Plan / Telecommuting Policy / Flexible Work Schedule Policy / Managed Time Office Policy / Holiday Policy

Krista Weber, Chief Human Resources Officer, and members of the Sustainability Team and Benefits Analysis Team will present the individual policies. Included below are the draft policies.

DRAFT Multi-Level Sustainability Plan

This recommendation is a multi-level compensation plan for regular full and part-time employees that is a combination of base-building and incentive pay, and rewards employees for college-wide and individual performance.

Level One

Compensation Maintenance Schedule
- Increase salaries by variable % increase (based on CPI)
- Review and adjust ranges annually as necessary
- Develop maintenance schedule for market reviews of our ranges/positions (every 3-5 years)

Level Two

College-wide Performance Management
- Pay fixed dollar (lump sum) incentives when the college reaches goals based on strategic directions (*Increase Student Access and Improve Student Success, Ensure Fiscal Sustainability, Strengthen a Culture of Integrity*) annually. Goals can vary each year. This is not base-building compensation.

Level Three

Individual Performance Management
- Develop Performance Evaluations tied to compensation percentage to move employees through the ranges. This will be base-building compensation.
- The Performance Evaluation will:
  - Be based on college mission, vision and values
  - Focus on competence (what they do and how well) and character (encourage consistent culture)
  - Increase communication with supervisor (this will be an additional step to the two coaching sessions each year)

Telecommuting Policy - DRAFT

Southwest Tech considers telecommuting to be a viable alternative work arrangement in cases where such an arrangement is possible. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may not be appropriate for all employees or positions and it in no way changes the terms and conditions of employment with Southwest Tech. The expectation of hours worked per day or per week does not change due to telecommuting. Any telecommuting arrangement made will be on a trial basis, and may be discontinued, at will, at any time, at the request of either the employee or Southwest Tech.

Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as described below. Other informal, short-term arrangements may be made for employees on family or medical leave, with the consent of the employee's health care provider, and to the extent practical for the employee and the organization. All informal telecommuting arrangements are made on a case by case basis, focusing on the business needs of the organization first.

Formal telecommuting arrangements are defined below.

1. Current employees requesting formal telecommuting arrangements must have been employed for a minimum of 3 months or have an established agreement upon hire. Employees must have exhibited above average performance.

2. Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the Human Resources department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
   a. Employee Suitability – the employee and supervisor will assess the needs of work habits of the employee, compared to traits customarily recognized as necessary for successful telecommuters.
   b. Job Responsibilities – the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
   c. Equipment needs, work space design considerations and scheduling issues.
   d. Responsibility for fulfilling all obligations for tax and other legal implications for use of the employee's home based on IRS, state and local government restriction rests solely with the employee.

3. An appropriate level of communication between the employee and supervisor will be agreed to as part of the process. There is value in periodic face-to-face meetings, and arrangements will be made for the employee to make regular office visits or teleconferences, as requested by Southwest Tech. The employee will be expected to participate in on-site activities (example: in-service), as required/requested by their supervisor or Southwest Tech.

4. The employee will establish an appropriate work environment within their home for work purposes. The employee is required to maintain the home office in a safe condition, free from hazards and other dangers to the employee and equipment. Southwest Tech will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, repairs or modifications to the home office space. The employee's laptop supplied by Southwest Tech will be used to perform all work. Southwest

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Tech monitors and docking stations will not be removed from Southwest Tech's property. Employees must supply their own phone and internet. Equipment supplied by Southwest Tech will be maintained by Southwest Tech and brought to Southwest Tech for service. Employee owned equipment will be maintained by the employee.

5. The employee agrees not to hold face-to-face meetings with third parties at their home office.

6. Injuries sustained by the employee while at their home work location and in conjunction with their regular work duties are normally covered by Southwest Tech's workers' compensation policy. All work-related accidents and injuries occurring at the home office are to be reported to HR and the employee's direct supervisor within 24 hours.

7. The availability of telecommuting as a work arrangement for employees can be discontinued at any time at the discretion of Southwest Tech. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, where no notice is possible due to Southwest Tech's business needs.

8. Upon termination of employment all Southwest Tech property will be returned to Southwest Tech and failure to return Southwest Tech's owned equipment within five (5) business days from their termination date will result in a deduction of the equipment's fair market value from their final paycheck.

Flexible Work Schedule Policy - DRAFT

A flexible schedule is a work schedule with time of arrival and departure that differs from the standard weekly schedule. The college recognizes that there may be situations where flexible work arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through non-traditional work hours. A flexible work schedule offers employees creative approaches for completing work, while promoting balance between work and other commitments. Employees and supervisors will make every effort to ensure schedules will not negatively impact other employees or the College's service level.

Flexible work arrangements are not appropriate for all employees or positions and are not intended to shorten an employee's work hours per week. The normal workweek for all regular full-time employees, exempt (administration and faculty) and nonexempt (hourly) is 40 hours. Employees working less than 40 hours a week must use accumulated paid leave time. Exempt and nonexempt employees may be required to work hours in addition to 40 hours regardless of their regularly scheduled time. Hours worked over 40 in a work week (Sunday to Saturday) will be paid as overtime per the overtime pay policy for nonexempt employees.

Flexible work schedules outside of the five-day 8-hour week may vary based on situations. Nonexempt and administrative employees will typically be scheduled to work 8 ½ hours per day, including a ½ hour unpaid lunch and faculty will be scheduled within the constraints of a class schedule that is set by the Department. Southwest Tech recognizes summer hours during the months of June & July and those hours will be deemed as four 10.5-hour days, including a ½ hour unpaid lunch. Any summer hour schedule outside of the four 10-hour days must be approved.

An employee may request a flexible work schedule by contacting their supervisor. Supervisors will assess the employee's job responsibilities and employee's suitability. They will approve or deny a flexible schedule request on a case-by-case basis. The employee's supervisor will manage and coordinate the flexible schedule with the employee. The supervisor maintains the right to suspend or cancel the arrangement at any time.

Examples of a flexible work schedule could be four 10-hour days or four 9-hour days with a four-hour day. An unpaid lunch of at least 30 minutes must be included if the employee works more than 6 hours. Employees may be required to rotate their day off so as to not continually have the same day off.

Managed Time Off Policy - DRAFT

A Managed Time Off (MTO) Plan is paid leave which allows employees the flexibility to manage their own time off. This plan replaces the former vacation and sick leave policies. MTO provides employees with necessary paid time away from work in order to maintain a positive work/life balance.

Vacation Balance Conversion

Effective 7/1/2018 vacation balances will be converted to Managed Time Off (MTO) hours at 100% of their current hourly value up to the maximum carryover of 120 hours. To ease the transition to MTO, employees will be fronted half of their annual accrual on 7/1/2018. "Fronting" will only happen once to assist with the initial transition to MTO. The new bi-weekly MTO accrual formula will begin on 1/1/2019 and be added to the employee's MTO balance based upon years of service as of 7/1.

Scheduled Time Off

An employee may request to take scheduled time off using accrued MTO. Such requests must be submitted to the employee's supervisor or designee as far in advance as possible. Regular benefit eligible employees working at least twenty (20) hours or more per week will be able to participate in the MTO Plan on a pro-rated basis. Employee eligibility is based on employee's classification of employment as outlined in the employee handbook.

Employees are responsible for verifying the accuracy of the accrual-balance reporting. Employees are encouraged to verify balances bi-weekly and immediately report any discrepancies in writing to Human Resources or Payroll.

Accrual Policy

MTO accrual begins on an employee's initial date of hire. Employees working less than forty (40) hours will earn MTO on a pro-rated basis. MTO is earned based upon normally scheduled hours (not on overtime hours worked or compensatory time earned). MTO does not accrue when an employee is absent from work without pay

The maximum annual MTO accrual is set forth in the Accrual Schedule below. If an employee moves up on the accrual schedule the change will take place on 7/1 of the next fiscal year. Faculty is not allowed to carry over hours into the next fiscal year. Staff will be allowed to carry over a maximum of 120 hours on 7/1. Remaining excess hours for staff and faculty shall be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum of 480 hours, the excess MTO hours are forfeited. MTO hours transferred to an employee's Medical Leave Bank shall not be returned to the employee's MTO account.

Accrual Schedule

Accrual Periods	Maximum Annual Accrual
	Employees Working 40 Hours per Week
0-1.99 year	136 hours
2 – 5 years	152 hours
6 – 10 years	176 hours
11 or more	216 hours
Exempt	216 hours (27 days)
Faculty	96 hours

*Employees that currently accrue 25 days of vacation each year will be grandfathered into MTO at 256 hours (32 days) on the schedule.

Use of MTO

Employees start to accrue MTO from the first day of employment. Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.

Except in certain, limited circumstances where use of MTO is approved by Human Resources or provided by law (e.g., FMLA), an employee's request to take unpaid leave will not be granted if the employee has accrued MTO available. Human Resources shall be notified when an employee's use of MTO exceeds three (3) consecutive days due to FMLA reasons.

In some circumstances it may be necessary for an employee to have a negative balance in their MTO bank. Negative balances must be pre-approved through an employee's supervisor. Staff may not accrue a negative balance of more than 24 hours. Faculty may not accrue a negative balance of more than 16 hours. Upon separation from Southwest Tech, employees will have the negative balance deducted from their final paycheck.

Staff Use of MTO

Non-exempt employees may use time in increments of no less than one (1) hour. Exempt employees may use time in increments of four (4) or eight (8) hours.

Faculty Use of MTO

Faculty can use up to 16 hours of accrued MTO for personal reasons each fiscal year. Faculty may use time in increments of no less than one (1) hour.

Medical Leave Bank

Staff MTO hours in excess of 120 hours as of 7/1 will be transferred into the Medical Leave Bank. Faculty MTO hours in excess of 16 hours as of 7/1 will be transferred into the Medical Leave Bank. An employee may accumulate a maximum 480 hours in the Medical Leave Bank. Once an employee's balance reaches 480 hours, no additional time will be credited to the employee's Bank until the balance falls below the 480-hour maximum.

An employee may only use hours in the Medical Leave Bank for the same events which would qualify them to use State or Federal Family and Medical Leave (described in the Southwest Tech FMLA Policy), e.g., for a qualified illness, injury, and/or medical emergency of the employee or his/her covered family member, or military exigencies of the employee or his/her covered family member, subject to approval by Human Resources. The Medical Leave Bank will be used for the three (3)-day waiting period to cover time lost due to a Worker's Compensation time loss event. MTO continues to accrue when using paid time in the employees Medical Leave Bank.

Sick Leave Balances at Time of Adoption

Sick leave balances on 7/1/18 will be transferred into a personal Sick Leave Bank. Additional sick leave shall not be earned after the MTO Plan is implemented. The Sick Leave Bank refers to the sick leave benefit earned and accrued by qualified employees prior to the implementation of the MTO Plan. The Sick Leave Bank is not the same as the Medical Leave Bank or MTO. The Sick Leave Bank can be used for illness or medical appointments for yourself, a child, spouse, parent or parent-in-law suffering from an illness. The Sick Leave Bank must be used prior to MTO for these reasons until it is exhausted. The Sick Leave Bank must also be used before the Medical Leave Bank in the case of a qualified State or Federal FMLA leave until it is exhausted.

Time Off Without Pay

If an employee's Medical Leave Bank is exhausted, they must use available MTO prior to requesting time off without pay. Time off without pay is not permitted, unless authorized by State or Federal FMLA, required by other laws (e.g., ADA), or when the employee has the prior written authorization by Human Resources. MTO is not earned in pay periods during which leave is unpaid. Pay received through short- or long-term disability policies or workers' compensation, for example, will not count toward MTO accrual.

Separation from Employment

Employees are paid for the MTO they have accrued upon separation from Southwest Tech and consistent with the terms of the Southwest Tech Separation Policy. The hours of accrued MTO in an employee's account will be paid out at the employee's current wage rate (subject to withholdings). Upon an employee's separation from Southwest Tech, the employee will not be entitled to payment for unused time from their Medical or Sick Leave Bank.

Donation of MTO

If an employee has depleted or will completely exhaust their MTO bank according to Southwest Tech's FMLA policy, another staff member may make a voluntary transfer of up to sixteen hours of accrued MTO leave each fiscal year into a recipient's Medical Leave Bank. The recipient may not receive donated MTO time greater than the amount that he or she was allotted in the fiscal year in which the serious illness or injury first occurred. Donation and receipt of MTO is open to both staff and faculty. The process is voluntary and the donor will remain anonymous. Employees who are interested in donating MTO time should contact Human Resources.

Holiday Policy - DRAFT

The College provides paid time off to all full-time regular and part-time (more than 20 hours per week) regular employees on the following holidays.

Memorial Day

Summer Break
- Independence Day
- Four (4) additional days

Labor Day

Thanksgiving Day

Day after Thanksgiving

Winter Break
- Christmas Eve Day
- Christmas Day
- Three (3) additional days
- New Year's Eve Day
- New Year's Day

Spring Holiday (Good Friday)

Summer Break is observed the week of (and including) Independence Day. Winter Break is observed starting December 24 and returning on January 2 or the following Monday (Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day are included during Winter Break).

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Employees will be notified prior to the beginning of each calendar year of the actual dates on which these holidays are observed. Part-time employees are paid on a pro-rated basis (based on normal work schedule) and only for the holidays that fall during the normal work schedule. Faculty observed holidays are listed in the Compensation Guidelines.

B. Board Monitoring Report – Quality Teaching & Learning

Katie Garrity, Chief Academic Officer, will present the Quality Teaching & Learning Report. Included below is the written report. Dr. Garrity will present an overview of the report at the Board meeting.

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Quality Teaching and Learning is a key element to our mission which is to provide education and training opportunities responsive to students, employers, and communities. Long standing traditions contribute to our successful mission accomplishments including strong ties to advisory committees and employers. Recent areas of emphasis which will help us strengthen our ability to deliver on our mission include closer connections with high school partners, the development of Team Action Plans (TAP) for all programs, and 100% compliance with quality indicators from the Higher Learning Commission (HLC).

Our Vision is to be a preferred provider of education, source of talent, and place of employment in the region. Our strong performance, as evidenced by our state and national rankings, indicates we do indeed change lives by providing opportunities for success through excellence in Teaching and Learning. Indeed, our faculty and staff are highly motivated and well-qualified to continue being a leader in this area.

One of our College Values is Learning, which states: We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success. This value is achieved when we work closely with industry partners through our advisory committees and the development of programming.

Our purposes center primarily on helping people learn. The purposes include providing programming that is responsive to district workforce needs, preparing students for family-sustaining employment and career advancement, providing customized training that fosters economic growth, collaborating with K-12 students in preparation for post-secondary education, providing Adult Basic Education to bridge unskilled/low skilled individuals into post-secondary programming, and providing education and services to eliminate barriers for all in the district to participate in a full range of technical programming. We excel in delivery on our purposes when we offer high quality instruction and ensure students are learning. This is important because we excel in rates of placement and student/employer satisfaction >90%, outcomes-based funding indicators (high demand, dual enrollment, workforce training, special populations), and faculty engagement as evidenced by the WIDS and TAP and Schoology participation and service on the Academic Council. Southwest Tech also recognizes opportunity in areas Outcomes-Based Funding Indicators (ABE/GED transitions to college) <40%, WIDS completion below the line (65% currently), and co-curricular assessment development is in its infancy (clubs, teams, etc.)

Alignment with Strategic Priorities

Increase Access & Improve Success:
Southwest Tech has identified quality learning as primary in student success. The alignment of student needs identified the need for increased student increased access points. It is anticipated that this focus allows for developed initiatives for improvement of student retention, completion, and success. From these considerations, initiatives were focused on the development of Technical Skill Attainment (TSA) evaluation methods, team action plans (TAPs) for use in analysis of student learning, access, and success, and expansion of alternative delivery methods for adults and the K-12 population.

Initiatives for Increase Access and Improve Success:

1. **Technical Skill Attainment**

    Technical Skill Attainment (TSA) is a statewide strategy for evaluating student acquisition of skills upon program completion. Evaluation of required competencies are embedded in each course and instructors are able to assess student learning cumulatively. Initial TSA projects were completed statewide (a total of 3 phases will complete the projects) for programming and multiple programs are currently in review for modification and revision of desirable outcomes. All evaluation and outcomes are reported to the state with each skill evaluated as: "met, not met, or not assessed." Advisories reviewed elements of technical skills and approved evaluation and assessment documents initially, and then will review on an annual basis for relevance, industry standard changes, or course modifications. The Medical Laboratory Technician TSA document is Appendix 1 and is attached for review.

2. **Team Action Plans**

    Team Action Plans (TAP) have been designed to allow for assessment of student learning and analysis of overall design with identification of improvement. TAPs require faculty to evaluate data such as retention, completion, and student success in programming and in turn develop action items for quality improvement, compliance with curricular design (WIDS), and gauge effectiveness of delivery while planning for future institutional planning. TAPs are a method used to "close the loop" on the assessment process, guide future development and assure quality learning is taking place.

    TAP considerations include:

    Student Access:
    - Have we considered flexible scheduling for learning?
    - How we considered strategies for recruiting non-traditional students to our program?
    - What can we do to ease access and to encourage enrollment in our program and in the College?
    - What additional points of contact can we make with potential students?

- Does our program have a high school engagement activity that could be used when visiting a high school?

Student Success:
- Are 100% of program courses accurate in WIDS through the learning plan level?
- Have we considered using different learning methods to provide greater flexibility to students?
- Have we considered how we measure the quality of our teaching?
- Do we inform our students about supportive services on campus? (ie. Knox, the Student Success Coaches, Career Connections, etc.)

The initial development and annual cycle of the TAP is as follows:

Fall IVP and Program TAP plan development and guidance (beginning):
- 1 of 3 TAP plans address an improvement in one of the program student learning outcomes
- If retention/completion rate is below (an identified program/college goal), 1 program TAP plan will address retention/completion
- TAP plans in extra-academic departments (co-curricular) designed to address completion and retention, based on an identified college-wide goal

To Date:
- Over 500 syllabi have submitted through the Worldwide Instructional Development System (WIDS)
- Implementation of dual-credit course assessment has occurred
- 2nd semester of course assessment at SWTC is occurring
- 1st Organization-wide Program Student Learning Outcome Assessment with loop closure – May 2018

Fall 2018:
- Instructional Vitality Process – Year 2 for academic units and our early-adopter service areas
- Commitment to engaging all College employee in the TAP process. Working toward improvement of at least 3 quantified goals, aligned with our Strategic Priorities (HLC # 2)
- Provide for 'Ongoing professional develop and involvement of faculty and staff across the college regarding a culture of assessment that is systematic' (HLC #2) and opportunities to strengthen student success through contextualized learning surrounding the Core Abilities/employment skills in our August 2018 Learning Academy and in-service week.
- Integrated student program learning outcome/TSA data collection will continue to strengthen our assessment foundations
- Ongoing hardwiring of assessment processes

A sample TAP is attached for review. (see Appendix 2)

Statewide Initiatives (future) - Development of Student Success Centers
Focus:

- Supporting academically underprepared/poorly prepared students
- Identifying gateway courses
- Exploring careers/areas of study
- Math Course Alignment

3. Alternative and Innovative Learning

In the academic year of 2016-2017, Learning Management System (LMS) Blackboard was phased out and Schoology was implemented. Blackboard was the chosen LMS for 10 years. Moving from Blackboard to Schoology implementation allowed for the opportunity to create and provide students with tools for success. The top two tools were consistency and transparency created through the curricular development of standardized templates. Initially, a Schoology faculty group was created to serve as the leaders of Schoology implementation. This group was responsible for developing the standard template and a continuous improvement process.

Fulfilling this goal called for 100% class adoption of Schoology regardless of class delivery method. Currently, Southwest Tech offers approximately 500 classes per semester or 1,500 per year via a standardized template within Schoology.

In the past four years, Alternative Delivery has experienced steady growth. Currently the programs offered 100% online are: Leadership Development, Supply Chain Management, Cancer Information Management, Health Information Technology and Medical Coding.

FTE growth in online delivery has also grown. The graph below provides the FTE growth from 2015 to 2018.
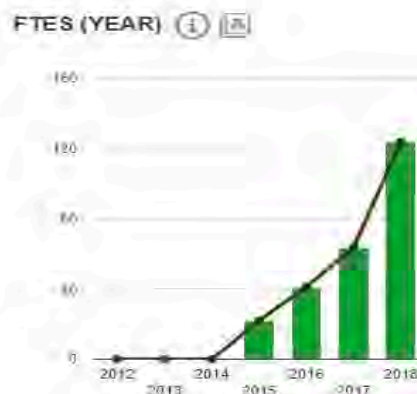
FTES (YEAR)

43

Additionally, online student enrollment has grown. The graph provides student enrollment numbers from the years 2015-2018 and provides a look at student profiles from partial to completely online enrollment.

ONLINE STUDENTS
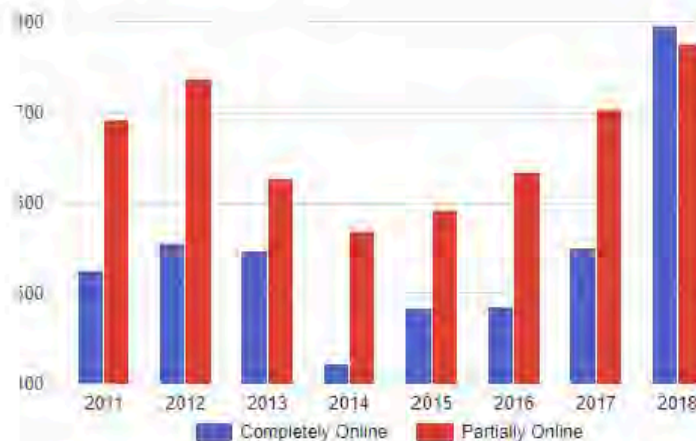
Focus areas:

1. There has been steady growth in online delivery.
2. Completely online enrollment is higher than partial enrollment.
3. Online delivery FTE generation accounts for approximately 25% of total FTE.
4. Average 1 in 4 students enrolled take online offerings.

Priorities for 2018-2019:

- Student Success: 2% increase in course completion
- Student Access: 10% annual increase in course/program offerings

4. **Competitive Positioning Statement**

Program development and consideration for training are based on multiple factors and include: identified future employer and district needs; alignment with the mission, purpose, and values of the college; sustainable wages; niche or unique programs; value added to the overall program mix; and changing industry trends. Southwest Tech has developed processes to ensure a robust program mix by evaluating and

making recommendations for current offerings that include: continuance, suspension, modification, or discontinuance. The viability process is seen below.

Existing Program Viability and Quality Review

Program quality review and program viability are integral to decisions made regarding program integrity, future sustainability, industry need and relevance, and future job market trends. These processes provide opportunity for the development of program improvement plans, marketing strategies, and operational budgetary considerations. Program viability, overall program mix, delivery methods, relevancy, cost, and continued enrollment are all factors for consideration of continuance. Programs will be reviewed annually using the scoring rubric and an algorithm as provided below.

Program Viability Review Process

Steps in Program Viability Review process:

Step 1: **Program Viability Assessment**	• This step is initiated annually. The assessment process is conducted to identify programs outside the expected range of program health.
Step 2: **Data Collection**	• Collect program data. ○ Utilize Program Viability Criteria ○ Identify and review special circumstances
Step 3: Dean and Faculty Planning	• Division dean will meet with program faculty to discuss findings. Division dean and faculty create Plan of Improvement (PI) that is adopted by the program and Division Dean.
Step 4: **Administrative Review**	• The deans present summary reports to Academic Council and complete the an Action Plan utilizing the follow options: ○ Continue program as is ○ Continue program with modifications ○ Suspend program ○ Discontinue program • Chief Academic Officer presents action plan to Executive Team for confirmation. Board action may or may not be required and will be scheduled as needed. • Academic Council is responsible for accountability of the approved Action Plan

Program Scoring Rubric:

Criteria	0 points	1 point	2 points	3 points	4 points
Job market Annual Openings - High Demand	WI less than 20 in Wisconsin, 5 in SW WI	WI 20 - 60, SW WI 5	WI 61 - 100 openings, SW WI 10	WI 101 - 195 SW WI 15 - 20	WI 196 +, SW WI 25+

45

High Wage Jobs (avg. starting wage)	Starting wage below $8.00	Starting wage from $8.00 - $11.00	Starting wage from $11.00 - $15.00	Starting wage from $15.00 - $20.00	Starting wage above $20.00
Competition	At all adjacent CC/TC areas	At some adjacent CC/TC areas	At no adjacent CC/TC areas	No competition in three state area	No competition in Greater Midwest
Economic. Dev.	Not tied to Economic Dev. Planning	Mentioned in Economic Dev. Planning	Key for local economic sector	Key factor in regional econ dev	Key factor in state econ dev
Financial Efficiency	Course additions only (vs. full program) - add 1 point	Minimal equipment needs - add 1 point	Minimal facilities needs - add 1 point	Partnership funding (not WTCS funded) - add 1 point	
WTCS Priority	Not a priority at State level	Encouraged but no State funding	possible grant funding available	Grant and/or gift funded program	

Program viability results for the 2018-2019 Academic Year:

- **Admin Professional** – Program will be suspended, develop a new program that is related through DACUM, in program design and mapping; assignments TBD
- **Instrumentation** – *Continue program as is* - low cost win to keep, 1 course (3 credits) standalone course –the rest overlaps
- **Lab Science** – Continue program with changes - multiple options –including delivery in business and industry; continue
- **Automotive Technician** – *continue program as is* - enrollment back on track; no recommendation
- **Culinary Arts/Management** – continue program with changes - marketing focus program – may merge three programs with curriculum; faculty load reductions
- **CNC** – *continue program as is* -marketing focus program
- **Agriculture programs** – *continue program as is* - marketing focus program

- **Accounting Assistant** – continue program with changes - going online for fall 18 – marketing focus program
- **Golf Course Management** – *continue program as is* - expanded articulation agreement with University of Nebraska; main need is increase retention

Southwest Tech has made considerable investments in the areas of program development and delivery, mobile units for delivery of programming on site, and future facility development that aligns with a robust program mix. Additionally, Southwest Tech is partnering with CESA 3 and the 30 K-12 school districts for specific identified program coursework for earned credit prior to high school graduation (20/2020 proposal). The opportunities identified in these initiatives will increase both adult (alternative delivery methods) and K-12 enrollments and will be aligned with current program offerings prior to high school graduation. Additionally, facility updates and alternative delivery methods such as 4 and 8 week course offerings will provide a more attractive and current program showcase while allowing for best use of space on campus.

RECOGNIZING AND VALUING PEOPLE

Pete Hoffman has been selected for the Dale P. Parnell Faculty Distinction Recognition which is awarded by the American Association of Community Colleges.

1. Candidates are considered based on four criteria including:
   - Demonstrate passion for the students and the classroom.
   - Show willingness to support students, inside and outside of the classroom.
   - Be inclined to participate in college committees.
   - Go above and beyond what is required to ensure that students are successful in their academic endeavors.

Among Pete's distinguished accomplishments are the following data points:

- Over 90% of Pete's students successfully complete their courses and over 70% of all of his students graduate.
- For at least the past decade, 100% of Pete's students are employed before or shortly after graduation.
- Over the past 18 months, Pete has facilitated in-kind donations of agricultural equipment and machinery valuing in excess of $2 million.

In addition, Pete has served in numerous volunteer capacities for the college and in the community including SWTC Foundation Board Member, chief of the local rescue squad, sexton for his church's cemetery, and state board for the Wisconsin Association of Agriculture Educators.

Cynde Larsen: Cynde has been the lead in the development of the Team Action Plans and ongoing assessment of learning throughout the college. Additionally, Cynde has monitored the WIDS compliance for above and below the line, and Southwest Tech has made significant progress in assessment and quality evaluation and improvement in HLC standards.

Dawn Adkins: Dawn has taken the lead on curriculum development and quality measures in learning plans (which include flipping the classroom), serves on the curriculum committee for review of course development, course modification, and alignment of outcomes in programming.

Karyl Nicholson: Karyl has taken a lead role in the WIDS compliance and TAP plan work at the college. Karyl has assisted faculty through the assessment and quality improvement initiatives that will improve assessment and evaluation of programming.

Kim Maier: Kim has taken the lead on creative K-12 alternative delivery models and was integral in the development of the 20/2020 plan (as submitted for your review) in collaboration with CESA 3 initiatives.

Current State of Initiatives and People to Note as of 2/21/18:

	Programs Meeting Standard as of 2/21/18	Programs Not Meeting Standard as of 2/21/18	Key Leaders in This Area. (*large number of 'volunteer hours and tasks')
WIDS Curriculum – 'Above the Line'	100% -(N=714 courses)	None	*Denise Janssen, *Dawn Adkins, *Steve McCauley, * Lisa Riley, *Amy Loy, Louise Bradley, *Christina Winch, Annette Biggin, Jeff Dornink, Tonia Breuer, John Pluemer, Danielle Seippel, Jody Millin.
WIDS Curriculum – 'Below the Line' (Learning Plans)	Over 63% (N=448 courses). Programs that have completed every course include: Building Trades, Cancer Information, Child Care, Cosmetology, Criminal Justice, Dental Assistance, Driver Safety, Early Childhood, Electrical Power Distribution, Health Information Technology, Lab Science, Medical Assistant, Medical Coding, Nursing, Security Operations, Welding.	Due date is August 1, 2018.	All of the group immediately above plus Linda Kious, and many, many other faculty members who are helping their colleagues to learn or relearn the use of WIDS to design curriculum.

	Instrumentation, Graphic & Web, Supply Chain, & Auto Tech each have just 1 below the line course to complete, so are almost complete at this point. Each of these single courses are likely in process in some way.		
Documentation of Program Outcome Assessment Plans in WIDS	100% - All programs.	None	Dawn Adkins, Amy Loy, Lisa Riley, Amanda Vissers, Annette Biggin, and all program leaders.

TSA	Feb 2017…TSA Phase II = 38 programs (56%)
	
	Feb 2018… TSA Phase II = 51 program (82%)
	
	• On Track for Phase I & II Completion
	   • Criminal Justice Studies
	   • Security Operations
	   • Cancer Information Management
	   • Precision Machining
	      • New Title: CNC Machine Operator/Programmer
	   • Culinary Specialist
	   • Food Production Assistant
	   • Direct Entry Midwife
	
	• On Track for Phase II Completion
	   • Paramedic Technician
	   • Bricklaying/Masonry (PDC)
	   • Building Maintenance & Construction (PDC)
	   • IT Computer Support Technician
	   • Supply Chain Assistant
	
	All program faculty are actively involved in the process and are moving as quickly as the process of submitting information to the state will allow.
			Lisa Riley, Amy Loy, all faculty members.

Faculty compliance with TAP plans for programs and co-curricular offerings	As of January 2018, all faculty were compliant with the TAP plan minute and semester update requirements. The weekly meeting expectation has been a key factor in moving forward all of the above initiatives. This has allowed time for faculty collaboration and for collaboration between faculty and support persons.		Faculty members, especially programs leaders, Lisa Riley, Amy Loy, Doris Pulvermacher, Mandy Henkel.
Faculty club advisor compliant with co-curricular assessment activities.	The co-curricular assessment work is on track. Barb and Melissa have met with the student club advisors, have created a plan for rolling out the process, and are completing the final edits of the tool the clubs will use for assessment.		Faculty Club Advisors, Melissa Klinkhammer, Barb Tucker.

PRESENTATION OF THE DATA

1. College Health Indicators are aligned with Department of Education Assessment Targets :
   - End-of-Program Student Learning Outcomes
   - Completion/Retention/Graduation Rates
   - Employment Rates

   Licensure/Certification Examination success rates with standardized end-of-program assessments in specific programs

Course Completion

Technical Course Completion

Academic Course Completion

50
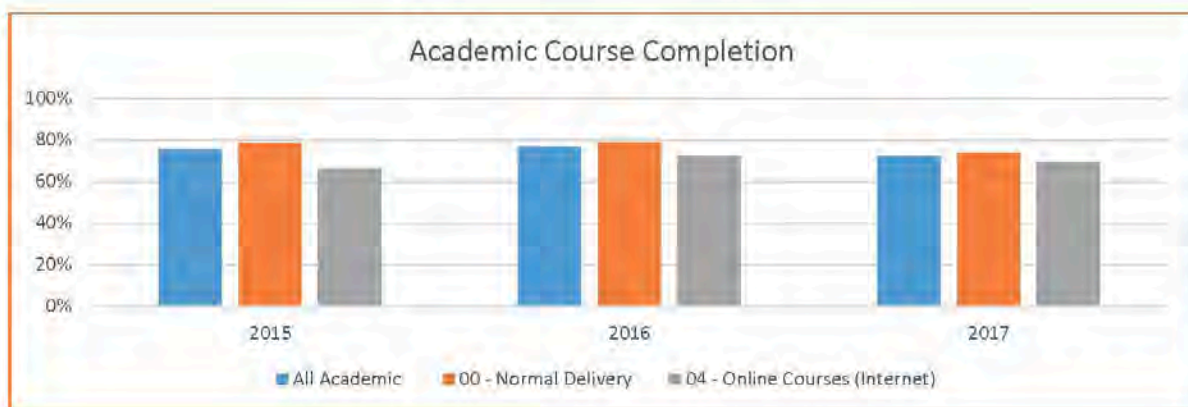
Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 22, 2018

Program Retention

2 year Programs - Retained Year 1 to 2

- 2014: 54.40%
- 2015: 53.60%
- 2016: 54.80%
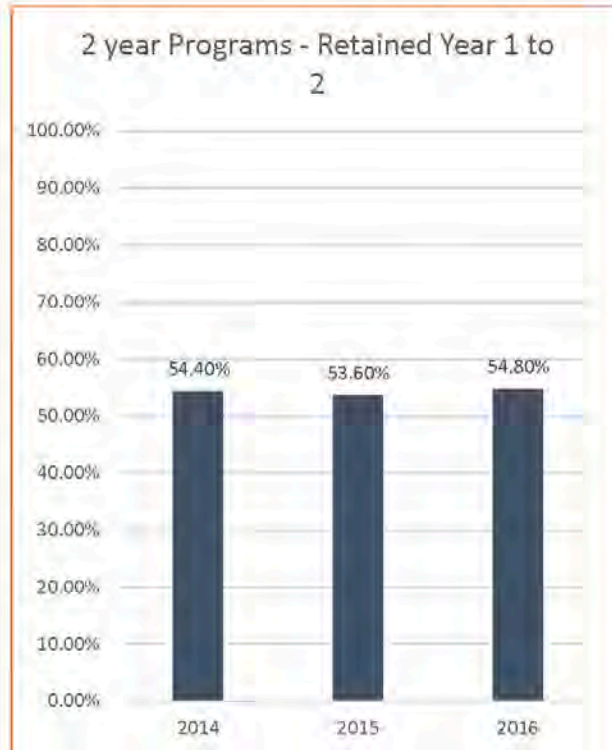
Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 22, 2018
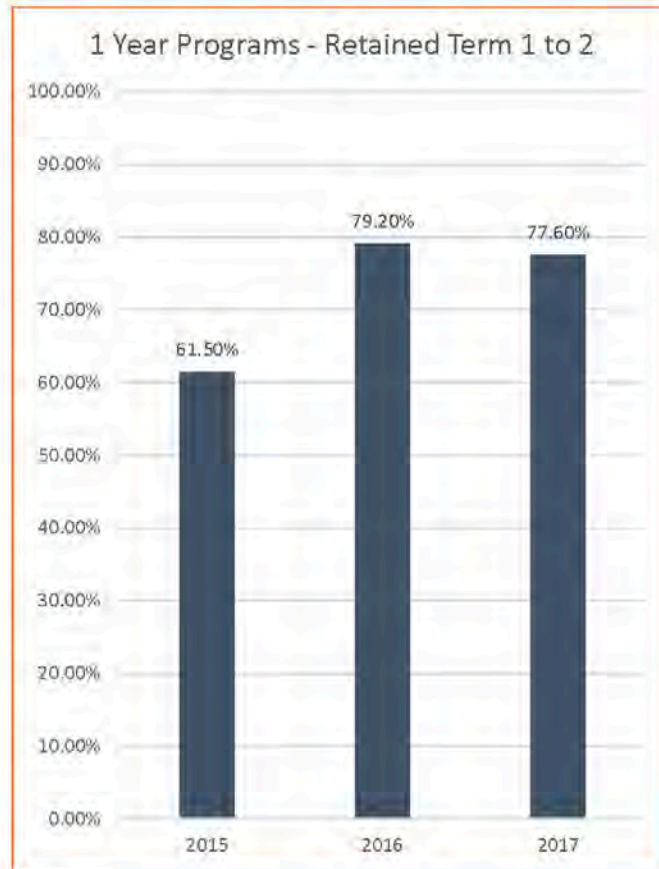
Board Monitoring Report
Academic Council – Quality Teaching & Learning – March 22, 2018

Graduation Rates
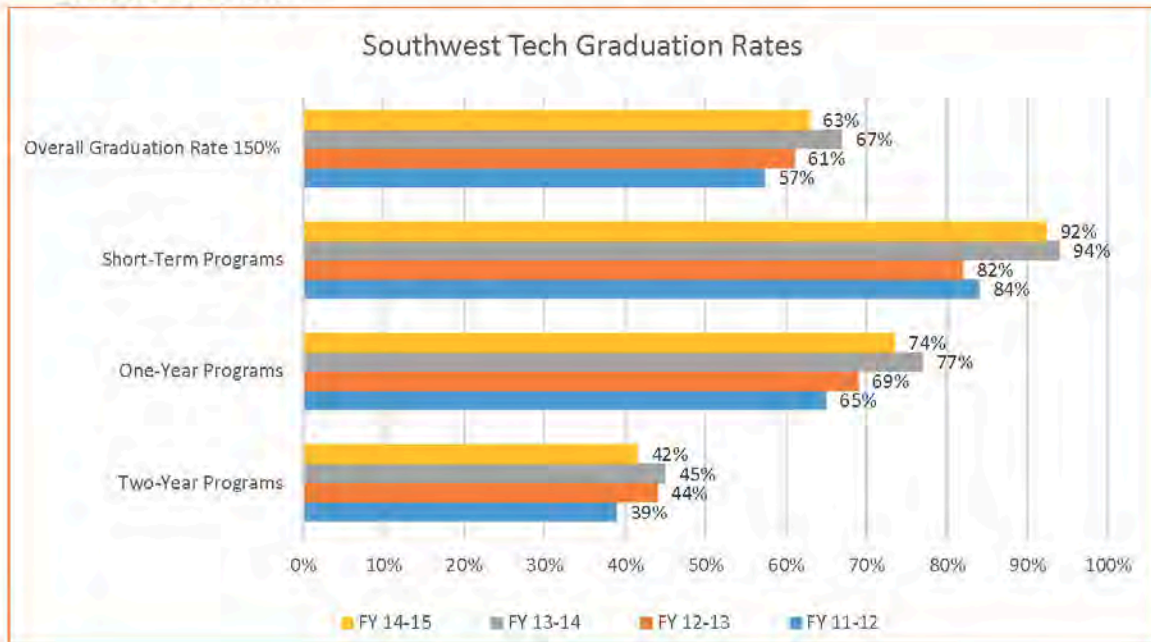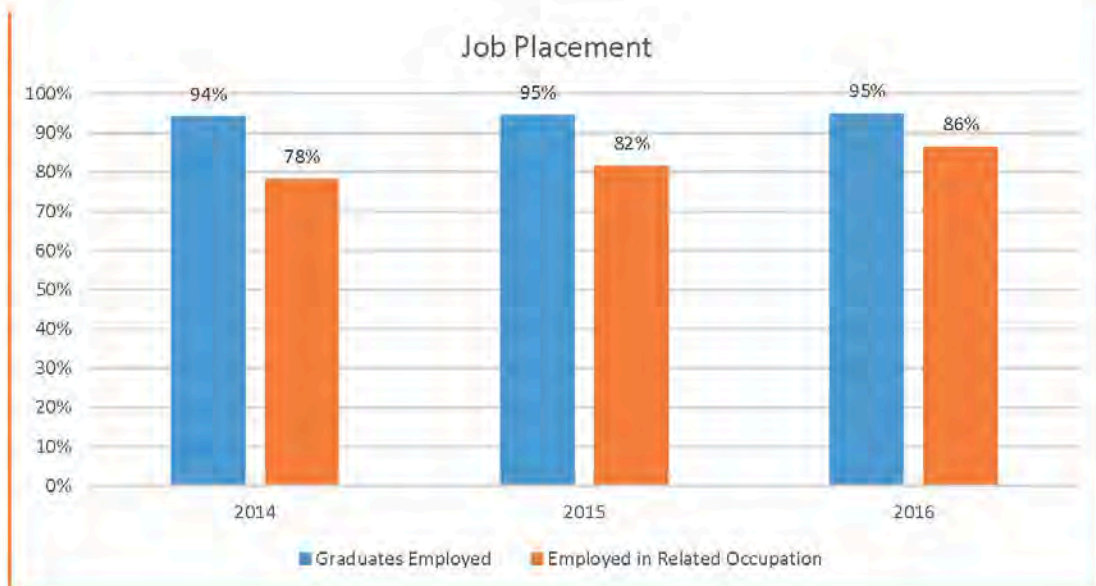
Southwest Tech Graduation Rates

	FY 14-15	FY 13-14	FY 12-13	FY 11-12
Overall Graduation Rate 150%	63%	67%	61%	57%
Short-Term Programs	92%	94%	82%	84%
One-Year Programs	74%	77%	69%	65%
Two-Year Programs	42%	45%	44%	39%

Job Placement

Job Placement

	Graduates Employed	Employed in Related Occupation
2014	94%	78%
2015	95%	82%
2016	95%	86%

<u>Key Trend Data:</u>

Outcomes-Based Funding (OBF) defines state values placed on specific criteria. Southwest Tech criteria for OBF includes: Job placement, Industry-validated curriculum, ABE success, Dual enrollment, Workforce Training, Collaboration. Included as Appendix 3 is the WTCS 2017-18 Outcomes-Based Funding report.

2017-18 OUTCOMES-BASED FUNDING

TABLE 1: Distribution of 2017-18 Outcomes-Based Funding, by College and Criteria (in $)

	Criteria 1: Job Placement	Criteria 2: High Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	College Total
Blackhawk	154,466	-	144,913	109,416	180,923	137,526	-	165,023	166,450	1,058,716
Chippewa Valley	252,745	256,379	179,711	-	-	183,813	99,511	222,220	128,651	1,323,031
Fox Valley	337,146	350,877	395,745	-	-	316,492	509,684	296,870	241,887	2,448,701
Gateway	266,643	272,129	-	322,561	302,004	338,642	244,562	-	307,001	2,053,542
Lakeshore	179,375	123,403	216,996	-	176,127	128,294	-	167,314	162,405	1,153,913
Madison Area	336,223	340,315	-	547,380	373,389	-	219,445	382,096	344,471	2,543,320
Mid-State	182,968	123,218	162,784	-	162,976	104,790	-	169,497	227,615	1,133,848
Milwaukee Area	-	280,776	403,705	547,530	546,266	-	270,296	426,567	434,300	2,909,439
Moraine Park	183,693	-	209,417	-	235,620	331,785	300,640	194,346	274,570	1,730,073
Nicolet	127,822	73,313	114,345	86,365	132,978	-	-	140,997	104,561	780,381
Northcentral	223,596	-	287,718	239,339	239,092	276,559	216,034	-	265,581	1,747,919
Northeast Wisconsin	288,945	340,501	311,361	-	-	341,053	278,004	296,655	259,348	2,115,867
Southwest Tech	185,576	-	151,137	-	121,785	107,996	205,786	157,552	138,825	1,068,657
Waukesha County	223,409	244,521	243,636	-	244,352	492,349	172,431	226,032	-	1,846,729
Western	208,333	200,792	215,042	130,222	172,664	-	-	203,585	242,031	1,372,669
Wisconsin Indianhead	254,755	265,891	191,325	-	161,798	112,817	-	179,083	107,999	1,273,667
Total	3,405,695	2,872,114	3,227,835	1,982,813	3,049,975	2,872,114	2,516,394	3,227,835	3,405,695	26,560,470

WTCS gathers job placement data by annually surveying all credential completers six months after graduation. While not all graduates choose to answer the survey, approximately two-thirds of all graduates do respond to the survey's standardized questions.

Among 2016 graduates, 95 percent of respondents in the workforce were employed, of which 82 percent reported that their job was related to their training. The percentage of graduates employed within 6 months has been 86 percent or higher for each of the past 18 years. Technical college graduates overwhelmingly stay to work and live in Wisconsin, with 93 percent of 2015-16 graduates employed in the state.

As shown in Table 2, between 65.9 and 84.1 percent of employed graduates report being employed in jobs related to their education, within six months of completing a technical college program. These averages have been shown to be consistent over time, regardless of the state's unemployment rate or the overall state of the economy.

TABLE 2: 3-Year Total, Graduates in Related Fields

	Graduates Employed	Graduates Employed in Related Fields	Percentage Employed in Related Fields
Blackhawk	703	562	79.9%
Chippewa Valley	2,259	1,900	84.1%
Fox Valley	3,866	3,169	82.0%
Gateway	2,899	2,243	77.4%
Lakeshore	1,387	1,035	74.6%
Madison Area	4,616	3,352	72.6%
Mid-State	1,188	959	80.7%
Milwaukee Area	3,679	2,641	71.8%
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Nicolet	713	470	65.9%
Northcentral	1,934	1,555	80.4%
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Statewide	35,186	27,339	77.7%

Fifty percent of the funds are distributed based on a college's job placement rate and fifty percent based on a college's proportionate share of statewide graduates that report they are working in jobs related to their programs of study. See Appendix 4 for Southwest Tech's 2016 Graduate Success Report.

ABE Transitions:
Adult Basic Education (ABE) helps adults with reading, writing, mathematics skills and career education at levels ranging from first through twelfth grade. English Language Learning (ELL) provides instruction for those whose native or dominant language is other

than English. ELL helps these learners to read, write and communicate in English in order to achieve high school completion, entry into occupational programs and work placement.

A primary mission of Wisconsin technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three years, technical colleges helped almost 18,000 students transition out of basic education.

Table 4 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

TABLE 4: Transitions from Adult Basic to Postsecondary Education

	3-Year Total
Blackhawk	731
Chippewa Valley	132
Fox Valley	413
Gateway	2,155
Lakeshore	551
Madison Area	3,657
Mid-State	361
Milwaukee Area	3,658
Moraine Park	884
Nicolet	577
Northcentral	1,599
Northeast Wisconsin	734
Southwest Tech	370
Waukesha County	515
Western	870
Wisconsin Indianhead	593
Statewide	17,800

Funds are distributed based on each college's share of the number of adult students who: (a) were enrolled in at least 12 hours of adult basic education, adult high school, or ELL courses; and then (b) successfully completed a postsecondary course, in either the year of their ABE enrollment or in the following academic year.

Analysis
Systematic processes and common understandings of meaningful retention and completion goals require us to set goals at both program and/or institution levels, and use of retention and completion data will support improvements across the College.

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Board Monitoring Report

STRENGTHS

1. Rates of placement and student/employer satisfaction >90%
2. Outcomes-Based Funding Indicators (high demand, dual enrollment, workforce training, special pops)
3. Faculty engagement as evidenced by WIDS, TAP and Schoology (and service on Academic Council)

WEAKNESSES

1. Outcomes-Based Funding Indicators (ABE/GED transitions to college) <40%
2. WIDS below the line is currently at 65%
3. Co-Curricular assessment is in its infancy (clubs, teams, etc.)

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Development and work of assessment teams – Team Action Plans aligned with Strategic Directions and based on data analysis
2. Continued Alternative Delivery design and growth
3. Program viability annual process

APPENDICES

1. Medical Laboratory Technician Technical Skill Attainment Rubric
2. Sample Team Action Plan – Physical Therapist Assistant
3. WTCS 2017-18 Outcomes-Based Funding Report
4. 2016 Graduate Success Report

Appendix 1

10-513-1 Medical Laboratory Technician TSA

Directions

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of your program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.
Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance including your areas of accomplishment and areas that need improvement.

Target Program Outcomes

A. Practice laboratory safety and regulatory compliance
B. Collect and process biological specimens
C. Monitor and evaluate quality control in the laboratory
D. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria
E. Correlate laboratory results to diagnosis of clinical conditions and/or diseases
F. Perform information processing in the clinical laboratory
G. Model professional behaviors, communication, ethics, and appearance

Rating Scale

MET   Performs adequately, meets basic standards
NOT MET   Little or no evidence of meeting basic standards

Scoring Standard

You must achieve a rating of MET on all criteria for each program outcome to demonstrate competence (passing). A rating of NOT MET on any criterion results in a NOT MET score for that program outcome and for the TSA Assessment.

Scoring Guide

Criteria	Ratings	
A. Practice laboratory safety and regulatory compliance		
Practice standard precautions	Met	Not Met
Locate emergency equipment	Met	Not Met
Demonstrate appropriate handling and disposal of biohazardous waste	Met	Not Met
Follow HIPAA regulations	Met	Not Met
B. Collect and process biological specimens		
Identify patient and specimens accurately	Met	Not Met
Process lab specimens per CLSI standards	Met	Not Met
Perform blood and other specimen collection procedures per CLSI standards	Met	Not Met
C. Monitor and evaluate quality control in the laboratory		
Take appropriate action	Met	Not Met
Assess acceptability of QC results	Met	Not Met
Use appropriate quality control protocol	Met	Not Met
D. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria		
Perform procedures following laboratory guidelines	Met	Not Met

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Recognize normal, abnormal and critical values		Met	Not Met
Operate laboratory instruments efficiently		Met	Not Met
Perform routine maintenance on laboratory instruments		Met	Not Met
Assist with troubleshooting		Met	Not Met
Determine reportability of results		Met	Not Met
E.	**Correlate laboratory results to diagnosis of clinical conditions and/or diseases**		
Recognize and correlate lab test results to hematology/coagulation findings		Met	Not Met
Recognize and correlate lab test results to chemistry findings		Met	Not Met
Recognize and correlate lab test results to blood bank findings		Met	Not Met
Recognize and correlate lab test results to microbiology findings		Met	Not Met
Recognize and correlate lab test results to immunology findings		Met	Not Met
Recognize and correlate lab test results to urinalysis findings		Met	Not Met
Correlate test results from multiple lab areas to diagnose patient clinical condition/disease		Met	Not Met
F.	**Perform information processing in the clinical laboratory**		
Perform accurate data entry		Met	Not Met
Review automated data for accuracy and consistency		Met	Not Met
Utilize Laboratory Information System (LIS)		Met	Not Met
G.	**Model professional behaviors, communication, ethics, and appearance**		
Arrive on time		Met	Not Met
Adhere to the clinical dress code		Met	Not Met
Demonstrate positive attitude		Met	Not Met
Communicate with colleagues and patients in a professional manner		Met	Not Met
Display respectful behavior		Met	Not Met
Apply ethical behaviors		Met	Not Met

Overall Score   TSA Assessment Score: **PASS**   **FAIL**

Note: Each program outcome and the over-all requirements must earn a rating of "Met" to achieve an over-all score of "Pass" on the assessment.

Student Name: **ID #:**

Evaluator Signature: **Date:**

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Appendix 2

2017-18

Team Action Plan

50 Southwest Tech

Program: PTA
Member Names: Jackie and Stacey
Fall Semester Meeting Day & Time: Wednesday 11:30 – 12:30
Spring Semester Meeting Day & Time:

Strategic Priority 1: Increase Student Access	
Questions to consider:	

1. Have we considered flexible scheduling for learning?
2. How we considered strategies for recruiting non-traditional students to our program?
3. What can we do to ease access and to encourage enrollment in our program and in the College?
4. What additional points of contact can we make with potential students?
5. Does our program have a high school engagement activity that could be used when visiting a high school?

Quality Project Title	High School Engagement Project Review Petition Process
Project Description Specific description of actions to be completed	petition requirements and the deadlines to meet them especially related to gened prerequisites.
Assigned to	Jacki and Stacey
Metric or Indicator to improve	Program Health- Head Count Enroll 16 students
Current Metric Current actual data	Ease Access and Encourage enrollment in program
Goal # or % of what you are trying to accomplish	
Target date for Completion	May 2017
Current Progress (on task, modified, delayed, complete)	On task
Mid-year Notes Describe progress to-date	Due same day as Fall semester grades
Final Notes	Due same day as Spring semester grades
Status (In Progress, Met Goal, Did Not Meet Goal)	
Professional Development Plan (add name(s) where appropriate)	

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2017-18

Team Action Plan

Program: PTA
Member Names: ___Jackie and Stacey_____
Fall Semester Meeting Day & Time: _____Wednesday 11:30 – 12:30_____
Spring Semester Meeting Day & Time:

Strategic Priority 2: Strengthen College Culture

Questions to consider:

1. What strategic collaborations can be developed with other programs/faculty?
2. Are there opportunities to strengthen our partnerships with our advising and tutoring to team members?
3. Have we identified at least one general education instructor to our program?
4. Are team members serving on college councils and groups, in addition to their core faculty team?
5. Does the team exemplify a positive college culture in our words and actions?

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Appendix 2

2017-18

Team Action Plan

50 Southwest Tech

Program: _____ PTA_____

Member Names: ___Jackie and Stacey___

Fall Semester Meeting Day & Time: _____ Wednesday 11:30 – 12:30 _____

Spring Semester Meeting Day & Time:

Quality Project Title	Strengthen our partnership with advisors and tutor team members Improve understanding of program with appropriate student success coaches
Project Description Specific description of actions to be completed	Invite to orientation/welcome day
Assigned to	Jacki and Stacey
Metric or Indicator to improve	Strengthen partnerships with advising and tutoring
Current Metric Current actual data	Improving Retention from Semester 1 to Semester 2 and Year 1 to Year 2
Goal # or % of what you are trying to accomplish	Increase 2nd year retention by 70 percent
Target date for Completion	August 2018
Current Progress (on task, modified, delayed, complete)	On task
Mid-year Notes Describe progress to date	Due same day as Fall semester grades
Final Notes	Due same day as Spring semester grades
Status (In Progress, Met Goal, Did Not Meet Goal)	
Professional Development Plan (add name(s) where appropriate)	

Strategic Priority 3: Enhance Quality of Teaching and Learning

Questions to consider:

1. Are 100% of program courses accurate in WIDS through the learning plan level?
2. Have we considered using different learning methods to provide greater flexibility to students?
3. Have we considered how we measure the quality of our teaching?
4. Do we inform our students about supportive services on campus? (ie. Knox, the Student Success Coaches, Career Connections, etc.)

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Appendix 2

2017-18

Team Action Plan

50 Southwest Tech

Program: _____ PTA_____
Member Names: ___Jackie and Stacey_____
Fall Semester Meeting Day & Time: _____ Wednesday 11:30 – 12:30_____
Spring Semester Meeting Day & Time: _____

5. Have we identified and addressed the #1 issue which interferes with the success of our program students?

Quality Project Title	Course progression FeedbackReceive Re-Accreditation
Project Description Specific description of actions to be completed.	Complete the Self Study Report and Site visit
Assigned to	acki and submitStacey
Metric or Indicator to improve	remind of available resources Retaining accreditation status and quality
Current Metric Current actual data	#25 Faculty provide timely feedback about my academic progress Job Placement
Goal # or % of what you are trying to accomplish	N/A
Target date for Completion	
Current Progress (on task, modified, delayed, complete)	On Task
Mid-year Notes Describe progress to-date	Due same day as Fall semester grades
Final Notes	Due same day as Spring semester grades
Status (In Progress, Met Goal, Did Not Meet Goal)	
Professional Development Plan (add name(s) where appropriate)	

Strategic Priority 4: Promote Financial Sustainability and Entrepreneurism

Questions to consider:

1. How could we partner with other staff to pool resources and/or create new opportunities?
2. How can we engage community partners' commitment and financial support for our programs?

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Appendix 2

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Team Action Plan

50 Southwest Tech

Program: _____PTA_____
Member Names: ___Jackie and Stacey_____
Fall Semester Meeting Day & Time: _____Wednesday 11:30 – 12:30_____
Spring Semester Meeting Day & Time:

3. Have we considered ways to reduce waste of resources in our area?
4. Can we post more resources in Schoology and create fewer handouts?
5. Do you involve industry partners with our classes and students?

Quality Project Title	
Project Description Specific description of actions to be completed.	
Assigned to	
Metric or Indicator to improve	
Current Metric Current actual data	
Goal # or % of what you are trying to accomplish	
Target date for Completion	
Current Progress (on task, modified, delayed, complete)	
Mid-year Notes Describe progress to-date	Due same day as Fall semester grades
Final Notes	Due same day as Spring semester grades
Status (In Progress, Met Goal, Did Not Meet Goal)	
Professional Development Plan (add name(s) where appropriate)	

Strategic Priority 5: Promote Campus Safety and Sustainability

Questions to consider:

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Team Action Plan

50 Southwest◆Tech

Program:_____PTA_____
Member Names:____Jackie and Stacey_____
Fall Semester Meeting Day & Time:_____Wednesday 11:30 – 12:30_____
Spring Semester Meeting Day & Time: _____

1. Are our students aware of our Mental Health Counselor and those services?
2. How can we improve awareness of emergency procedures?
3. How are our students informed about what to do when feeling unsafe or if they are aware of a threat?
4. How can we make our labs, classrooms and campus safer for our students?
5. Do we know how our students are informed of and educated about campus safety plans?

Quality Project Title	
Project Description Specific description of actions to be completed.	
Assigned to	
Metric or Indicator to improve	
Current Metric Current actual data	
Goal # or % of what you are trying to accomplish	
Target date for Completion	
Current Progress (on task, modified, delayed, complete)	
Mid-year Notes Describe progress to-date	Due same day as Fall semester grades
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Status (In Progress, Met Goal, Did Not Meet Goal)	
Professional Development Plan (add name(s) where appropriate)	

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Appendix 3

Outcomes-Based Funding

2017-18 report of the

Wisconsin Technical College System

November 2017

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EXECUTIVE SUMMARY

WTCS is the first higher education sector in Wisconsin to distribute a portion of its state aid based on the outcomes of its 16 colleges. This model of distributing state funding began with 2014-15 state fiscal year. Now in its fourth year of implementation, the outcomes-based funding model has already successfully:

- demonstrated the link between college outcomes and the funding provided by the State of Wisconsin;
- encouraged continuous improvement by the colleges in areas of strategic importance; and
- struck a balance in the distribution of state funding between accountability and innovation (i.e., outcomes-based funding at 30 percent) and the need to maintain a continuous, predictable source of funding to address on-going educational and workforce needs (i.e., formula funding at 70 percent).

WTCS has seen statewide improvements in a number of areas as established by the Legislature.

- The percentage of graduates employed in jobs related to their training has risen from 74 percent in 2013-14 to nearly 79 percent in 2015-16.
- The number of degrees awarded in high-demand fields has increased by 7 percent from 2013-14 to 2015-16.
- The number of programs with technical skills attainment assessment has jumped 142 percent between 2014 and 2016.
- The number of dual enrollment credits awarded to Wisconsin high school students has grown by 23 percent from 2013-14 to 2015-16.
- The number of workforce training credits awarded to employees of Wisconsin businesses has increased by 10 percent from 2013-14 to 2015-16.

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BACKGROUND

As authorized under 2013 Act 20 (the 2013-15 biennial budget), the Wisconsin Technical College System (WTCS) Board established a new funding model for allocating a portion of general state aid to technical colleges.

Statutory Criteria

The funding model is based on an initial nine criteria:

1) job placement rates;
2) degrees and certificates awarded in high-demand fields;
3) programs or courses with industry-validated curriculum;
4) the transition of adult basic education students to skills training;
5) the success rate of adults in basic education courses;
6) participation in dual enrollment programs;
7) workforce training provided to businesses and individuals;
8) participation in collaboration or efficiency initiatives; and
9) training provided to special populations or demographic groups unique to the district.

Act 20 further specified that:

- the funding model be used to distribute 10 percent of general state aid funding in 2014-15, 20 percent in 2015-16, and 30 percent in 2016-17;
- the remainder of general state aid be distributed based on the enrollment and cost-based statutory aid formula;
- the model use data from the three previous fiscal years; and
- each college designate seven of nine statutory criteria for use in the funding allocations.

Subsequent legislation added a tenth outcomes-based criteria, credit for prior learning, to the model. WTCS is collecting data as reported by the colleges and is working to ensure a consistent approach across the system. WTCS will incorporate the tenth criteria into the funding model and distribute funding based on the colleges' outcomes for this criteria beginning with the 2018-19 distribution.

In 2017, Wisconsin Act 59 permanently capped at 30 percent the amount of general state aid distributed to the colleges using the outcomes-based funding model.

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Allocation of Funds among Criteria

Each year, 25 percent of the total outcomes-based funding is divided equally among the nine statutorily defined outcomes criteria as the base allocation for each criteria. The remaining 75 percent of outcomes-based funding is then distributed among all criteria proportionally, based on the number of colleges selecting each criteria.

2017-18 OUTCOMES FUNDING

TABLE 1: Distribution of 2017-18 Outcomes-Based Funding, by College and Criteria (in $)

	Criteria 1: Job Placement	Criteria 2: High Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	College Total
Blackhawk	154,466	-	144,913	109,416	180,923	137,526	-	165,023	166,450	1,058,716
Chippewa Valley	252,745	256,379	179,711	-	-	183,813	99,511	222,220	128,651	1,323,031
Fox Valley	337,146	350,877	395,745	-	-	316,492	509,684	296,870	241,887	2,448,701
Gateway	266,643	272,129	-	322,561	302,004	338,642	244,562	-	307,001	2,053,542
Lakeshore	179,375	123,403	216,996	-	176,127	128,294	-	167,314	162,405	1,153,913
Madison Area	336,223	340,315	-	547,380	373,389	-	219,445	382,096	344,471	2,543,320
Mid-State	182,968	123,218	162,784	-	162,976	104,790	-	169,497	227,615	1,133,848
Milwaukee Area	-	280,776	403,705	547,530	546,266	-	270,296	426,567	434,300	2,909,439
Moraine Park	183,693	-	209,417	-	235,620	331,795	300,640	194,346	274,570	1,730,073
Nicolet	127,822	73,313	114,345	86,365	132,978	-	-	140,997	104,561	780,381
Northcentral	223,596	-	287,718	239,339	239,092	276,559	216,034	-	265,581	1,747,919
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JOB PLACEMENT

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approximately two-thirds of all graduates do respond to the survey's standardized questions.

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GRADUATES IN HIGH-DEMAND FIELDS

High-demand fields are defined as the top 50 occupations in Wisconsin with heavy employer demand for qualified workers for both new jobs as well as replacements created by turnover or retirements. Occupations are identified by comparing the Wisconsin Department of Workforce Development's (DWD) statewide, long-term occupational projections with the technical colleges' occupational training.

DWD releases its ten-year labor market projections every other year. Since the metric for graduates in high-demand fields is a three-year rolling average, two sets of DWD's ten-year labor market projections are used: 2010-2020 and 2012-2022. High-demand occupations included: nurses and related health professionals, truck drivers, welders, machinists, carpenters, accountants/auditors, and computer systems analysts.

Over the past three years, almost two-thirds of Wisconsin technical college graduates are in high-demand fields. This is the result of the longstanding practices of the technical colleges to participate in meaningful, ongoing engagement with local employers and information from local labor market analyses. Such efforts influence and inform every technical college program, including its capacity, curriculum, equipment and skillsets.

As shown in Table 3, technical colleges produced more than 84,000 degrees and credentials for Wisconsin's workforce in the past three years, including more than 55,000 credentials in fields with the most acute talent needs in the state.

TABLE 3: 3-Year Credential Totals, by Category and College

	High-Demand Fields	All Fields	Percentage
Blackhawk	1,541	2,125	72.5%
Chippewa Valley	4,151	5,952	69.7%
Fox Valley	5,681	8,900	63.8%
Gateway	4,406	5,932	74.3%
Lakeshore	1,998	2,959	67.5%
Madison Area	5,510	9,820	56.1%
Mid-State	1,995	2,781	71.7%
Milwaukee Area	4,546	8,400	54.1%
Moraine Park	2,353	3,399	69.2%
Nicolet	1,187	1,641	72.3%
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Northeast Wisconsin	5,513	8,024	68.7%
Southwest Tech	1,656	2,281	72.6%
Waukesha County	3,959	5,790	68.4%
Western	3,251	4,579	71.0%
Wisconsin Indianhead	4,305	6,290	68.4%
Statewide	55,391	84,768	65.3%

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Funds are distributed based on each college's proportionate share of the total number of degrees and certificates awarded in high-demand fields statewide.

INDUSTRY-VALIDATED CURRICULUM

Industry-validated curriculum is defined as active technical college degree and certificate programs having advisory committees comprised of local employers and employees in the relevant occupation, who provide input on equipment, course materials, instructional methods and career guidance counseling.

Technical Skill Attainment (TSA) assessments are formal, direct measurements that provide evidence that students have achieved intended program outcomes or skills. TSAs may include third-party exams, performance-based assessments, portfolios, capstone projects, clinical evaluations or other measures. TSAs measure student achievement in core industry-relevant program outcomes, while ensuring that those outcomes derive directly from valid industry standards. First introduced to Wisconsin's technical college system in 2011-12, TSAs have been implemented at every college.

FIGURE 1: Industry-Validated Programs and TSAs, 2016-17
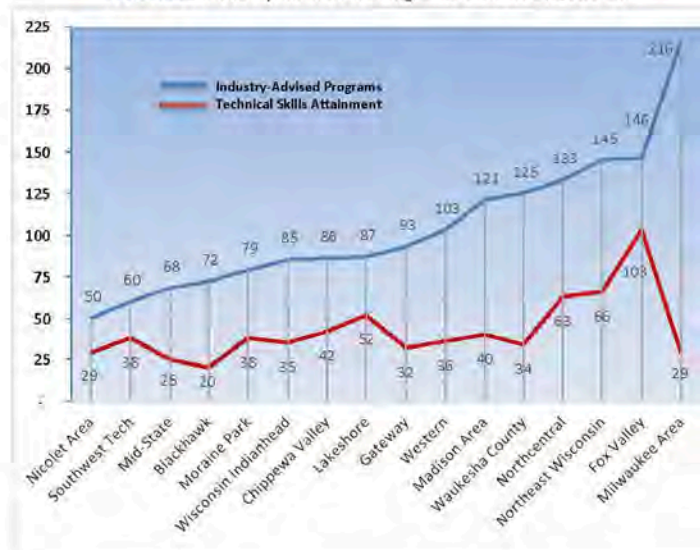
Seventy five percent of the funds are distributed based on each college's proportionate share of active programs (i.e., having enrolled students) and the remaining 25 percent is

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distributed based on each college's proportionate share of programs with TSA assessments.

ABE TRANSITIONS

Adult Basic Education (ABE) helps adults with reading, writing, mathematics skills and career education at levels ranging from first through twelfth grade. English Language Learning (ELL) provides instruction for those whose native or dominant language is other than English. ELL helps these learners to read, write and communicate in English in order to achieve high school completion, entry into occupational programs and work placement.

A primary mission of Wisconsin technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three years, technical colleges helped almost 18,000 students transition out of basic education.

Table 4 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

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Mid-State	361
Milwaukee Area	3,658
Moraine Park	884
Nicolet	577
Northcentral	1,599
Northeast Wisconsin	734
Southwest Tech	370
Waukesha County	515
Western	870
Wisconsin Indianhead	593
Statewide	17,800

Funds are distributed based on each college's share of the number of adult students who: (a) were enrolled in at least 12 hours of adult basic education, adult high school, or ELL courses; and then (b) successfully completed a postsecondary course, in either the year of their ABE enrollment or in the following academic year.

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ABE SERVICES AND SUCCESS

This criteria relates both to the proportionate share of students enrolled in at least 12 hours of adult basic education and to each college's student success in those courses. Student success is measured by the educational gains students demonstrate on standardized pre- and post-tests.

A core function of Wisconsin's technical colleges is to provide basic skills education and promote a fully literate society. Basic skills education enables students to fully participate in Wisconsin's workforce and helps ensure that all state residents have an opportunity to better themselves economically.

More than 80,000 students took advantage of ABE services at technical colleges over the past three years. To facilitate access to Wisconsin's technical colleges and to promote these statewide interests, ABE services by law must be provided tuition-free.

TABLE 5: 3-Year Total, Adult Basic Education Students

	Number of Students
Blackhawk	2,663
Chippewa Valley	1,128
Fox Valley	4,344
Gateway	8,485
Lakeshore	3,374
Madison Area	12,097
Mid-State	1,719
Milwaukee Area	20,953
Moraine Park	4,168
Nicolet	1,421
Northcentral	5,026
Northeast Wisconsin	4,715
Southwest Tech	1,120
Waukesha County	3,567
Western	3,397
Wisconsin Indianhead	2,661
Statewide	80,838

Student success in ABE courses is defined as demonstrated educational gains on standardized national tests, which are administered and reported as a condition of the colleges' receiving federal adult basic education grants.

As shown in Figure 2, the average success rates varied by college on this measure, from 33.5 to 59.7 percent.

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FIGURE 2: 3-Year Success Rate: ABE Students Demonstrating Educational Gains
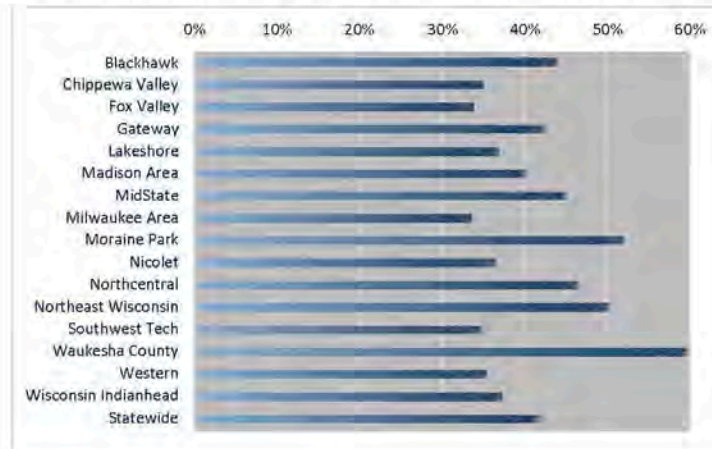
Funds are distributed based on two factors: 50 percent of funding is based on each college's proportionate share of the number of adult students who were enrolled in at least 12 hours of adult basic education, adult high school or ELL courses. The other 50 percent of funding is based on each college's "success rate," which is defined as the percentage of adult basic education, adult high school or ELL students who have demonstrated educational gains under standardized pre- and post-testing regimens.

DUAL ENROLLMENT

Wisconsin's technical colleges have provided college credit to high school students for more than 20 years, under a variety of programs designed to maximize access and minimize costs to students and their school districts.

The most popular and fastest growing of these is known as "transcripted credit." It permits students to study technical college curricula at their high school — taught by qualified high school instructors — under agreements that are revenue-neutral to both the college and the school district.

Figure 3 shows the number of dual enrollment credits issued by colleges, over the three years, used to calculate outcomes-based funding for 2017-18.

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Annual WTCS Outcomes-Based Funding Report 10

Each college works to establish and continually grow participation in these programs, even in those districts that are sparsely populated, cover a large geographical area, or have other challenges to participation.

FIGURE 3: Credits Awarded Under Dual Enrollment
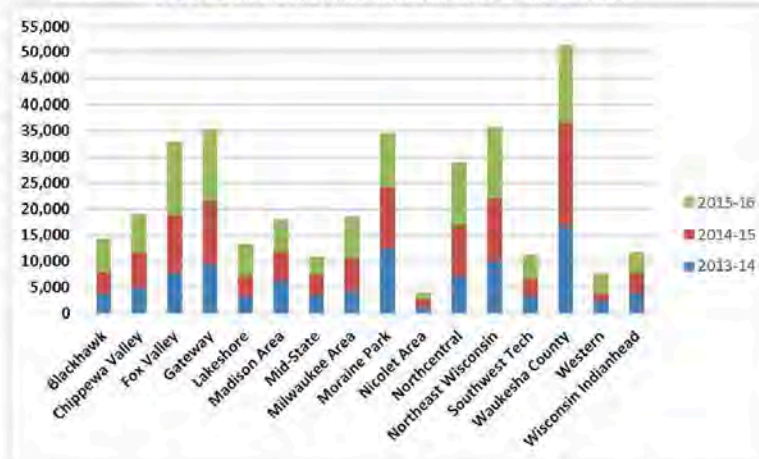
Total statewide dual enrollment credits earned by high school students at Wisconsin's technical colleges increased from 103,222 in 2013-14 to 127,250 in 2015-16 — an increase of over 23 percent in three years. Thanks to WTCS dual enrollment programs, more than 32,000 Wisconsin high school students get a head start on college each year.

Funds are distributed based on each college's proportionate share of statewide credits earned in all types of dual enrollment offerings, which include transcripted credit, advanced standing (reported once the student enrolls at a technical college, post-high school), and Youth Apprenticeship, Youth Options and Course Options programs.

WORKFORCE TRAINING

Wisconsin technical colleges are an integral component of employer success across the state: as the premiere providers of customized business solutions; apprenticeship-related classroom instruction; on-site training; and professional development, including Lean Six Sigma, sustainability, process improvement, occupational safety, and other specialized training.

WTCS-delivered customized training helps businesses increase their efficiency, productivity and worker safety. For employees, it allows them to improve their employability and earning potential. Technical colleges provide workforce training for

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more than 5,000 employers each year, including businesses of every size and representing every industry in the state. WTCS-delivered workforce training credits have increased 10 percent in the last three years from 128,377 credits in 2013-14 to 141,420 credits in 2015-16. As shown in Figure 4, the level of activity in this area varies by college: from approximately 3,600 to over 71,000 of workforce credits earned over the three years.

FIGURE 4: 3-Year Total, Workforce Training Credits

Workforce training funds are distributed based on each college's proportionate share of credits generated in each of the following areas:

- contracts to provide customized instruction to public and private employers,
- employer-paid tuition and training,
- apprenticeship education, and
- professional development seminars.

COLLABORATION

Wisconsin's technical colleges participate in a variety of local and regional collaborations and partnerships aimed at increasing efficiencies, maximizing student success and opportunities, and making the most of instructional resources. The six statewide partnerships in which all 16 technical colleges participate were chosen as standard measures for the purposes of the collaboration criteria.

Districts Mutual Insurance (DMI), for example, was formed by the colleges for the purposes of insuring property, automobile, liability, workers' compensation and other risk. Since its establishment more than 13 years ago, DMI has saved taxpayers over

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$14 million in insurance premiums, through the collective buying power of all 16 institutions and lowered administrative overhead. Similarly, the WTCS Purchasing Consortium takes advantage of the colleges' combined purchasing power to save on supplies and services common across all 16 colleges.

Funds are distributed based 50 percent on each college's proportionate share of full-time equivalent students and 50 percent as an amount equally divided among the colleges. To be eligible under this criteria, a college must maintain membership in the following WTCS statewide partnerships:

- Districts Mutual Insurance,
- District Boards Association,
- Purchasing Consortium,
- Marketing Consortium,
- Wisconsin Student Government, and
- Worldwide Instructional Design System (WIDS).

SPECIAL POPULATIONS

The final criteria recognizes special student populations or demographic groups that may be considered unique to certain technical college districts, such as older dislocated workers and returning veterans. These groups may require specialized support services in order to reach their academic and career goals.

TABLE 6: 3-Year Total, Special Populations Served by Wisconsin Technical Colleges

	All Students	Pell Recipients (low income)	Students of Color	Veterans	Incarcerated	Dislocated Workers	Students with Disabilities
Blackhawk	22,905	4,557	4,306	305	378	85	788
Chippewa Valley	44,186	7,606	3,368	518	48	132	1,095
Fox Valley	136,137	10,737	16,898	1,158	1,826	624	1,807
Gateway	58,476	11,929	19,210	871	811	432	2,664
Lakeshore	36,131	3,145	4,222	241	646	395	663
Madison Area	108,470	15,141	24,130	1,428	1,026	962	3,983
Mid-State	21,953	5,313	1,879	293	368	257	1,632
Milwaukee Area	109,535	26,006	59,302	1,340	724	793	4,256
Moraine Park	50,006	4,021	6,348	320	4,650	421	1,953
Nicolet	19,920	2,199	1,514	124	150	90	571
Northcentral	53,754	7,510	5,398	433	2,390	638	1,483
Northeast WI	107,366	12,522	13,196	1,016	1,341	545	2,555
Southwest Tech	27,815	2,201	1,628	97	567	146	1,412
Waukesha Cnty.	66,684	6,345	10,537	724	703	278	2,018
Western	33,849	5,887	4,298	569	1,221	226	1,773
WI Indianhead	59,532	4,377	3,569	315	468	273	1,124
Statewide	956,719	129,496	179,803	9,752	17,317	6297	29,777

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Half of available funds for this criteria are distributed based on each college's proportionate share (i.e., headcount) of the six special populations: students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers and persons with disabilities. The remainder is distributed based on each college's percentage of special population students, relative to their total student population.

CONCLUSION

Statewide statistics only tell part of the story. Behind these many positive statewide outcomes is the day-to-day dedication of WTCS presidents, administrators, instructors and staff who work collaboratively to align their respective institutions with these important outcomes and help create Wisconsin's 21st century workforce.

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Appendix 4

50 1967 2017 YEARS **Southwest Tech**

1800 Bronson Blvd., Fennimore, Wisconsin
800.362.3322 (tdd: 608.822.2072) • www.swtc.edu

2016 Report

Graduate Success

98% of graduates are **satisfied/very satisfied** with their training.

About **67%** of Southwest Tech graduates report the main reason for attending Southwest Tech is directly tied to **employability.**

95% were employed within the first year of graduation.
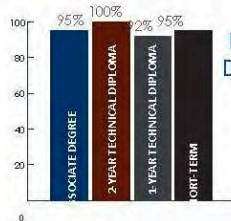
Employment by Degree Level

(Bar chart: 95% ASSOCIATE DEGREE, 100% 2 YEAR TECHNICAL DIPLOMA, 92% 1 YEAR TECHNICAL DIPLOMA, 95% SHORT TERM)

93% of graduates are employed within Wisconsin

64% are within the 5-county district
29% are in Wisconsin but outside the district
7% are employed outside of the state

Top 10 Programs of 2016
Based on Median Hourly Wage*

Program	Wage
Electrical Power Distribution	$27.07
Nursing - Associate Degree	$26.30
Physical Therapist Assistant	$22.00
Electromechanical Technology	$20.00
Practical Nursing	$19.22
Medical Coding Specialist	$18.90
Criminal Justice – Law Enforcement	$18.40
Health Information Technology (HIT)	$17.25
IT-Network Communication Specialist	$17.00
Welding	$16.42

*Median salaries reflect the middle salary where half of the responding graduates received more than the salary shown and half received less than the salary shown.

If you need an accommodation to visit campus, call 608.822.2631 or email accom@swtc.edu.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

PHOTO
Paige Winkler
2017 Graduate
Graphic & Web Design

Board Monitoring Report
Academic Council – Quality Teaching & Learning – March 22, 2018

Graduate Success Results by Program

725 Graduates
474 respondents (65%)

PROGRAM	No. of Grads	No. of Grads Still in School	No. of Grads Replied	No. of Grads Employed	Employed in Related Occupation	Employed in Unrelated Occupations	Employed in SWTC District	Median Hourly Wage^	Hourly Wage Range
Two-Year Associate Degree								$17.89	$8.01-$36.00
Accounting	2	0	2	2	2	0	1	*	*
Administrative Professional	5	1	5	4	4	0	1	$15.14	$13.75-$17.67
Agribusiness/Science Technology	21	0	20	20	18	1	12	$13.23	$8.01-$20.00
Business Management	23	0	16	10	9	1	7	$14.50	$9.50-$17.89
Cancer Information Management (CIM)	1	0	1	1	1	0	0	*	*
Criminal Justice–Law Enforcement	15	2	13	10	8	2	6	$18.40	$13.04-$28.72
Culinary Arts	10	0	7	6	6	0	3	$13.75	$12.00-$21.63
Culinary Management	1	0	1	0	0	0	0	*	*
Direct Entry Midwife	10	0	8	6	6	0	0	*	*
Early Childhood Education	9	0	6	6	6	0	5	$12.44	$8.50-$14.00
Electromechanical Technology	19	0	14	13	13	0	7	$20.00	$13.50-$28.51
Golf Course Management	12	0	8	8	7	0	2	$14.50	$12.00-$17.86
Graphic & Web Design	7	1	6	5	5	0	3	$15.00	$11.00-$16.00
Health Information Technology (HIT)	5	0	5	5	5	0	2	$17.25	$12.00-$21.15
Human Services Associate	10	2	6	4	3	1	2	*	*
IT-Network Communication Specialist	7	0	3	3	3	0	3	$17.00	$10.00-$24.52
Medical Laboratory Technician	3	0	1	1	1	0	0	*	*
Nursing - Associate Degree	41	1	30	27	27	0	14	$26.30	$21.19-$36.00
Physical Therapist Assistant	14	0	14	14	14	0	3	$22.00	$18.57-$24.00
Supervisory Management*	4	0	3	2	2	0	1	*	*
Technical Studies - Journeyworker	2	0	2	2	2	0	1	*	*
Two-Year Technical Diploma								$14.00	$8.24-$18.48
Ag Power & Equipment Technician	18	0	16	16	14	1	5	$14.00	$8.24-$18.48
Automotive Technician	8	1	6	5	5	0	4	$11.75	$9.50-$16.00
One-Year Technical Diploma								$12.00	$8.50-$34.50
Accounting Assistant	6	1	4	1	0	0	1	*	*
Auto Collision Repair & Refinish Technician	6	1	5	4	3	1	3	*	*
Building Trades-Carpentry	7	0	3	3	2	1	2	*	*
Child Care Services	4	0	2	2	2	0	1	*	*
Cosmetology	21	0	14	12	10	1	4	$9.00	$8.50-$18.00
Culinary Specialist	2	1	1	0	0	0	0	*	*
Dairy Herd Management	18	3	14	11	6	1	4	$12.50	$10.00-$26.60
Electrical Power Distribution	21	0	12	10	9	1	1	$27.07	$18.00-$34.50
Industrial Mechanic	4	1	3	1	1	0	1	*	*
IT-Computer Support Technician	5	1	2	1	0	1	0	*	*
Laboratory Science Technician	2	0	1	1	1	0	0	*	*
Medical Assistant	26	2	22	15	14	1	9	$14.75	$12.50-$16.25
Office Support Specialist	2	0	1	1	1	0	1	*	*
Practical Nursing	18	3	12	8	8	0	7	$19.22	$16.19-$28.85
Welding	36	2	19	14	12	2	8	$16.42	$15.00-$25.00
Less Than One-Year Technical Diploma								$11.68	$8.00-$28.00
Criminal Justice–Academy	18	1	5	4	4	0	3	$22.00	$14.00-$24.65
CNC Setup/Operator	4	0	1	0	0	0	0	*	*
Dental Assistant	10	0	8	6	3	3	2	$14.50	$14.00-$15.00
Medical Coding Specialist	17	1	13	10	5	4	5	$16.90	$14.50-$23.75
Nursing Assistant	199	44	104	51	39	10	38	$12.20	$9.50-$18.00
College-Wide	721	72	473	354	306	34	190	$15.00	$8.01-$36.00

^ Median salaries reflect the middle salary where half of the responding graduates received more than the wage shown and half received less than the wage shown.
* This program is designed for individuals presently employed in supervisory positions or those desiring such positions; therefore, salary may not be accurately reflected.

Where are Southwest Tech's 2016 Graduates Employed?

Alliant Energy	Cummins Emissions Solutions	J & R Underground	Reddy Ag Service
American Family Insurance	Dairyland Power Coop.	KelSeeds, LLC	Richland Hospital
Atrium Post Acute Care	Dependable Solutions	Lactalis	Sauk Prairie Healthcare
Cabela's	Design Homes	Lafayette Police Department	Southwest Health
Cardinal Glass	Grant Regional Health Center	Mineral Point Medical Center	The Herald Independent
Common Sense Child Birth	Green Oasis	Nu-Pak, Inc.	Trackside Solutions
Country Club of the Rockies	Hodan Community Services	PSSI	University of Iowa Healthcare
Crossing Rivers Health	Industrial Combustion	Rayovac	Wingra Stone

C. Staffing Update

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

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Sara Biese	Health Information Technology Instructor (HIT) (Part-time)	Jeanne Smoczyk	8/1/2017	BS $47,297-$75,203 MS $52.202-$83.000 $60,000 (at 50% load)
2	New Position	Online Navigator	Heather Ringberg	7/10/2017	Hourly Band B23 $18.96 - $24.65 Hired at $19.00/hour
3	New Position	Welding Instructor/Mobile Lab Specialist (Part-time)	Ben Halvorson	8/14/2017	BS $47,297-$75,203 $53,500 (at 50% load)
4	New Position	Assistant College Controller/Foundation Accountant	Kim Govier	7/31/2017	Salary Band C42 $47,777-$66,888 Hired at $54,000
5	New Position - Internal posting	Director of Agriculture	Deb Ihm	7/1/2017	Salary Band D62 $62,198-$90,187 Hired at $61,500 (75% of $82,000)
6	Replacement-Ed Edwards & Marlene Klein	Academic Success Coaches - (Part-time, LTE)	Patricia Greenwood (15 hrs) Emily Leibold (5 hours - online)	8/23/2017 8/28/2017	Hourly Band B24 $20.32 - $26.41 Hired at $25.00/hour

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	Replacement - Matt Lansing	Farm Business/Production Management Instructor	Kory Stalberg	10/15/2017	BS $47,297-$75,203 MS $52,202-$83,000 Hired at $62,000
8	Replacement - John Troxel	Technology Support Specialist	Jake Wienkes	10/2/2017	Salary Band C42 $47,777-$66,888 Hired at $25.40/hour
9	New Position	Midwifery Instructor)FT - LTE)	Hilary Schlinger	11/1/2017	BS $47,297-$75,203 Hired at $62,000
10	Replacement - Anna Stremlau	Student Success Coach	Kyle Bennett and Cora Beth Halverson	12/11/2017	Salary Band C42 $47,777-$66,888 Hired at 48,000
11	Replacement - Michael Mann	Evening Custodian	Tim Lyne	1/19/2018	Hourly Band A12 $15.28 - $18.34 Hired at $15.28/hour
12	Replacement - Karla Blackbourn	Associate Degree Nursing Instrucor	Pam Bartels	1/8/2018	BS $47,297-$75,203 Hired at $62,000

Staffing Update 2017-18 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position (Cora Halverson's FA position will not be replaced)	Assistant Financial Aid Manager	Cora Halverson	3/1/2018	Salary Band C42 $47.777-$66.888 Hired at $53,000
14	Replacement - Katharine Caywood	Marketing Specialist	Interviews Scheduled	4/1/2018	Salary Band C42 $47,777-$66,888
15	Replacement - Lori Garvey	Disability Services Specialist	Posted	5/16/2018	Salary Band C42 $47,777-$66,888

Information and Correspondence

A. Enrollment Report

The 2017-18 Comparison FTE Report and Fall 2018 Application Report are available below. Caleb White will be available at the meeting for any questions.

2017-18 Comparison FTE Report

Program Code	Program Title	03-13-17 Students	03-12-18 Students	Student Change	03-13-17 FTE	03-12-18 FTE	FTE Change
	Southwest Tech Here. Now.		**2016-2017 and 2017-2018 FTE Comparison**				
10-101-1	Accounting	40	37	(3)	28.90	27.93	(0.97)
10-106-6	Administrative Professional	9	5	(4)	7.90	4.47	(3.43)
10-006-2	Agri-Business/Science Technology (OLD)	35	7	(28)	34.13	2.20	(31.93)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt (NEW)	7	16	9	6.30	13.80	7.50
10-006-5	Agribusiness Science & Technology - Agronomy (NEW)	16	24	8	15.77	25.80	10.03
10-006-6	Agribusiness Science & Technology - Animal Science (NEW)	16	25	9	12.97	25.13	12.17
10-102-3	Business Management	88	112	24	61.50	83.73	22.23
10-530-5	Cancer Information Management	36	72	36	20.87	40.13	19.27
10-504-X	Criminal Justice Studies	51	59	8	46.70	45.20	(1.50)
10-316-1	Culinary Arts	12	14	2	9.70	11.70	2.00
10-317-1	Culinary Management	8	8	-	7.30	6.73	(0.57)
10-510-6	Direct Entry Midwife	60	48	(12)	22.40	25.67	3.27
10-307-1	Early Childhood Education	36	47	11	29.00	34.73	5.73
10-620-1	Electromechanical Technology	39	39	-	35.23	34.50	(0.73)
10-325-1	Golf Course Management	14	17	3	14.10	16.83	2.73
10-201-2	Graphic And Web Design	41	36	(5)	35.40	31.73	(3.67)
10-530-1	Health Information Technology	47	64	17	28.60	37.43	8.83
10-520-3	Human Services Associate	55	39	(16)	39.13	30.20	(8.93)
10-825-1	Individualized Technical Studies	9	16	7	8.13	14.70	6.57

Program Code	Program Title	03-13-17 Students	03-12-18 Students	Student Change	03-13-17 FTE	03-12-18 FTE	FTE Change
10-150-X	IT-Network Specialist (NEW)	39	34	(5)	33.53	23.77	(9.77)
10-513-1	Medical Laboratory Technician	19	17	(2)	12.83	13.37	0.53
10-543-1	Nursing - Associate Degree	223	205	(18)	121.83	104.40	(17.43)
10-531-1	Paramedic Technician (NEW)	3	2	(1)	0.57	0.70	0.13
10-524-1	Physical Therapist Assistant	45	48	3	32.23	30.17	(2.07)
10-196-1	Leadership Development	32	41	9	16.17	19.03	2.87
10-182-1	Supply Chain Management	30	36	6	12.90	17.20	4.30
10-499-5	Technical Studies-Journey Worker	1	1	-	0.20	0.27	0.07
	Total Associate Degree	**1,011**	**1,069**	**58**	**694.30**	**721.53**	**27.23**
31-101-1	Accounting Assistant	3	8	5	1.97	4.33	2.37
30-531-6	Advanced EMT	8	9	1	1.07	1.93	0.87
32-070-1	Agricultural Power & Equipment Technician	34	36	2	35.87	31.50	(4.37)
31-405-1	Auto Collision Repair & Refinishing Technician	17	17	-	13.77	9.07	(4.70)
32-404-2	Automotive Technician	35	32	(3)	27.70	26.47	(1.23)
31-408-1	Bricklaying & Masonry	1	1	-	0.57	0.87	0.30
31-475-1	Building Trades - Carpentry	14	9	(5)	12.87	7.27	(5.60)
31-307-1	Child Care Services (ETD)	12	3	(9)	8.60	2.80	(5.80)
30-420-2	CNC Setup/Operation (ETD)	2		(2)	0.70		(0.70)
31-502-1	Cosmetology	23	22	(1)	14.70	18.13	3.43
30-504-2	Criminal Justice-Law Enforcement 720 Academy (NEW)	17	9	(8)	7.10	4.30	(2.80)
31-317-1	Culinary Specialist (ETD)	4	4	-	3.50	1.47	(2.03)
31-091-1	Dairy Herd Management (OLD)	19	2	(17)	19.53	1.30	(18.23)
30-508-2	Dental Assistant - Short Term	17	14	(3)	9.57	7.80	(1.77)
30-812-1	Driver and Safety Education Certification (NEW)	9	19	10	2.30	5.30	3.00
31-413-2	Electrical Power Distribution	24	29	5	22.87	26.63	3.77
50-413-2	Electricity (Construction) Apprentice	24	22	(2)	3.50	2.87	(0.63)
30-531-3	Emergency Medical Technician	58	67	9	15.33	16.33	1.00
32-080-4	Farm Operations & Management - Ag Mechanics(NEW)		1	1		0.33	0.33
32-080-3	Farm Operations & Management - Dairy (NEW)	1	5	4	0.43	4.20	3.77
31-080-3	Farm Operations & Management - Dairy Technician(ETD)(NEW)	1	2	1	0.40	0.73	0.33
32-080-6	Farm Operations & Management - Livestock (NEW)	1	-	(1)	0.33	-	(0.33)
31-080-7	Farm Operations & Management - Livestock Tech(ETD)(NEW)		1	1		0.93	0.93

Program Code	Program Title	03-13-17 Students	03-12-18 Students	Student Change	03-13-17 FTE	03-12-18 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	11	8	(3)	1.60	1.70	0.10
31-620-1	Industrial Mechanic (ETD)	7	7	-	5.17	5.07	(0.10)
31-154-6	IT-Computer Support Technician	21	20	(1)	14.47	10.83	(3.63)
31-513-1	Laboratory Science Technician	6	4	(2)	3.47	2.40	(1.07)
31-509-1	Medical Assistant	35	34	(1)	28.90	28.10	(0.80)
31-530-2	Medical Coding Specialist (ETD) (NEW)	48	54	6	22.93	25.60	2.67
30-543-1	Nursing Assistant	210	221	11	26.10	26.03	(0.07)
31-106-8	Office Support Specialist	6	2	(4)	5.73	0.70	(5.03)
50-427-5	Plumbing Apprentice	22	18	(4)	3.06	3.40	0.34
31-420-7	Precision Machining Technology (NEW)	1	8	7	1.03	8.00	6.97
31-504-5	Security Operations (ETD) (NEW)		2	2		1.20	1.20
31-182-1	Supply Chain Assistant (ETD)	1	6	5	0.43	2.40	1.97
31-442-1	Welding	72	60	(12)	53.40	46.93	(6.47)
	Total Technical Diploma	**764**	**756**	**(8)**	**368.96**	**336.93**	**(32.03)**
20-800-1	Liberal Arts - Associate of Arts	16	17	1	6.83	5.30	(1.53)
20-800-2	Liberal Arts - Associate of Science	15	26	11	5.57	10.17	4.60
	Undeclared Majors	297	487	190	43.43	80.60	37.17
	Total	**2,103**	**2,355**	**252**	**1,119.09**	**1,154.53**	**35.44**
	Percent of Change						**3.17%**
	Vocational Adult (Aid Codes 42-47)	3,368	3,456	88	63.96	70.36	6.40
	Community Services (Aid Code 60)	53	31	(22)	0.26	0.13	(0.13)
	Basic Skills (Aid Codes 73,74,75,76)	342	308	(34)	32.37	35.73	3.37
	Basic Skills (Aid Codes 77 & 78)	831	740	(91)	51.40	46.33	(5.07)
	Grand Total	**6,697**	**6,890**	**193**	**1,267.08**	**1,307.09**	**40.01**
	Total Percent of Change						**3.16%**
	(ETD= Embedded Technical Diploma)						

Fall 2018 Application Report

Program Application Comparison 2017/18 vs. 2018/19									
		03/14/17			03/12/18				
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		YOY
Accounting			24	24		13	13		-11
Accounting Assistant			2	2		2	2		0
Administrative Professional			4	4					-4
Agribusiness Science & Technology - Agbus Mgmt	20		10	10		14	14		4
Agribusiness Science & Technology - Agronomy	20		7	7		6	6		-1
Agribusiness Science & Technology - Animal Science	20		17	17		12	12		-5
Agricultural Power & Equipment Technician	22		31	31		21	21		-10
Auto Collision Repair & Refinish Technician	22		4	4		10	10		6
Automotive Technician	22		22	22		25	25		3
Building Trades-Carpentry	20		15	15		9	9		-6
Business Management			24	24		27	27		3
Cancer Information Management	30		32	32	15	40	55		23
Child Care Services	13		4	4		9	9		5
CNC Machine Operator/Programmer	15					5	5		5
Cosmetology	24		19	19		15	15		-4
Criminal Justice Studies	70		66	66		37	37		-29
Culinary Arts			18	18		13	13		-5
Culinary Management			1	1		0	0		-1
Culinary Specialist			0	0		0	0		0
Dental Assistant	18		24	24		21	21		-3
Early Childhood Education	28		20	20		27	27		7
Electrical Power Distribution	24		77	77		67	67		-10
Electro-Mechanical Technology	24		14	14		10	10		-4
Farm Operations & Management - Ag Mechanics	20		7	7		4	4		-3
Farm Operations & Management - Crops Operations	20		1	1		3	3		2
Farm Operations & Management - Crops	20		1	1		0	0		-1
Farm Operations & Management - Dairy	20		6	6		13	13		7
Farm Operations & Management - Dairy Technician	20		2	2		3	3		1
Farm Operations & Management - Farm Ag Maintenance	20		1	1		3	3		2
Farm Operations & Management - Livestock	20		4	4		0	0		-4
Farm Operations & Management - Livestock Tech	20		2	2		4	4		2
Golf Course Management			7	7		10	10		3
Graphic and Web Design	25		20	20		23	23		3
Health Information Technology	22		29	29	7	21	28		-1
Human Services Associate	31		22	22		15	15		-7
Industrial Mechanic	6		3	3		1	1		-2
Instrumentation and Controls Technology	6		1	1		3	3		2
IT-Computer Support Technician			7	7		13	13		6
IT-Network Specialist			12	12		26	26		14

Program											
Laboratory Science Technician	15			3	3			4	4		1
Leadership Development								1	1		1
Liberal Arts - Associate of Arts			9	3	12		34	2	36		24
Liberal Arts - Associate of Science			18	1	19		8	1	9		-10
Medical Assistant	32			35	35			57	57		22
Medical Coding Specialist	23			53	53		9	31	40		-13
Medical Laboratory Technician	16		5	5	10		5	3	8		-2
Nursing-Associate Degree	54		115	62	177		108	75	183		6
Nursing-Associate Degree-Part-time	28		1	21	22		2	34	36		14
Office Support Specialist				1	1						-1
Paramedic Technician				7	7			5	5		-2
Physical Therapist Assistant	18		24	18	42		13	8	21		-21
Precision Machining Technology	15			5	5						-5
Security Operations				2	2			1	1		-1
Supervisory Management				2	2						-2
Supply Chain Assistant				0	0			1	1		1
Supply Chain Management				8	8			4	4		-4
Undecided			24	0	24		25	0	25		1
Welding	40			43	43			33	33		-10
TOTAL			**196**	**829**	**1025**		**226**	**785**	**1011**		**-14**

B. Chairperson's Report

    2. April 12-14 District Boards Association Conference

C. College President's Report

      1. Student Interactions
      2. College Happenings

D. Other Information Items

**Establish Board Agenda Items for Next Meeting**

A. Agenda for Next Board Meeting

1. Out-of-State Tuition Waiver
2. Foundation Quarterly Report

B. Time and Place

Thursday, April 26, 2018, at 7:00 p.m.; Southwest Tech Campus, Rooms 492-493

Adjourn to Closed Session

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

1. Discussion of personnel issues per Wis. Stats. 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. Discussion of preliminary notices of non-renewal, post-retirement health benefits, and executive team two-year contracts per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Approval of Closed Session Minutes – February 23, 2018

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment