



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**March 28, 2019**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**



### **BOARD MEETING NOTICE/AGENDA**

Thursday, March 28, 2019

5:45 p.m. – Presentations on Co-Curricular Assessment and Using Meaningful Retention and Completion Goals at the Institutional Level

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 28, 2019, 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**

The March 28, 2019, agenda is included with the electronic Board material.

##### **B. Minutes of the Board Retreat/Regular Meeting of February 22-23, 2019**

Minutes from the February 22-23, 2019, Board retreat/regular meeting 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.

##### **D. Contract Revenue**

There were 12 contracts totaling \$15,910.60 in February 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

##### **E. Personnel Items**

Two retirements and one resignation are being presented for approval in the Personnel Report.

**Recommendation:** Approve the Consent Agenda, as presented.

## **OTHER ITEMS REQUIRING BOARD ACTION**

### **A. Second Reading of Governance Policy 2.6: Acting President**

Included in the electronic Board documents is the second reading of the Governance Policy 2.6: Acting President.

**Recommendation:** Approve the second reading of Governance Policy 2.6: Acting President, as presented.

### **B. Lease for Richland Center Outreach Site**

Included in the Board material is a lease with TWA Properties of Richland Center, WI, for 3,400 square feet of office/classroom space located at 373 W. Sixth Street, Richland Center, WI. This will be the location for Southwest Tech's Outreach Site in Richland Center when the current lease ends on June 30, 2019.

**Recommendation:** Approve the 61-month lease with TWA Properties of Richland Center, WI, beginning June 1, 2019, and ending on June 30, 2024, for 3,400 square feet of office and classroom space located at 373 W. Sixth Street, Richland Center, WI 53581.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Performance Management Tool**

Krista Weber, Chief Human Resources Officer, and Josh Bedward, Master Electrician/Facilities Lead, have led the performance management project team and will update the board on the proposed tool to be used in performance management. The draft performance management tool and timeline are included in the electronic board material.

### **B. Board Monitoring Report - Quality Teaching & Learning**

Dr. Katie Garrity, Chief Academic Officer, will present the Quality Teaching & Learning Board Monitoring Report. The report is included with the electronic Board material.

### **C. Outreach Sites Overview**

Dr. Garrity will review the current outreach sites and introduce potential options for outreach locations. Information will be available at the Board meeting.

### **D. Master Facilities Plan including Student Life Options**

Holly Clendenen, Executive Director of College Advancement, and Dan Imhoff, Director of Facilities, Safety & Security, will provide an update on the Master Facilities Plan including potential student life options. Included with the electronic Board material is a draft PowerPoint presentation.

### **E. 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 2018-19 Comparison Enrollment Report and the Fall 2019 Application Report are included in the electronic Board material.

### **B. Chairperson's Report**



**C. College President's Report**

1. Enterprise Resource Planning (ERP) System Update
2. Scholarship Gift
3. Data Integrity
4. College Happenings

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. ERP Presentation and Recommendation
2. Out-of-State Tuition Waiver
3. Foundation Quarterly Report

**B. Time and Place**

The next regularly scheduled meeting will be held on Thursday, April 25, 2019. The Board meeting will begin at 7:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus, Fennimore, WI.

**ADJOURN TO CLOSED SESSION**

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

1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
2. 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.}
3. Discussion of preliminary notices of non-renewal 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.}
4. Approval of Closed Session Minutes – February 22, 2019

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The March 28, 2019, 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 28, 2019

5:45 p.m. – Presentations on Co-Curricular Assessment and Using Meaningful Retention and Completion Goals at the Institutional Level

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 28, 2019, 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 22-23, 2019
- 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. Second Reading of Governance Policy 2.6: Acting President
- B. Lease for Richland Center Outreach Site

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Performance Management Tool
- B. Board Monitoring Report - Quality Teaching & Learning

- C. Outreach Sites Overview
- D. Master Facilities Plan including Student Life Options
- E. 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 property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
  - 2. 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.
  - 3. Discussion of preliminary notices of non-renewal per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
- B. Approval of Closed Session Minutes – February 22, 2019

### **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](mailto:accom@swtc.edu)}**

## ***B. Minutes of the Board Retreat/Regular Board Meeting of February 22-23, 2019***

### **MINUTES OF THE RETREAT/MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE FEBRUARY 22-23, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting/retreat commencing at 12:16 p.m. on February 22, 2019, at Southwest Tech's Outreach Site located at 413 W. Spring Street, Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Cynde Larsen, Barb Tucker, Krista Weber, Caleb White, Kris Schoville, Tonia Breuer, Krista Demo, Amanda Vissers, John Pluemer, Lisa Riley, Haylee Freymiller, Denise Janssen, Lori Needham, Jody Millin, Cindy DiSalvo, Barb McCormick, and Amy Loy.

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 22-23, 2019**

**Southwest Tech Outreach Site  
316 W. Spring Street  
Dodgeville, WI 53533**

**Friday, February 22, 2019  
12:00 p.m. – Working Lunch / Board Meeting / Retreat**

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The February 22-23, 2019, 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 Dodgeville 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

#### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Accreditation Prep

1. First Area of Improvement: Assessment of Student Learning
  - WIDS Above the Line
  - WIDS Below the Line
  - Technical Skill Attainment
  - Instructional Vitality Process
2. Second Area of Improvement: Culture of Assessment
  - Connections to Planning
  - Team Action Plans
  - Professional Development
  - Involvement of Faculty and Staff

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of January 24, 2019
- 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 #1819-07 – Bullet Catch
- B. RFP: Economic Impact Study & Other Research Projects
- C. First Reading of Governance Policy 2.6: Acting President

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Budget Priorities & Assumptions
- B. Staffing Update
- C. Administrative Services Report

### **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 property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
  2. 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.}.

3. Discussing Executive Team contracts per Wis. Statutes 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.}
4. Approval of Closed Session Minutes of January 24, 2019

### **RECONVENE TO OPEN SESSION**

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

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. District Board/President Dialogue

The Board will adjourn until 8:45 a.m. on Saturday, February 23, 2019. The Board will have dinner and breakfast for social purposes only and no College business will be conducted.

**Saturday, February 23, 2019  
8:45 a.m. – Board Retreat**

**Southwest Tech Outreach Site  
316 W. Spring Street  
Dodgeville, WI 53533**

### **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Budget Priorities
- B. District Board/President Dialogue
  1. College Financing
  2. Master Facilities Plan
  3. Market Parity/Impact Pay
  4. Outreach Sites
- C. Review of Retreat

### **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](mailto:accom@swtc.edu)}**

Faculty and staff provided presentations to the Board on assessment of student learning and the culture of assessment. Barb Tucker, Executive Director of College Effectiveness; Lisa Riley, State Reporting & Curriculum Coordinator; Amy Loy, Evaluation Facilitator; and Denise Janssen, Academic Programs & Health Occupations Administrative Assistant presented on the processes the College is using to address the two areas of improvement identified above. Faculty and staff provided a demonstration of assessment related to the following:

#### ***WIDS Above & Below the Line***

Presenters: Medical Assistant Instructors Tonia Breuer and Kris Schoville

#### ***Technical Skill Attainment***

Presenter: Dental Assistant Instructor Krista Demo

### **Team Action Plans**

- Faculty Presenters: Math/Science Faculty Michael Madsen, John Pluemer, and Amanda Vissers and Cosmetology Faculty Cindy DiSalvo and Barb McCormick
- Staff Presenters: Administrative Professionals Haylee Freymiller, Denise Janssen, Jody Millin, and Lori Needham

After a review of the Consent Agenda, including the February 22-23, 2019, agenda; January 24, 2019, Board minutes; financial reports; nine contracts totaling \$26,889.26 in January 2019; an employment recommendation for Kyle McCorkle – Electrical Power Distribution Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Nickels seconded the motion; motion carried.

Three bids were received from vendors for Bid \$1819-08 – Bullet Catch. Mr. Moyer moved to award the bid for the SWTC Bullet Catch project in the amount of \$138,000 to Action Target, Provo, UT. Ms. Fitzsimons seconded the motion; motion carried.

A Request for Proposals (RFP) was initiated in December 2018 for a consultant/partner to conduct multiple analysis needed to create a comprehensive Economic Impact Study for Southwest Tech and additional research projects. Five vendors submitted proposals. Mr. Bolstad moved to award the Economic Impact Study/Research Consulting Services contract for only Project #1 (Economic Impact Study) to Economic Modeling, LLC, Moscow, Idaho, for \$19,500. Ms. Nickels seconded the motion; motion carried.

Presented for approval was a first reading of the Governance Policy 2.6: Acting President due to another position being added to the list of those identified to serve as acting president. Mr. Tuescher moved to approve the first reading of Governance Policy 2.6: Acting President, as presented. Ms. Wonderling seconded the motion, motion carried.

Caleb White, Vice President for Administrative Services, and President Jason Wood presented information relevant to the budget assumptions and parameters. The 2019-20 budget parameters will focus on: Engage Students in High-Quality Learning; Enhance a Culture of Accountability; Promote our Economic Impact. Budget assumptions being made include a slight increase in district net new construction valuation and tuition rates, general state aid appropriation, grant funding, and health and dental insurance to remain flat, and gas and water/sewer utility rates to increase six percent. The budget is being built on a projected 1300 FTEs.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting two current open positions—Associate Degree Nursing Instructor and Ag Power & Equipment Technician Instructor. The enrollment report reflected a three percent decrease in FTEs compared to last year. The fall application report showed a decline of 11 percent in applications from the previous year.

Caleb White updated the Board on the OPEB buyout and impact, 2019-2022 budget forecasting including financing, and the ten-year facilities plan with updated financing.

Ms. Nickels moved to adjourn to Closed Session for the purpose of discussing property acquisition per Wis. Stats. 19.85(1)(e) and personnel issues per Wis. Stats. 19.85(1)(f) and Executive Team contracts per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 3:43 p.m. The Board reconvened to open session at 4:23p.m. with no action taken.



Discussion followed on budget priorities with no action taken.

The Board recessed at 5:22 p.m. The Board had dinner and breakfast for social purposes only and no College business was conducted. The Board of Southwest Wisconsin Technical College reconvened the Board Retreat/meeting commencing at 8:45 a.m. on February 23, 2019, at Southwest Tech's Outreach Site located at 413 W. Spring Street, Dodgeville, Iowa County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Russell Moyer, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Jane Wonderling

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

The Board reviewed the list of budget priorities and provided feedback on their priorities. Other topics discussed included master facilities plan, market parity/impact pay, the outreach sites, and recruitment. No approvals were made on any of the topics.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting with Ms. Nickels seconding the motion. The motion carried and the meeting adjourned at 11:33 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 02/01/2019 - 02/28/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
SWTC REAL ESTATE FOUNDATION	SPR 1819 HOUSING	SPR 1819 Housing	\$111,405.56	
SHOP DOG INDUSTRIES	1038	Portable electric power unit	\$14,000.00	
CHIPPEWA VALLEY TECHNICAL	2018 GRANT	GRANT #177 REIMBURSEMENT	\$12,627.00	
CAMPUS WORKS INC	6612	Due following first look mtg	\$12,000.00	
TIMETRADE SYSTEMS INC	INV11760	scheduling software	\$10,400.00	
OYEN CONSTRUCTION LLC	56	Duplex Insulation	\$7,324.00	
ACTION TRAINING SYSTEMS INC	18703	Replacement DVDs Fire 1 & II	\$7,215.25	
GALLAGHER STUDENT HEALTH & RISK	24224	Students enrolled fall 1819	\$6,582.00	
OPG-3 INC	2892	CCP Concierge Care pkg	\$6,400.00	
DIGITALBARN.US	SWTC-030119	Site retargeting; leadership d	\$6,395.00	
Tara A Salamon	1628146	Opp Student Refund	\$5,206.90	
Jamie R Sue	1628301	Opp Student Refund	\$5,188.25	
Britney R Wall	1628052	Opp Student Refund	\$5,178.00	
CENGAGE LEARNING	66096241	E-books fall 18-19	\$4,832.00	
Daniel J Sullivan	1628105	Opp Student Refund	\$4,459.72	
Erica A Dederich	1628194	Opp Student Refund	\$4,351.48	
Marie Stimpson	1622193	Opp Student Refund	\$4,200.35	
Fallon M Fure	1628061	Opp Student Refund	\$4,192.78	
Virginia L Wittman	1628421	Opp Student Refund	\$4,157.56	
	1628320	Opp Student Refund	\$4,139.02	
Crystal S Cavender	1628403	Opp Student Refund	\$3,830.84	
Jennifer A Waldner	1628159	Opp Student Refund	\$3,797.78	
Tyler E Ley	1628154	Opp Student Refund	\$3,693.19	
Taylor D Bangert	1628152	Opp Student Refund	\$3,672.32	
Douglas L Steiner	1628108	Opp Student Refund	\$3,658.71	
Onna M Wallace	1628101	Opp Student Refund	\$3,618.12	
Sara A Brendemuehl	1628060	Opp Student Refund	\$3,603.05	

Vendor	Invoice #	Description	Amount	
Tabitha L Pralle	1628255	Opp Student Refund	\$3,589.00	
Kiah L Hoesly	1628207	Opp Student Refund	\$3,514.19	
Nicholas R Le Brun	1628499	Opp Student Refund	\$3,487.29	
Lindsay B Edwards	1628495	Opp Student Refund	\$3,486.30	
SYMETRA LIFE INSURANCE COMPANY	1404499	Life Insurance	\$3,454.44	
Ryan G Pederson	1628414	Opp Student Refund	\$3,438.75	
Gwendolyn R Cory	1628160	Opp Student Refund	\$3,438.03	
SYMETRA LIFE INSURANCE COMPANY	1406251	Feb Life Ins	\$3,426.17	
Chace D Rickard	1628067	Opp Student Refund	\$3,370.50	
Anna M Ninneman	1628384	Opp Student Refund	\$3,304.75	
Kristenna J Mack	1628137	Opp Student Refund	\$3,302.94	
Sandra L McCullick	1628161	Opp Student Refund	\$3,300.06	
Alexis A M Smith	1628214	Opp Student Refund	\$3,236.28	
Ashley Hohmann	1628332	Opp Student Refund	\$3,208.13	
BRAUDT AUTOMOTIVE SERVICE, INC.	96762	vehicle service #22	\$3,164.01	
Brendan Werner	1628482	Opp Student Refund	\$3,156.94	
Amanda D Sutton	1628205	Opp Student Refund	\$3,151.45	
Jalya J Turner	1628064	Opp Student Refund	\$3,104.46	
Marissa A Hoehne	1628156	Opp Student Refund	\$3,098.50	
Marissa C Delmedico	1628475	Opp Student Refund	\$3,084.48	
Sarah A Fuelling	1628110	Opp Student Refund	\$3,079.53	
Rubilly F Wilson	1628473	Opp Student Refund	\$3,052.94	
Alyssa M Marx	1628201	Opp Student Refund	\$3,045.92	
Sheldon M Rodriguez-Black	1628119	Opp Student Refund	\$3,017.20	
OPG-3 INC	2899	Quick Fields	\$3,004.72	
SCOREBUILDERS	11391	PTA Review Course	\$3,000.00	
Samantha M Lammers	1628508	Opp Student Refund	\$2,994.35	
Jessica L Nicholls	1628489	Opp Student Refund	\$2,952.94	
HALLADA AUTO GROUP	41243A	WO# 561	\$2,947.16	
Emily L Page	1628457	Opp Student Refund	\$2,937.56	
Kevin H Smith	1628402	Opp Student Refund	\$2,917.50	
REILLE AUDREY	122818	Exec coaching program	\$2,900.00	
Erin R Hemmer	1628078	Opp Student Refund	\$2,878.68	
Wesley J Beadle	1628338	Opp Student Refund	\$2,871.96	
Kristina L Guinn	1628099	Opp Student Refund	\$2,870.50	
DAVEY MARTHA	106	Consult-higher learning comm	\$2,856.05	

Vendor	Invoice #	Description	Amount	
Bree K Harker	1628240	Opp Student Refund	\$2,845.75	
Ronald R Roman	1628289	Opp Student Refund	\$2,841.38	
LAB MIDWEST	1684	books	\$2,835.00	
Samantha B Cook	1628192	Opp Student Refund	\$2,802.05	
WEGNER CPAS LLP	1581098	Final audit payment	\$2,800.00	
Shayden J Behlke	1628225	Opp Student Refund	\$2,796.21	
Janelle L Johnson	1628104	Opp Student Refund	\$2,783.75	
Sophia Ann Hefel	1628372	Opp Student Refund	\$2,781.00	
Joni M Foley	1628135	Opp Student Refund	\$2,733.50	
Destiny R Shore	1628453	Opp Student Refund	\$2,730.82	
Elaine Harkness	1628380	Opp Student Refund	\$2,730.37	
Cade E Rosenow	1628391	Opp Student Refund	\$2,691.78	
Jessica L Kaufman	1628057	Opp Student Refund	\$2,674.27	
SWTC REAL ESTATE FOUNDATION	FALL 1819 HOUSING	Fall 1819 housing	\$2,662.91	
WPS HEALTH INSURANCE	020419020576	J Senn Medicare Prem	\$2,649.25	
Sara R Mergen	1628244	Opp Student Refund	\$2,649.09	
Danielle M Brockway	1628294	Opp Student Refund	\$2,612.05	
Christina M Hill	1628157	Opp Student Refund	\$2,605.77	
Cecilia A Degenhardt	1628199	Opp Student Refund	\$2,591.25	
JOHNS BODY SHOP LLC	2007 BUICK LACROSSE	2007 Buick LaCrosse rebuilder	\$2,573.50	
TYPHON GROUP LLC	3205-013019	NPST Student tracking system	\$2,570.00	
Jamie Lee A LeJeune	1628082	Opp Student Refund	\$2,540.69	
Pearl B Franke	1628381	Opp Student Refund	\$2,538.20	
Catie A Kreul	1628390	Opp Student Refund	\$2,523.09	
Amanda M Thompson	1628147	Opp Student Refund	\$2,500.44	
Austin A Durst	1629523	Opp Student Refund	\$2,500.00	
<b>Total Invoices</b>				<b>\$449,334.68</b>
<b>Purchase Orders</b>				
Vendor	PO #	Description	Amount	
HEARTLAND BUSINESS SYSTEMS	6734	ITS: SQL Server Consolidaiton/Storage	\$68,490.00	
GILL DESIGN INC	6728	Hickory Grove Site Visit	\$4,000.00	
SLOAN IMPLEMENT COMPANY, INC.	6729	Ag Power: Electrical/Hydraulic Test Kits	\$3,296.09	
PARISI & VENTURINI CORP	6730	Ag Bus: Cow Model	\$3,122.00	
<b>Total Purchase Orders</b>				<b>\$78,908.09</b>

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WTCEBC Jan 2019	CMTRX00002302	WDL000006176	\$279,523.02	
WI EFT #206603	CMTRX00002325	WDL000006228	\$115,754.55	
2.22.19 941 Fed Tax Payment	CMTRX00002317	WDL000006209	\$105,395.13	
941 ER Fed Tax 2.8.19	CMTRX00002303	WDL000006177	\$104,693.91	
2.22.19 WI State Tax PR	CMTRX00002317	WDL000006211	\$20,845.32	
WI DOR Tax #1-643-460-640	CMTRX00002303	WDL000006183	\$20,757.37	
Jan 2019 Sales Tax	CMTRX00002315	WDL000006205	\$11,953.89	
SYMETRA LIFE INS #1406819	CMTRX00002314	WDL000006198	\$9,528.85	
DeltaDental #254989	CMTRX00002316	WDL000006206	\$7,035.92	
WI Deferred #751152056	CMTRX00002307	WDL000006187	\$6,230.00	
WI Deferred #753542930	CMTRX00002318	WDL000006217	\$6,230.00	
Hasler 2.11.2019	CMTRX00002313	WDL000006196	\$5,000.00	
Merchant Service Jan 2019 Fe	CMTRX00002299	WDL000006169	\$4,574.41	
DentalDental Jan 2019 #25030	CMTRX00002302	WDL000006175	\$3,878.00	
DentalDental #256125	CMTRX00002320	WDL000006219	\$3,366.21	
<b>Total Bank Withdrawals</b>				<b>\$704,766.58</b>
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 2/8/2019	UPRCC00000845	WDL000006163	\$282,135.43	
Direct Deposit 2/22/2019	UPRCC00000852	WDL000006204	\$281,641.36	
Direct Deposit 2/22/2019	UPRCC00000850	WDL000006202	\$26,665.75	
Direct Deposit 2/8/2019	UPRCC00000844	WDL000006162	\$20,493.44	
Direct Deposit 2/22/2019	UPRCC00000847	WDL000006199	\$7,054.55	
Direct Deposit 2/8/2019	UPRCC00000843	WDL000006161	\$6,143.12	
Direct Deposit 2/22/2019	UPRCC00000848	WDL000006200	\$4,194.03	
Direct Deposit 2/8/2019	UPRCC00000841	WDL000006159	\$3,375.93	
Direct Deposit 2/8/2019	UPRCC00000842	WDL000006160	\$2,799.34	
<b>Total Payroll</b>				<b>\$634,502.95</b>
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 1.22.2019	CMTRX00002301	WDL000006174	\$81,629.86	
US Bank ending 02.05.2019	CMTRX00002316	WDL000006208	\$55,854.38	
<b>Total Purchase Cards</b>				<b>\$137,484.24</b>
<b>Total Purchases &gt; \$2,500</b>				<b>\$2,004,996.54</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 02/28/2019			
<b>Receipts</b>			
Fund			
1 General	6,998,610.18		
2 Special Revenue	-		
3 Capital Projects	8,466.00		
4 Debt Service	-		
5 Enterprise	88,126.20		
6 Internal Service	315,034.36		
7 Financial Aid/Activities	1,822,282.81		
<b>Total Receipts</b>		<b>9,232,519.55</b>	
<b>Expenses</b>			
Fund			
1 General	1,560,833.29		
2 Special Revenue			
3 Capital Projects	200,613.60		
4 Debt Service			
5 Enterprise	88,323.56		
6 Internal Service	303,451.71		
7 Financial Aid/Activities	1,964,741.39		
<b>Total Expenses</b>		<b>4,117,963.55</b>	
<b>Net cash change - month</b>			<b>5,114,556.00</b>
<b>EOM Cash Balances</b>			
-American Operating 0356	257,314.43		
-American Cash Deposit 062 (Fenn)	-		
-American Money Market 502 (Fenn)	5,093,240.95		
-American Investment 1324	18,449,752.91		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,201,760.94		
<b>Ending Cash/Investment Balance</b>		<b>25,005,009.23</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 8 Months ended February 2019							
	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,355,000.00	18,928,183.93	81.05	84.32	80.03	93.42	89.06
General Fund Expenditures	24,685,400.00	15,159,558.37	61.41	60.07	58.66	61.76	58.49
Capital Projects Fund Revenue	4,050,000.00	4,028,148.15	99.46	103.56	101.09	99.59	100.52
Capital Projects Fund Expenditures	3,775,000.00	1,580,313.12	41.86	43.37	33.51	37.48	58.41
Debt Service Fund Revenue	5,616,000.00	3,547,481.17	63.17	64.94	63.62	4.18	3.47
Debt Service Fund Expenditures	5,616,000.00	609,546.26	10.85	12.27	12.57	12.68	14.03
Enterprise Fund Revenue	1,900,000.00	1,219,728.69	64.20	59.41	61.13	71.28	79.83
Enterprise Fund Expenditure	1,800,000.00	1,088,499.22	60.47	56.91	53.52	66.46	57.18
Internal Service Fund Revenue	4,385,000.00	2,568,365.90	58.57	61.91	60.31	69.23	62.45
Internal Service Fund Expenditures	4,385,000.00	2,705,490.33	61.70	63.49	61.83	75.55	74.63
Trust & Agency Fund Revenue	8,000,000.00	5,025,296.40	62.82	69.50	72.42	67.51	78.57
Trust & Agency Fund Expenditures	8,030,000.00	5,244,289.42	65.31	69.62	74.19	69.08	80.78
Grand Total Revenue	47,306,000.00	35,317,204.24	74.66	77.23	75.26	75.72	75.63
Grand Total Expenditures	48,291,400.00	26,387,696.72	54.64	55.24	54.55	57.68	58.93

#### ***D. Contract Revenue***

There were 12 contracts totaling \$15,910.60 in February 2009 being presented for Board approval. The Contract Revenue Report is included below.



# 2018-2019 CONTRACTS

2/1/2019 - 2/28/2019

## INDIRECT COST FACTOR

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 500.00	No		X	
Schreiber Foods	03-2019-0112-I-41	Machine Control	Amy Charles	8	\$ 4,944.93	No		X	
Schreiber Foods	03-2019-0112-I-41	Machine Control w/ Basic Tools	Amy Charles	8	\$ 3,336.58	No		X	
Skyline Homes, Inc	03-2019-0114-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	10	\$ 900.00	No		X	
Cazenovia Ambulance	03-2019-0117-T-42	EMT Refresher - Participant Agreement	Kris Wubben	7	\$ 778.05	No		X	
Iowa Grant School District	03-2019-0125-I-11	Heartsaver CPR/AED	Kris Wubben	34	\$ 795.28	Yes		X	
UW-Platteville	03-2019-0127-I-11	Large Van Driver	Kris Wubben	10	\$ 500.00	No		X	
SW CAP	03-2019-0129-I-41	Heartsaver CPR/AED	Kris Wubben	8	\$ 495.00	No		X	
WI Secure Program Facility	03-2019-0138-I-51	EMR Refresher	Kris Wubben	6	\$ 900.00	No		X	
WI Secure Program Facility	03-2019-0138-I-51	EMT Refresher	Kris Wubben	5	\$ 360.00	No		X	
Cobb Fire Department	03-2019-0139-I-42	Heartsaver CPR/AED	Kris Wubben	10	\$ 665.00	No		X	
Mineral Point Family Dentistry	03-2019-0144-I-41	BLS for Healthcare Provider CPR Recert.	Kris Wubben	14	\$ 630.00	No		X	
Richland County Sheriff's Dept	03-2019-0146-T-21	Assistance with EMD Dispatch Training	Kris Wubben		\$ 375.76	No		X	
KN Small Engines & Rental	03-2019-0147-I-41	Heartsaver CPR/AED w/ First Aid	Kris Wubben	9	\$ 730.00	No		X	
<b>TOTAL of all Contracts</b>				<b>129</b>	<b>\$ 15,910.60</b>				
Exchange of Services				34	\$ 795.28				
For Pay Service				95	\$ 15,115.32				

### ***E. Personnel Items***

Two retirements and one resignation are being presented for Board approval. The Personnel Report is included below.

#### **PERSONNEL REPORT March 28, 2019**

##### **Employment: NEW HIRES**

None

##### **PROMOTIONS / TRANSFERS**

None

##### **RETIREMENTS / RESIGNATIONS**

Jim Broihahn (Retirement 5/20/2019)	Building Trades-Carpentry Instructor
Tim Evans (Retirement 4/18/2019)	Dining Services - Cook
Heather Ringberg (Resignation 3/22/2019)	Online Navigator

**Recommendation:** Approve the Consent Agenda as presented.

## **Other Items Requiring Board Action**

### ***A. Second Reading of Governance Policy 2.6: Acting President***

Included in the electronic Board documents is the second reading of the Governance Policy 2.6: Acting President.

**Recommendation:** Approve the second reading of Governance Policy 2.6: Acting President, as presented.

## 2.6: Acting President

On occasion, the President of the College on account of official business, vacation, illness, or other unavoidable cause, will be absent from campus. During such absences, it is essential that provision be made so that official business may proceed.

Therefore, in the temporary absence of the President, the order of succession for President of the College will be as follows:

1. Vice President for Administrative Services
2. Executive Director for Human Resources
3. Chief Academic Officer
4. Executive Dean for Industry, Trades, and Agriculture
5. Executive Director for College Advancement

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration.

The President's Office will notify the Leadership Team when an Acting President is named and forward that notification to the Board Chair.

The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

- A. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- B. Assess and evaluate the performance of the Acting President.
- C. Provide compensation for services rendered as Acting President.
- D. Support the pursuit of a doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions through an investment of time and resources.

Adopted: 7/9/18  
Reviewed:  
Revised: 1/24/19

### POSITION DESCRIPTION

**JOB TITLE:** Acting College President

**REPORTS TO:** College President

**SUMMARY:** Under the authority delegated by the President, the Acting College President serves in the place of the President when he/she is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community College, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.

- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

**EDUCATION AND QUALIFICATIONS:**

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.

***B. Lease for Richland Center Outreach Site***

Included below is a lease with TWA Properties of Richland Center, WI, for 3,400 square feet of office/classroom space located at 373 W. Sixth Street, Richland Center, WI. This will be the location for Southwest Tech's Outreach Site in Richland Center when the current lease ends on June 30, 2019.

**Recommendation:** Approve the 61-month lease with TWA Properties of Richland Center, WI, beginning June 1, 2019, and ending on June 30, 2024, for 3,400 square feet of office and classroom space located at 373 W. Sixth Street, Richland Center, WI 53581.



## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of June 2019 by and between TWA Properties LLC, Lessor, and Southwest Wisconsin Technical College, Lessee:

### 1. PREMISES AND TERM.

1.1 Demised Premises. Lessor leases to Lessee the following:

3,400 square feet of floor space located at 373 W Sixth Street, Richland Center, Wisconsin.

1.2 Term. This lease is for a term of sixty-one (61) months commencing on June 1, 2019, and ending June 30, 2024.

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. Lessee shall have one five (5) year option to renew under the same terms and conditions (except as indicated in Section 2 below). Such renewal term will automatically commence up on the expiration if the initial term, unless either party provides written notice to the other party with their intent to terminate this lease ninety (90) days BEFORE the end of the original term.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Thousand Four Hundred and 00/100 Dollars (\$3,400.00) per month as rent for the premises for the first thirty-seven (37) months, Three Thousand Five Hundred Two and 00/100 Dollars (\$3,502.00) per month as rent for the premises for the next twelve (12) months, and Three Thousand Six Hundred Seven and 06/100 Dollars (\$3,607.06) per month as rent for the premises for the final twelve (12) months 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 Travis Wertz, XXXX, Richland Center, Wisconsin 53581 or direct deposits shall be paid to Travis Wertz checking account (routing number available upon request). If renewal per Section 1.4 is executed, payments shall be increased by 3% beginning each July 1.

### 3. USE AND SIGNS.

3.1 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.

3.2 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. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

##### 4.1 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.

##### 4.2 Maintenance.

- (a) Lessee is responsible for purchasing cleaning and paper products and is further responsible for providing general interior custodial and maintenance services of the rented space. Lessor is responsible for cleaning and maintenance of all common areas of the building.
- (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 any liens, claims or encumbrances and in as good condition as the premises existed at the commencement of this lease, ordinary wear and tear, and damage by fire, act of God, casualty or other cause not due to misuse and neglect by Lessee or Lessee's agents, servants, customers, visitors or permittees excepted.

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

#### 5. ALTERATIONS.

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

#### 6. ASSIGNMENT AND SUBLETTING.

6.1 Lessee shall not have the right, without Lessor's written consent, to assign this lease or sublet the demised premises or any part thereof with the exceptions of any non-profit, governmental or agency partners of the College.

#### 7. TAXES.

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

#### 8. OTHER FACILITIES.

8.1 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. INDEMNITY - LIABILITY INSURANCE

9.1 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.

9.2 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.

#### 10. NOTICES.

10.1 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 Travis Wertz, XXXXXX, Richland Center, WI 53518, 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.

#### 11. QUIET ENJOYMENT.

11.1 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.

11.2 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.

#### 12. COMPLETE AGREEMENT AND CONSTRUCTION FORM OF AGREEMENT.

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 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.

### 13. MISCELLANEOUS PROVISIONS.

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

13.2 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.

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


### 14. BINDING EFFECT.



14.1 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 \_\_\_\_\_ 2019.

BY:

  
Travis Wertz, Lessor

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

BY:

\_\_\_\_\_  
Vice President of Administrative Services

Date of Board authorization: March 28, 2019

**RESOLUTION  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE BOARD**

WHEREAS, Southwest Wisconsin Technical College has demand for use of outreach facilities for Basic Education and other outreach programming to meet the needs of the Richland Center area, and

WHEREAS, Southwest Wisconsin Technical College has recognized the need for an off-campus facility in Richland Center of approximately 3,400 square feet to meet classroom/office demand, and

WHEREAS, Southwest Wisconsin Technical College has considered the lease for a new facility located at 373 W. Sixth Street, Richland Center, WI, and

WHEREAS, Southwest Wisconsin Technical College has the ability to fund the off-campus Richland Center facility from operational funds obtained through program fees and tax levy,

BE IT THEREFORE RESOLVED that the District Board of Southwest Wisconsin Technical College approves the lease of approximately 3,400 square feet located at 373 W. Sixth Street in Richland Center, WI, to provide an off-site classroom/office space.

Adopted and recorded this 28<sup>th</sup> day of March, 2019.

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Melissa J. Fitzsimons  
Vice-Chairperson

ATTEST:

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Darlene Mickelson  
Secretary

## **Board Monitoring of College Effectiveness**

### ***A. Performance Management Tool***

Krista Weber, Chief Human Resources Officer, and Josh Bedward, Master Electrician/Facilities Lead, have led the performance management project team and will update the board on the proposed tool to be used in performance management. The draft performance management tool and timeline are included below.

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# SOUTHWEST TECH

## PERFORMANCE EXPECTATIONS REVIEW

EMPLOYEE NAME: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

### VISION AND MISSION

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

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

*Employee Self-Reflection Question:* Briefly explain the most important way you can contribute to the vision and mission of the college. \_\_\_\_\_

### JOB EXPECTATIONS

Do both the employee and manager have a clear understanding of the expectations of the job? If yes, please initial.

Employee Initials \_\_\_\_\_ Supervisor Initials \_\_\_\_\_

### ANNUAL GOALS/PROFESSIONAL DEVELOPMENT PLANS

Develop or review professional goals for the year. All goals should align with the strategic initiatives. Faculty – use Professional Development Plans for this section.

1. (College/TAP Goal)

2. (Individual Goal)

3. (Professional Development Goal)

### STRENGTHS AND OPPORTUNITIES

*Strengths*

*Development Opportunities*



## PERFORMANCE EXPECTATIONS SECTION

Each section consists of expectations based on our College Values and Core Abilities.

**Instructions:** Place a check in the box that best summarizes performance since the last review; or for the period of time the employee has held the position. After completing the rating for each expectation, appropriate comments must be documented to support each Exceptional Performance or Does Not Meet Expectations rating.

**Performance Expectations Rating Definitions:** Please read each definition carefully.

Exceptional Performance:

Demonstrates performance at a consistently higher level when compared to the expectations of the job. Employee possesses all necessary skills and has an effective and extensive knowledge of all aspects of responsibilities. Must exceed all associated core abilities for each expectation and consistently go above and beyond to positively model this expectation to our students and co-workers. (2 points)

Meets Expectations:

Demonstrates consistent performance at an acceptable level. Employee must successfully and consistently complete the assigned work, with few exceptions. Must meet all associated core abilities for each expectation and consistently model this expectation to our students in a positive manner. (1 point)

Does Not Meet Expectations:

Demonstrates performance below acceptable levels and does not meet the standards and requirements for acceptable performance in the areas being rated. Employee at times is inconsistent and ineffective. Does not meet one or more associated core abilities for each expectation and has not consistently demonstrated this expectation to our students. (0 points)

## VALUE/CORE ABILITY EXPECTATIONS

<b>ACCOUNTABILITY</b>	Exceptional Performance (2 points)	Meets Expectations (1 point)	Does not Meet Expectations (0 points)
<p>A. Is punctual and makes productive use of working hours. Properly manages time off. Adjusts schedule to meet Department needs when necessary.</p> <p><b>CORE ABILITIES:</b>  <i>23. Attend regularly and on time.</i>  <i>24. Display productive work ethic.</i>  <i>31. Use effective, efficient processes.</i></p>	N/A		
<p>B. Complies with the various regulatory components required of their job.</p> <p><b>CORE ABILITIES:</b>  <i>2. Conform to the technical standards of a profession.</i>  <i>27. Maintain necessary knowledge and skills.</i></p>	N/A		
<p>C. Performs duties in a safe manner and exercises preventative &amp; precautionary safety practices and procedures. Identifies and reports unsafe working conditions, work related accidents, and injuries in a timely manner per policies and takes precautions to prevent future incidents.</p> <p><b>CORE ABILITIES:</b>  <i>32. Follow directions.</i>  <i>37. Maintain a safe and healthy work environment for self/group.</i></p>	N/A		

D. Identifies and utilizes available resources effectively and responsibly based on duties. <b>CORE ABILITIES:</b> 25. <i>Locate resources for problem solving.</i> 28. <i>Use effective, efficient processes.</i> 29. <i>Use appropriate tools/technology.</i>			
COMMENT: A.  B.  C.  D.			

<b>LEARNING/VALUE LEARNING</b>	Exceptional Performance (2 points)	Meets Expectations (1 point)	Does not Meet Expectations (0 points)
A. Demonstrates appropriate expertise to perform the position duties and gives priority to staying current with information pertinent to their job. <b>CORE ABILITIES:</b> 5. <i>Take responsibility for staying up-to-date.</i> 18. <i>Assume responsibility for lifelong learning.</i>			
B. Shares job knowledge with internal stakeholders and educates external stakeholders about the college culture and programs. <b>CORE ABILITIES:</b> 22. <i>Help others to learn effectively.</i>			
C. Participates and completes all required in-services, meetings and trainings (FERPA, Blood Borne Pathogens, OSHA, Sexual Harassment/Title IX). <b>CORE ABILITIES:</b> 20. <i>Access appropriate resources for learning.</i>	N/A		
D. Completes (or making sufficient process) required TAP plans, professional development plans/goals on coaching sessions as appropriate. <b>CORE ABILITIES:</b> 19. <i>Identify own learning needs.</i> 21. <i>Apply effective learning processes.</i> 38. <i>Set goals, standards, limits, for self/group.</i>			
COMMENTS: A.  B.  C.  D.			

<b>CONTINUOUS IMPROVEMENT &amp; INNOVATION/ WORK PRODUCTIVELY &amp; SOLVE PROBLEMS</b>	<b>Exceptional Performance (2 points)</b>	<b>Meets Expectations (1 point)</b>	<b>Does not Meet Expectations (0 Points)</b>
<p>A. Is effective in time management (able to prioritize, be organized, meet deadlines and regularly produce high quality work).</p> <p><b>CORE ABILITIES:</b>  26. Display productive work ethic.  30. Show self-direction in starting tasks.  33. Complete required tasks on time.</p>			
<p>B. Adapts well to new situations, unusual demands, change, emergencies or critical incidents.</p> <p><b>CORE ABILITIES:</b>  44. Apply problem solving steps.  45. Demonstrate open-mindedness.</p>			
<p>C. Demonstrates initiative to improve personal and organizational performance working toward innovative solutions.</p> <p><b>CORE ABILITIES:</b>  35. Contribute to a group activity with ideas, suggestions, and effort.  43. Use critical, creative thinking skills.  48. Use research to solve problems.</p>			
<p>D. Makes good judgments, decisions and is able to identify and resolve problems and challenges.</p> <p><b>CORE ABILITIES:</b>  36. Complete own share of tasks necessary to finish a group project.  46. Evaluate alternatives to choosing a solution.  47. Implement solutions appropriately.</p>			
<p><b>COMMENTS:</b>  A.  B.  C.  D.</p>			

<b>INTEGRITY/COMMUNICATE CLEARLY</b>	<b>Exceptional Performance (2 points)</b>	<b>Meets Expectations (1 point)</b>	<b>Does not Meet Expectations (0 points)</b>
<p>A. Communicates effectively in writing and/or orally, and demonstrates good listening skills and responds appropriately.</p> <p><b>CORE ABILITIES:</b>  11. Write with clarity so others can understand.  16. Use active listening skills.  17. Apply standards of spelling, English, grammar, and punctuation.</p>			

<p>B. Readily shares necessary/pertinent information and constructive feedback in a respectful manner to the appropriate stakeholder. Works proactively to eliminate gossip, unprofessional behavior, workplace harassment or bullying.</p> <p><b>CORE ABILITIES:</b>  10. <i>Speak clearly so others can understand.</i>  13. <i>Ask questions for clarification.</i>  14. <i>Participate in discussions and group presentations.</i></p>			
<p>C. Demonstrates a clear understanding of stakeholder needs, establishes and maintains effective contact with customers and responds promptly to requests.</p> <p><b>CORE ABILITIES:</b>  12. <i>Select appropriate means to convey a message.</i>  15. <i>Interpret nonverbal communications.</i></p>			
<p>D. Treats all stakeholders with dignity and respect and handles interactions diplomatically while maintaining confidentiality.</p> <p><b>CORE ABILITIES:</b>  6. <i>Maintain confidentiality.</i>  7. <i>Exhibit respect for people and property.</i>  34. <i>Demonstrate respect for self and others.</i></p>			
<p><b>COMMENTS:</b>  A.   B.   C.   D.</p>			

<b><i>PARTNERSHIPS/ACT PROFESSIONALLY &amp; WORK COOPERATIVELY</i></b>	<b>Exceptional Performance (2 points)</b>	<b>Meets Expectations (1 point)</b>	<b>Does not Meet Expectations (0 points)</b>
<p>A. Maintains a professional appearance, demeanor, proper hygiene and a clean and organized workstation.</p> <p><b>CORE ABILITIES:</b>  3. <i>Conform to the ethical standards of a profession.</i>  4. <i>Practice morally responsible behavior.</i>  9. <i>Display appearance appropriate for work environment.</i></p>	N/A		
<p>B. Is open to constructive criticism and feedback, takes direction willingly, accepting accountability for their actions and decisions, and willing to implement changes accordingly.</p> <p><b>CORE ABILITIES:</b>  1. <i>Take responsibility for one's own actions.</i>  40. <i>Resolve conflicts in a constructive manner.</i></p>			
<p>C. Demonstrates the ability to adapt to both unexpected and planned changing work pressures in a constructive/positive manner.</p> <p><b>CORE ABILITIES:</b>  39. <i>Display effective interpersonal skills.</i></p>			

<p>D. Views the success of the organization and team as more important than individual needs and desires. Promotes teamwork throughout their department and college in a cooperative work environment engaging with stakeholders.</p> <p><b>CORE ABILITIES:</b></p> <p>8. <i>Exhibit a sense of global awareness.</i></p> <p>41. <i>Seek help when needed.</i></p> <p>42. <i>Demonstrate ability to work with a diverse population.</i></p>			
<p><b>COMMENTS:</b></p> <p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p>			

TOTAL POINTS \_\_\_\_\_

#### FOLLOW UP

Is a performance plan necessary? If yes, then date to follow up \_\_\_\_\_

Comments: \_\_\_\_\_

#### ACKNOWLEDGEMENT

Both parties have read and discussed this document and understand its contents.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

### Performance Management Timeline

August - September      Performance Touchpoint

- Review the Southwest Tech Vision and Mission
- Review job expectations
- Review the Performance Expectations Review Summary Tool
- Setting annual goals or completing a Professional Development Plan
- Follow up on previous year Performance Improvement Plan (if necessary)

October - November      Coaching Session

November - December      Performance Touchpoint

- Review performance expectations to date
- Highlight strengths
- Identify development opportunities and work together on a plan for further progress
- Goal/Professional Development Plan status review

March - April      Coaching Session

April - June      Performance Expectation Review

- Supervisor & employee complete the Performance Expectations Review Form
- Meet to discuss the form and develop performance plan for improvement if necessary

### ***B. Board Monitoring Report – Quality Teaching & Learning***

Dr. Katie Garrity, Chief Academic Officer, will present the Quality Teaching & Learning Board Monitoring Report. The report is available below.

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

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### 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 for all programs, and 100% compliance with quality indicators from the Higher Learning Commission.

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. Our faculty and staff are highly motivated and well-qualified to continue being leaders 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 relevant 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 pops), and faculty engagement as evidenced by the WIDS, TAP, and Schoology participation, and service on the Academic Council. Southwest Tech also recognizes opportunity in areas of Outcomes-Based Funding Indicators (ABE/GED transitions to college) <40%, WIDS



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completion below the line (92% currently), and co-curricular assessment (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 access points. This focus continues to encourage initiatives related to 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, success, and expansion of alternative delivery methods for adults and the K-12 population.

Initiatives:

#### **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 then 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. A sample TSA document is attached for review.

#### **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 aligned with 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.

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TAP considerations include:

### Student Access:

- Have we considered flexible scheduling for learning?
- Have 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 Learning Center, 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) and Schoology (LMS)
- Implementation of dual-credit course assessment has occurred
- Course assessment at SWTC is occurring and is verified

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- 1<sup>st</sup> Organization-wide Program Student Learning Outcome Assessments with loop closure has occurred

Fall 2018:

- Instructional Vitality Process – Year 2 for Academic Units and early-adopter service areas occurred
- Commitment to engaging all College employees in the TAP process has occurred.
- Worked toward improvement of at least 3 quantified goals aligned with Strategic Priorities (HLC # 2)
- Provided for **‘Ongoing professional develop and involvement of faculty and staff across the college regarding a culture of assessment that is systematic’** (HLC #2) in the August 2018 Learning Academy and In-service week.
- Integrated Student Program Learning Outcome/TSA data collection continues to strengthen assessment foundations
- Ongoing hardwiring of assessment processes continues

A sample TAP is attached for review.

Statewide Initiatives - Development of Student Success Centers which focus on:

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

### **Alternative and Innovative Learning**

In the past 3 years, SWTC has made a concerted effort to expand delivery of courses and programming in alternative formats. Financial commitments were made to provide for the development of alternative methods of delivery and unique programming to meet the needs of an ever-growing “on demand” learning environment in both the K-12 and adult populations. Part of this commitment was the purchase and implementation of a new Learning Management System to provide ease of enrollment and participation in an online environment.

Schoology as a Learning Management System (LMS) was implemented in late 2017. Moving to Schoology as the LMS allowed for the continued opportunity to create and

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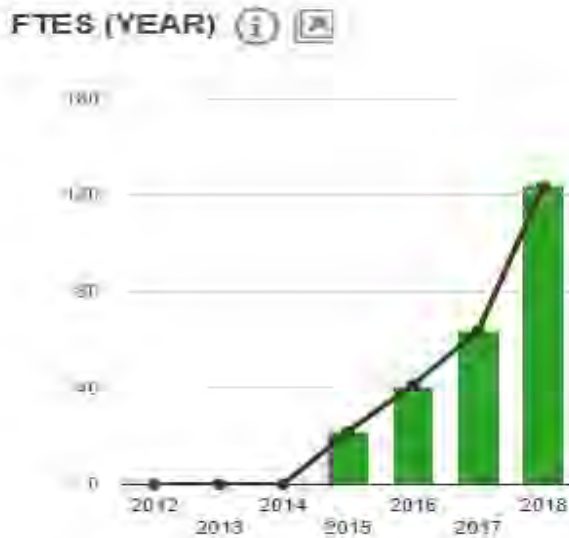
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provide students with tools for success. The top two tools for consideration of adopting Schoology were consistency and transparency created through curricular development of standardized templates. Initially, a Schoology faculty group was created 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 campus-wide regardless of class delivery method. Currently, Southwest Tech offers approximately 500 classes per semester or 1500 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. 2019 data has not been completed as of this report.

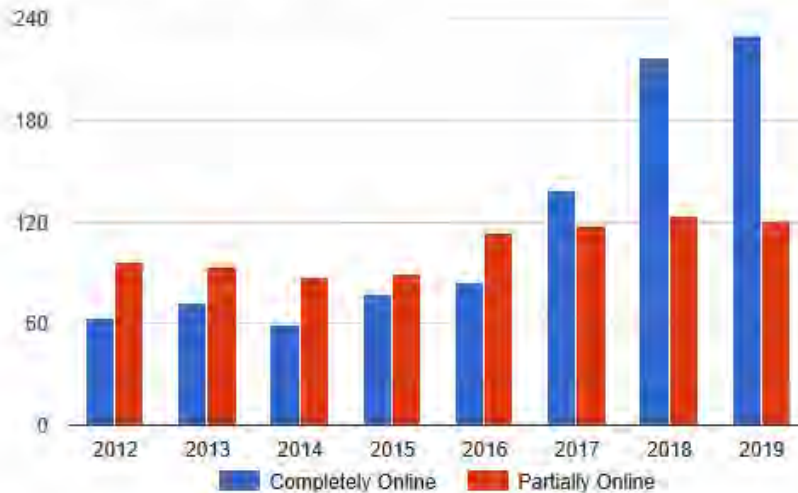


Additionally, online student enrollment has grown. The graph provides student enrollment numbers from the years 2015-2019 and provides a look at student profiles from partial to completely online enrollment.

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### 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 2019-2020:

- Student Success: 2% increase in course completion
- Student Access: 10% annual increase in course/program offerings
- Analysis of online delivery (district versus non-district) will occur with efforts to focus on in-district delivery and duplicate efforts (current enrollment versus new)
- New programming will be offered in online

#### 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



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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:*

- |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Step 1:</b><br/><i>Program Viability Assessment</i></p> | <ul style="list-style-type: none"> <li>This step is initiated annually. The assessment process is conducted to identify programs outside the expected range of program health.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Step 2:</b><br/><i>Data Collection</i></p>              | <ul style="list-style-type: none"> <li>Collect program data.                             <ul style="list-style-type: none"> <li>Utilize Program Viability Criteria</li> <li>Identify and review special circumstances</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Step 3: Dean and Faculty Planning</b></p>               | <ul style="list-style-type: none"> <li>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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Step 4:</b><br/><i>Administrative Review</i></p>        | <ul style="list-style-type: none"> <li>The deans present summary reports to Academic Council and complete the an Action Plan utilizing the follow options:                             <ul style="list-style-type: none"> <li>Continue program as is</li> <li>Continue program with modifications</li> <li>Suspend program</li> <li>Discontinue program</li> </ul> </li> <li>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.</li> <li>Academic Council is responsible for accountability of the approved Action Plan</li> </ul> |

**Program Scoring Rubric:**

	0 points	1 point	2 points	3 points	4 points
Criteria					
Job market Annual Openings - High Demand	WI less than 20 in Wisconsin, 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+

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High Wage Jobs (avg. starting wage)	Starting wage below \$5.00	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 ( <u>not</u> 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 2019-2020 Academic Year:

- **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 to include high school delivery in cheese production areas (Richland Center, Darlington) – including delivery of course offerings in business and industry; continue
- **Automotive Technician** – *continue program as is* - enrollment back on track; no recommendation
- **Culinary Arts/Mgmt** – continue program with changes to include Hospitality Management & Tourism curriculum development - marketing focus program
- **CNC** – *continue program as is* -marketing focus program
- **Agriculture programs** – *continue program as is* - marketing focus program
- **Accounting Asst** – continue program with changes - delivered online for fall 18 – marketing focus program



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- **Golf Course Management** – *program Modification to include Hospitality Management, Culinary* -expand articulation agreements, inclusion of business and industry opportunities

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 graduation (CollegeUP). The opportunities identified in these initiatives will increase both adult (alternative delivery methods) and K-12 enrollment will be aligned with current program offering prior to high school graduation. Additionally, facility updates and alternative delivery methods such as synchronous/asynchronous, and 4 and 8 week course offerings will provide a more attractive and current program showcase while allowing for best use of space on campus.

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### RECOGNIZING AND VALUING PEOPLE

#### **Barbara Tucker:**

Barb reached a milestone in grant writing submissions this year totaling 20 million dollars. Barb has become the Higher Learning Commission Liaison for the college and will be working to ready SWTC for a visit from HLC both April 2019 and 2021.

#### **Kim Maier:**

Kim has been responsible for the growth seen in the Alternative and Innovative Learning area. In collaboration with CESA 3 and the K-12 districts, Kim and her team have developed specific models of delivery for the high schools and has focused on continued growth and opportunities in the online delivery system.

#### **Dan Imhoff:**

Dan has worked closely with vendors and businesses to develop a cohesive and creative facilities plan to meet the needs of students and the college. Dan has student use and function as the primary purpose in planning and he and his team work across the college to find best solutions for instructional areas, student recreational areas, labs, and installation of updated equipment.

#### **Mandy Henkel**

Mandy has developed and delivered data summits to the college for purposes of a better understanding and use of data for student and employer satisfaction, college decision-making, new programming, financial commitments, enrollment, and HLC compliance use. Mandy has been able to provide invaluable information to the college based on data and has moved the college forward in its use.



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### Current State of Initiatives and People to Note as of 3/18/19:

	Programs Meeting Standard as of 3/18/19	Programs Not Meeting Standard as of 3/18/19	Key Leaders in This Area. ("large number of 'volunteer hours and tasks'")
WIDS Curriculum – 'Above the Line'	96% -( N=714 courses)	None	*Denise Janssen, *, *Lisa Riley, *Amy Loy, , Annette Biggin, Tonia Breuer, John Pluemer, Danielle Seippel, Jody Millen,
WIDS Curriculum – 'Below the Line' (Learning Plans)	Over 95% (N=448 courses).	None.	All of the group immediately above plus many, many other faculty members who are helping their colleagues to learn or relearn the use of WIDS to design curriculum.
Documentation of Program Outcome Assessment Plans in WIDS	100% - All programs.	None	Amy Loy, Lisa Riley, Annette Biggin, and all program leaders.
TSA	<p>March 2019... TSA Phase II = 38 programs (56%) completed</p> <p>March 2019... TSA Phase II = 51 program (82%)</p> <ul style="list-style-type: none"> <li>• On Track for Phase I &amp; II Completion <ul style="list-style-type: none"> <li>• Criminal Justice Studies</li> <li>• Security Operations</li> <li>• Cancer Information Management</li> <li>• CNC Machine Operator/Programmer</li> <li>• Direct Entry Midwife</li> </ul> </li> <li>• On Track for Phase II Completion <ul style="list-style-type: none"> <li>• Bricklaying/Masonry (PDCI)</li> <li>• Building Maintenance &amp; Construction (PDCI)</li> <li>• IT Computer Support Technician</li> <li>• Supply Chain Assistant</li> </ul> </li> </ul>		Lisa Riley, Amy Loy, all faculty members.

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	All program faculty are participating in the TSA process, evaluation, and updates in all phases		
Faculty compliance with TAP plans for programs and co-curricular offerings	As of January 2019, All faculty were compliant with the TAP plans and semester update requirements.		Faculty members, 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 and will be into the 2 <sup>nd</sup> year of assessment for the 2019-2020 academic year		Faculty Club Advisors, Melissa Klinkhammer, Barb Tucker.

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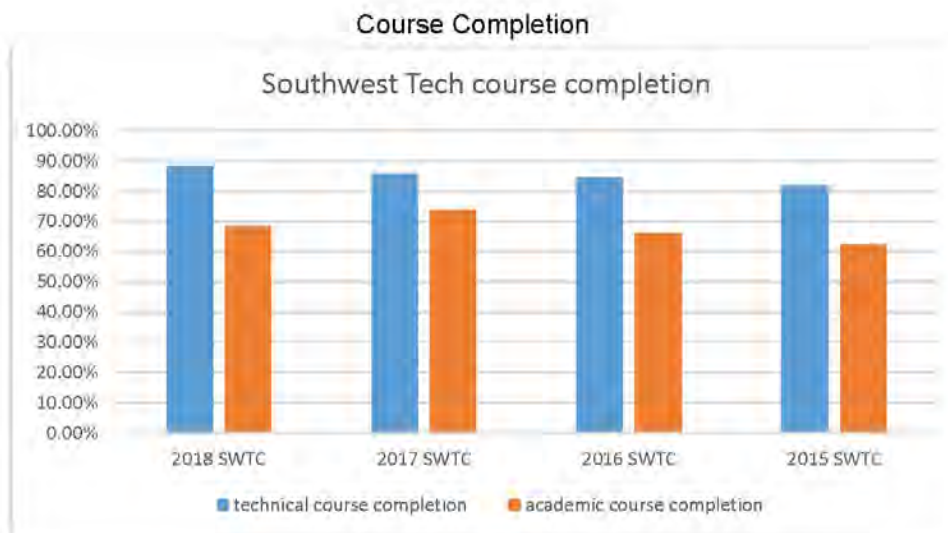
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### PRESENTATION OF THE DATA

1. College Health Indicators are aligned with Department of Education Assessment Targets :

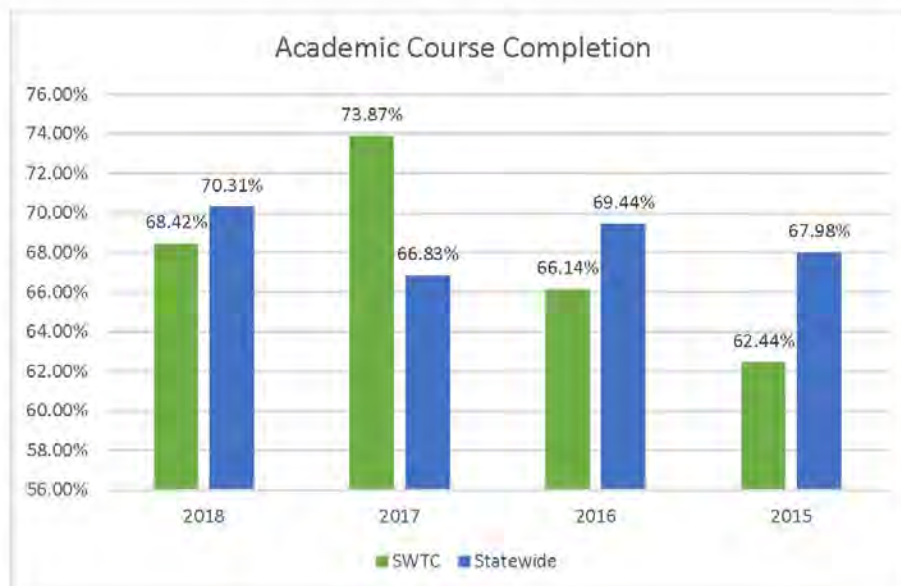
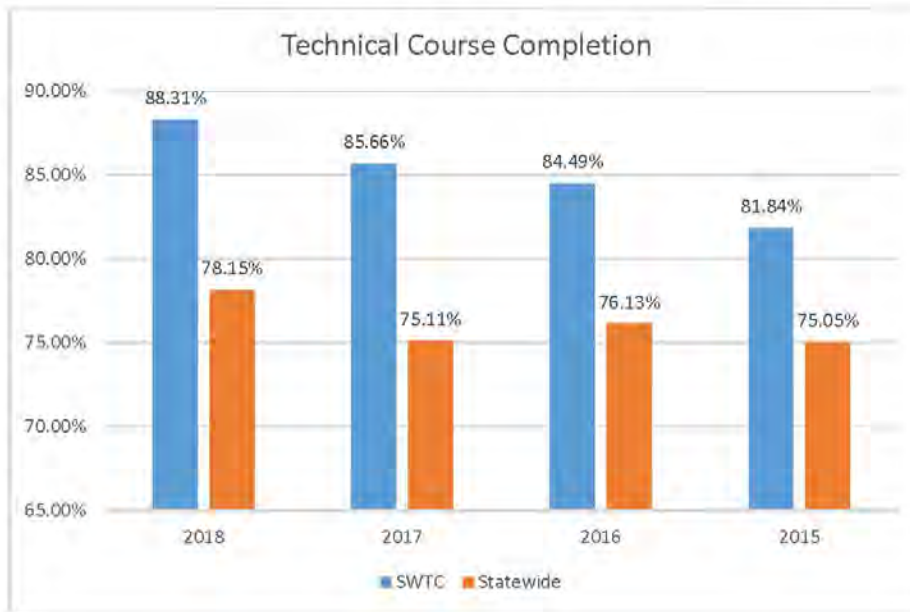
- End-of-Program Student Learning Outcomes
- Completion/Retention/Graduation Rates
- Employment Rates

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



## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019



# Board Monitoring Report

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## Program Retention

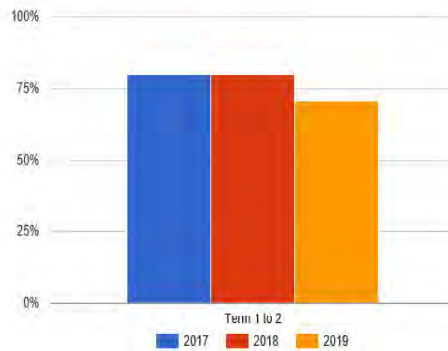
### One-Year Programs

Filter by Program: 29 selected

GO

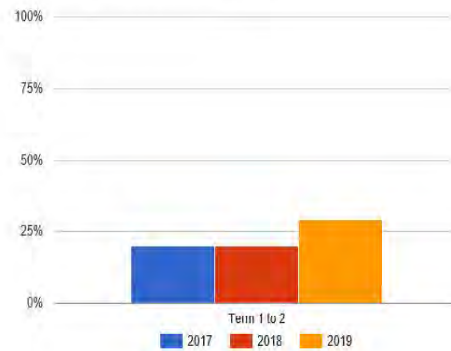
#### RETAINED

Term 1 to Term 2



#### UNRETAINED

Term 1 to Term 2



### Two-Year Programs

Filter by Program: 43 selected

GO

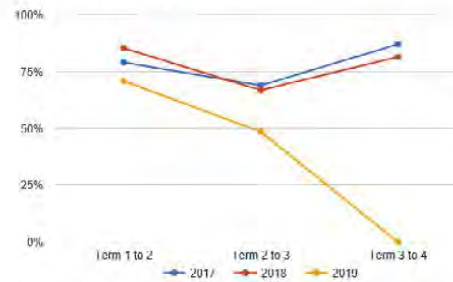
#### RETAINED

Year-to-Year



#### RETAINED

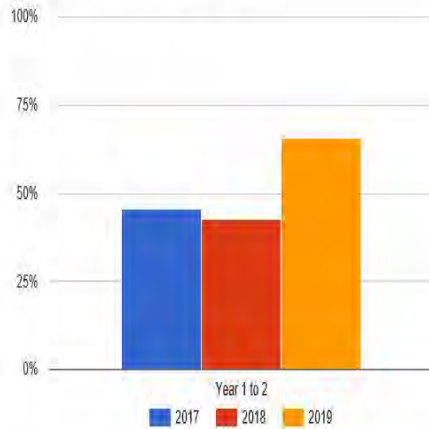
Term-to-Term



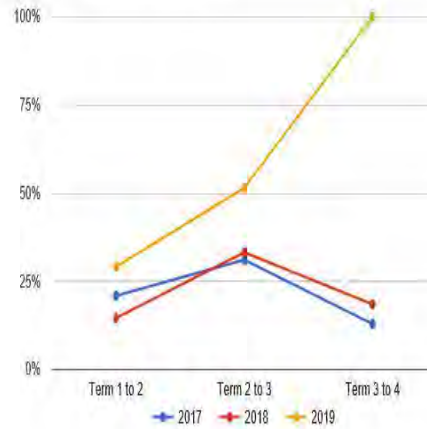
## Board Monitoring Report

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UNRETAINED Year-to-Year



UNRETAINED Term-to-Term



PROGRAM STUDENT 2<sup>ND</sup> YEAR RETENTION

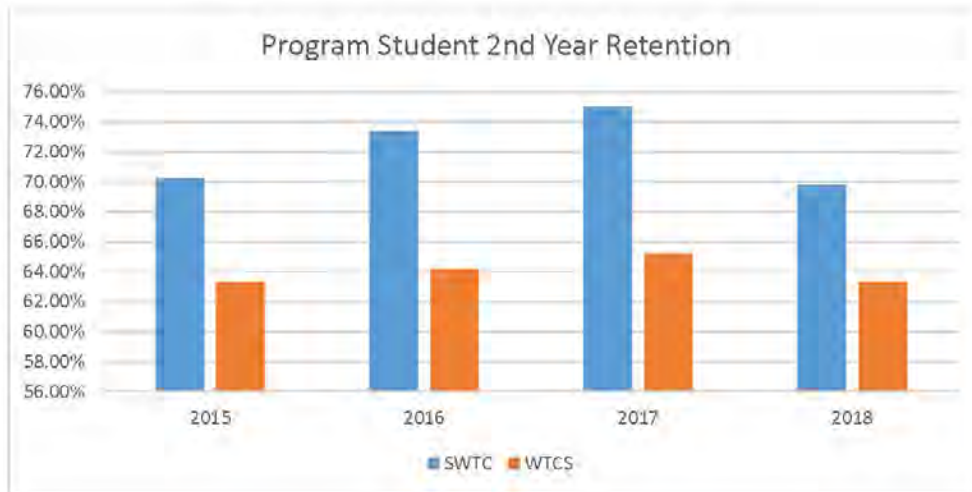
	2015	2016	2017	2018
SWTC	70.2%	73.4%	75%	69.8%
WTCS	63.3%	64.2%	65.2%	63.3%

FULL-TIME/PART-TIME PROGRAM STUDENT 2<sup>ND</sup> YEAR RETENTION

	2015	2016	2017	2018
Full-time	75.4% 524	81.1% 486	83.9% 479	79.6% 475
Part-time	66.8% 813	68.0% 694	69.4% 755	64.2% 838

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019



## Graduation Rates

3<sup>RD</sup> YEAR PROGRAM GRADUATION RATE

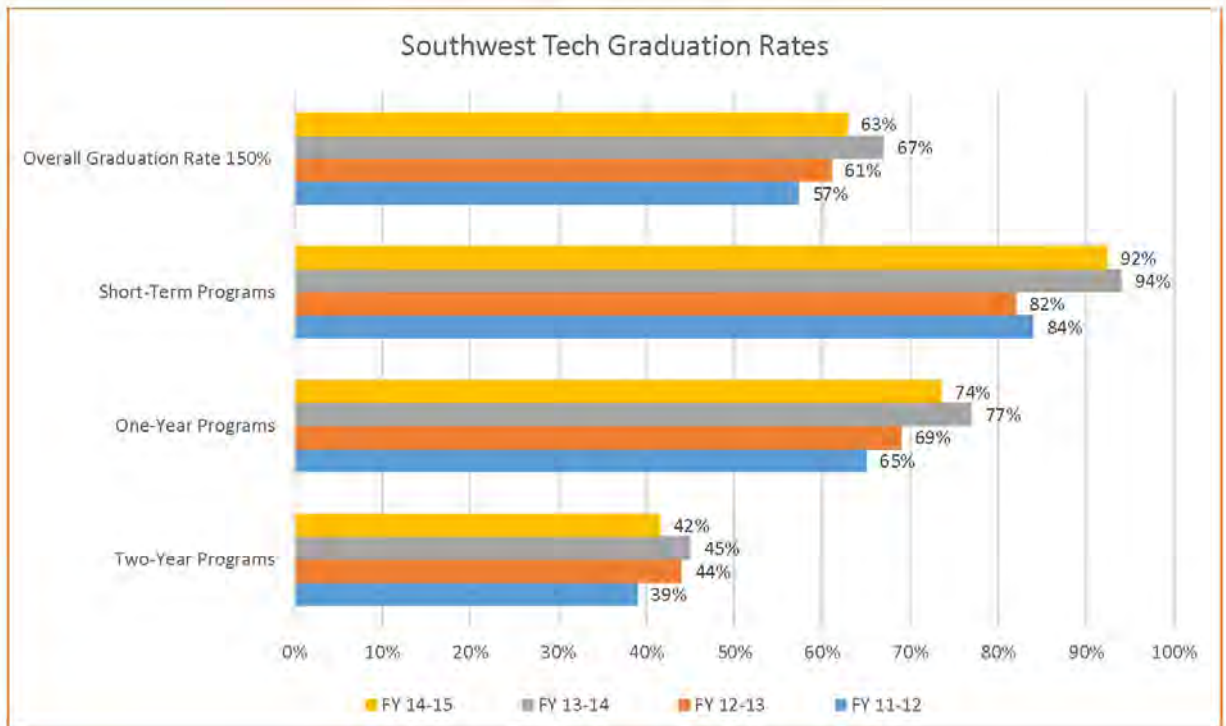
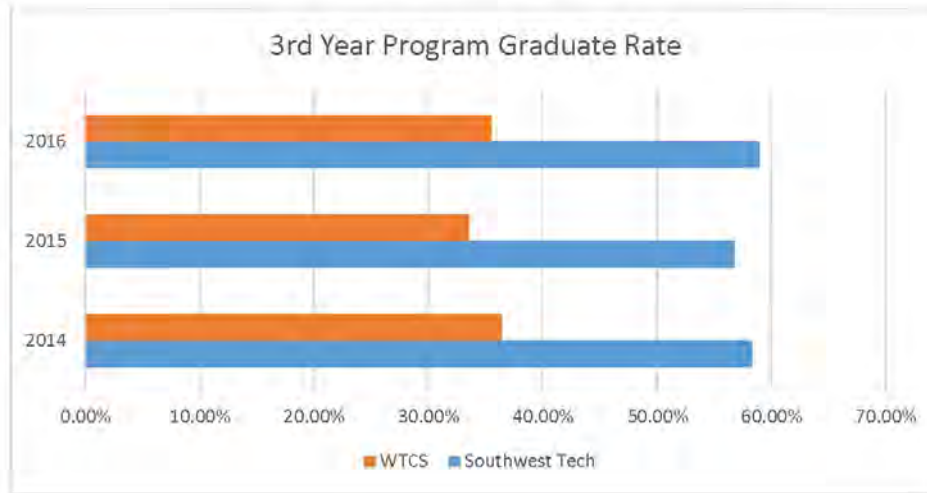
	2014	2015	2016
Southwest Tech	58.3%	56.8%	59.0%
WTCS	36.4%	33.6%	35.5%

	2014	2015	2016
Full-time	64.7% 501	65.1% 524	67.5% 486
Part-time	54.0% 728	51.4% 813	53.0% 694



## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

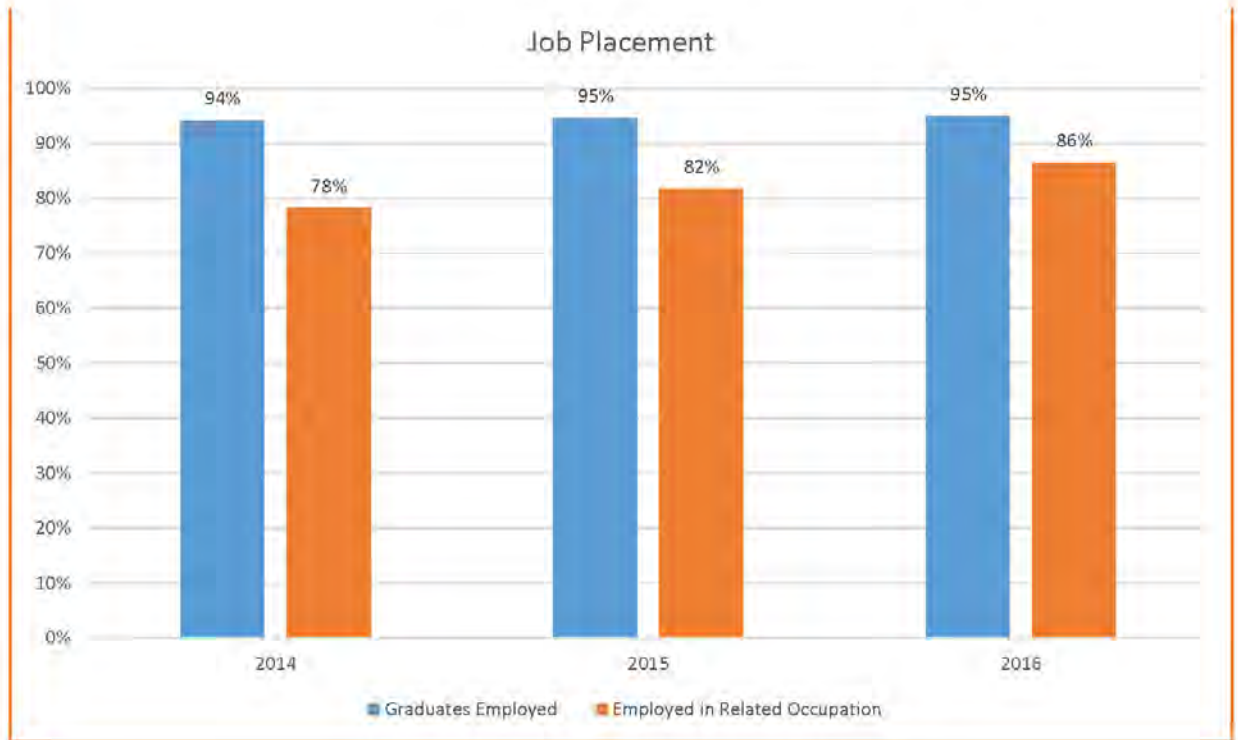




## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

### Job Placement



## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

### Key Trend Data:

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

### 2017-18 OUTCOMES FUNDING

**TABLE 1:** Distribution of 2018-19 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	Criteria 10: Credit for Prior Learning	College Total
Blackhawk	145,654	-	133,292	96,948	187,659	149,685	-	159,277	163,312	-	1,035,827
Chippewa Valley	271,576	265,443	196,013	-	-	193,680	117,533	217,744	-	124,403	1,386,392
Fox Valley	340,175	346,964	370,526	-	-	336,360	531,280	289,206	-	433,297	2,647,807
Gateway	-	272,887	-	266,228	270,253	310,464	213,948	-	284,414	300,444	1,920,639
Lakeshore	185,813	122,493	208,645	-	160,877	127,778	-	162,434	149,020	-	1,117,060
Madison Area	353,879	330,563	-	547,052	351,862	-	-	371,550	347,754	284,796	2,587,455
Mid-State	187,457	124,006	147,634	-	143,018	-	-	163,602	222,138	79,649	1,067,504
Milwaukee Area	-	-	403,922	645,582	536,588	-	287,829	405,043	449,985	432,201	3,161,150
Moraine Park	-	-	-	146,924	236,243	249,791	289,014	190,283	283,078	210,937	1,606,271
Nicolet	130,441	70,204	119,173	79,393	122,191	-	-	135,438	112,605	-	769,444
Northcentral	-	-	284,403	233,118	232,807	269,263	245,705	206,116	242,956	-	1,714,368
Northeast Wisconsin	321,969	344,301	315,882	-	-	329,882	262,788	287,686	258,965	-	2,121,474
Southwest Wisconsin	189,208	-	150,650	-	-	107,057	138,797	152,179	134,261	108,598	980,749
Waukesha County	223,574	252,915	246,499	-	220,511	368,655	-	218,771	-	290,429	1,821,354
Western	202,685	209,098	211,685	135,537	164,881	-	-	200,048	241,102	-	1,365,036
Wisconsin Indianhead	245,905	281,602	187,872	111,972	171,445	-	-	172,538	86,606	-	1,257,940
<b>Total</b>	<b>2,798,335</b>	<b>2,620,475</b>	<b>2,976,196</b>	<b>2,264,754</b>	<b>2,798,335</b>	<b>2,442,615</b>	<b>2,086,894</b>	<b>3,331,916</b>	<b>2,976,196</b>	<b>2,264,754</b>	<b>26,560,470</b>

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

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, 93 percent of respondents in the workforce were employed, of which 79 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**

	<b>Graduates Employed</b>	<b>Graduates Employed in Related Fields</b>	<b>Percentage Employed in Related Fields</b>
Blackhawk	539	424	78.7%
Chippewa Valley	2,424	2,091	86.3%
Fox Valley	3,751	3,142	83.8%
Gateway	2,699	2,152	79.7%
Lakeshore	1,304	1,019	78.1%
Madison Area	4,859	3,565	73.4%
Mid-State	1,240	996	80.3%
Milwaukee Area	3,560	2,598	73.0%
Moraine Park	1,120	928	82.9%
Nicolet	592	409	69.1%
Northcentral	1,912	1,558	81.5%
Northeast Wisconsin	3,818	2,993	78.4%
Southwest Wisconsin	1,169	968	82.8%
Waukesha County	2,029	1,577	77.7%
Western	1,534	1,226	79.9%
Wisconsin Indianhead	2,526	1,930	76.4%
<b>Statewide</b>	<b>35,076</b>	<b>27,576</b>	<b>78.6%</b>

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.



## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

### 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.

Examples of high-demand occupations for 2016-17 include: nurses and related health care professionals, truck drivers, welders, machinists, carpenters, first-line supervisors, accountants/auditors, and computer systems analysts.

Over the past three years, over 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 86,000 degrees and credentials for Wisconsin's workforce in the past three years, including more than 57,000 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	1,371	1,923	71.3%
Chippewa Valley	4,386	6,326	69.3%
Fox Valley	5,733	9,372	61.2%
Gateway	4,509	5,460	82.6%
Lakeshore	2,024	2,913	69.5%
Madison Area	5,462	9,817	55.6%
Mid-State	2,049	2,831	72.4%
Milwaukee Area	4,839	8,246	58.7%
Moraine Park	2,716	3,565	76.2%
Nicolet	1,160	1,675	69.3%
Northcentral	3,588	6,231	57.6%
Northeast Wisconsin	5,689	8,109	70.2%
Southwest Wisconsin	1,584	2,223	71.3%
Waukesha County	4,179	6,183	67.6%
Western	3,455	4,833	71.5%
Wisconsin Indianhead	4,653	6,346	73.3%
<b>Statewide</b>	<b>57,397</b>	<b>86,053</b>	<b>66.7%</b>

## Board Monitoring Report

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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.

### 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's 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 over 17,000 students transition out of basic education and successfully complete postsecondary work.

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: 3-Year Total, Transitions from Adult Basic to Postsecondary Ed.**

	3-Year Total
Blackhawk	613
Chippewa Valley	127
Fox Valley	436
Gateway	1,696
Lakeshore	536
Madison Area	3,459
Mid-State	316
Milwaukee Area	4,082
Moraine Park	929
Nicolet	502
Northcentral	1,474
Northeast Wisconsin	523
Southwest Wisconsin	419
Waukesha County	449
Western	857
Wisconsin Indianhead	708
<b>Statewide</b>	<b>17,126</b>

Funds are distributed based on each college's share of the number of adult students who:

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

(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.

---

#### STRENGTHS

1. Rates of placement and student/employer satisfaction >90%
2. Outcomes based funding indicators (high demand, dual enrollment, workforce training, special pops)
3. WIDS currently @ 95% compliance
4. Faculty Engagement as evidenced by the WIDS, TAPs, and service on Academic Council

---

#### WEAKNESSES

1. Outcomes Based Funding Indicators: ABE/GED transitions to college: 13th of 16 colleges: <40%
2. Decline in applications and FTEs
3. Co-Curricular assessment analysis in infancy (clubs, teams, etc.) : one year collected

---

#### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Work of assessment teams – Team Action Plans aligned with Strategic Directions (Increase access and improve student success) and based on data
2. Student employment initiative
3. Program Viability annual process

---

#### APPENDICES

1. Team Action Plans
2. Graduate Success
3. Outcomes-Based Funding Report



# Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

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

1 Rev 7/2017

# Graduate Success



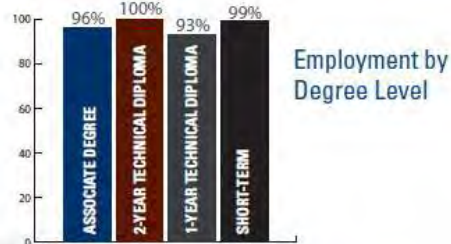
97% of graduates are **satisfied/very satisfied** with their training.



About **65%** of Southwest Tech graduates report the main reason for attending Southwest Tech is directly tied to **employability**.



97% were employed within the first year of graduation.



85% of graduates are employed within Wisconsin

55% are within the 5-county district  
30% are in Wisconsin but outside the district  
15% are employed outside of the state



## Top 10 Programs of 2017 Based on Median Hourly Wage\*

Nursing - Associate Degree	\$26.30
Physical Therapist Assistant	\$25.50
Electrical Power Distribution	\$24.64
IT-Network Communication Specialist	\$20.20
Criminal Justice – Law Enforcement	\$19.78
Medical Laboratory Technician	\$18.45
Agribusiness/Science Technology	\$17.00
Welding	\$16.75
Ag Power & Equipment Technician	\$15.75
Medical Coding Specialist	\$15.67

\*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@svtc.edu](mailto:accom@svtc.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.



**HIRED BEFORE GRADUATION**  
JEROME, BUILDING TRADES/CARPENTRY



# Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

## 703 Graduates

### Graduate Success Results by Program

477 respondents (68%)

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 <sup>A</sup>	Hourly Wage Range
<b>Two-Year Associate Degree</b>								\$19.03	\$8.00–\$44.02
Accounting	9	2	8	6	3	3	4	*	*
Administrative Professional	3	0	3	2	2	0	2	*	*
Agribusiness/Science Technology	25	3	20	16	14	2	5	\$17.00	\$10.00–\$19.23
Business Management	10	0	5	5	3	2	1	*	*
Cancer Information Management (CIM)	5	0	5	4	3	1	1	*	*
Criminal Justice-Law Enforcement	14	0	12	11	10	1	9	\$19.78	\$13.00–\$24.00
Culinary Arts	4	2	4	2	2	0	0	*	*
Culinary Management	2	0	1	1	1	0	0	*	*
Direct Entry Midwife	5	0	3	3	3	0	0	*	*
Early Childhood Education	13	1	11	10	10	0	5	\$12.07	\$8.00–\$14.50
Electromechanical Technology	11	1	8	5	5	0	1	*	*
Golf Course Management	2	0	1	1	0	1	0	*	*
Graphic & Web Design	14	1	12	10	9	1	8	\$15.45	\$10.50–\$17.00
Health Information Technology (HIT)	6	0	6	5	3	2	0	\$15.46	\$13.25–\$19.68
Human Services Associate	10	0	6	6	4	2	5	\$14.55	\$10.01–\$15.81
IT-Network Communication Specialist	6	0	6	6	5	1	3	\$20.20	\$18.07–\$25.00
Medical Laboratory Technician	7	0	6	6	6	0	2	\$18.45	\$16.55–\$19.97
Nursing-Associate Degree	55	1	37	36	36	0	17	\$26.30	\$17.75–\$35.00
Physical Therapist Assistant	12	1	11	9	6	3	2	\$25.50	\$16.00–\$35.00
Supply Chain Management	2	0	2	2	2	0	1	*	*
Supervisory Management*	3	0	3	3	2	1	2	*	*
Technical Studies-Journeyworker	1	0	1	1	1	0	0	*	*
<b>Two-Year Technical Diploma</b>								\$15.00	\$12.00–\$25.00
Ag Power & Equipment Technician	16	1	12	9	8	1	3	\$15.75	\$13.00–\$25.00
Automotive Technician	12	0	8	8	6	2	1	\$14.00	\$12.00–\$15.00
<b>One-Year Technical Diploma</b>								\$15.42	\$7.25–\$31.00
Accounting Assistant	2	0	2	2	1	1	0	*	*
Auto Collision Repair & Refinish Technician 7	3	4	0	0	0	0	0	*	*
Building Trades-Carpentry 10	0	8	8	7	1	4	4	\$14.75	\$14.00–\$15.00
Child Care Services 6	2	4	1	1	1	0	0	*	*
Cosmetology 15	0	10	5	4	1	2	2	*	*
Culinary Specialist 2	1	1	0	0	0	0	0	*	*
Dairy Herd Management 17	3	15	12	8	4	4	4	\$11.00	\$10.50–\$11.50
Electrical Power Distribution 22	0	16	16	13	2	0	0	\$24.64	\$22.00–\$27.20
Industrial Mechanic 4	0	2	2	2	0	0	0	*	*
IT-Computer Support Technician 7	0	3	2	0	2	1	1	*	*
Laboratory Science Technician 3	0	3	3	2	1	3	3	*	*
Medical Assistant 27	0	25	21	18	3	6	6	\$14.23	\$12.63–\$16.16
Medical Coding Specialist 19	0	13	13	9	3	3	3	\$15.67	\$12.24–\$20.66
Office Support Specialist 2	1	2	0	0	0	0	0	*	*
Precision Machining Technology 1	0	0	0	0	0	0	0	*	*
Welding 42	3	18	12	11	1	3	3	\$16.75	\$13.00–\$31.00
<b>Less Than One-Year Technical Diploma</b>								\$14.16	\$8.00–\$21.65
Criminal Justice-Academy 8	0	5	5	5	0	2	2	\$20.80	\$18.53–\$21.50
CNC Setup/Operator 1	0	1	1	1	0	1	1	*	*
Dental Assistant 14	1	10	8	6	1	2	2	\$14.63	\$14.00–\$16.00
Nursing Assistant 184	37	103	62	49	12	45	45	\$13.40	\$8.00–\$21.65
College-Wide 703	68	477	372	305	61	165	165	\$17.42	\$7.25–\$44.02

<sup>A</sup> 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.

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

\* Wages only show where three or more graduates provided information.



### Where are Southwest Tech's 2017 Graduates Employed?

3M

Aegis Therapies Allied Cooperative\* Ark Alloy\*

Atrium Post Acute Care Bemis

Crossing Rivers Health Clinic Cuba City Police Dept Dodgeville Police Dept

\*Out-of-district/state employers

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Foremost Farms USA Good Samaritan

Grant County Health Dept Grant County Sheriff's Office Grant Regional

Gunderson Boscobel Guys Truck and Tractor Hazel Green Police Dept

Iowa County Sheriff's Office

John Deere\*

Lafayette Sheriff's Office Medical Associates Meister Cheese Company Mineral Point Police Dept\* Upland Hills

Platinum Supplemental Insurance\* Platteville Police Dept

Pioneer Directories

Rayovac

Reddy Ag Service Richland Hospital Rockwell Automation

Sannes Skodalen Heim Nursing Home Saputo Dairy

Skyway Precision Southwest Health

Wisconsin Dept of Corrections

## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019



# Outcomes-Based Funding

2018-19 report of the  
Wisconsin Technical College System

August 2018

Annual WTCS Outcomes-Based Funding Report **2**

### EXECUTIVE SUMMARY

The Wisconsin Technical College System (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 fifth year of implementation, the outcomes-based funding model has already successfully:

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## Board Monitoring Report

Academic Council – Quality Teaching & Learning – March 28, 2019

- 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 rose from 78 percent in 2014-15 to over 79 percent in 2016-17.
- The number of degrees awarded in high-demand fields increased 15 percent from 2014-15 to 2016-17.
- The number of programs with technical skills attainment assessment has jumped 84 percent between 2014-15 and 2016-17.
- The number of dual enrollment credits awarded to Wisconsin high school students grew by 28 percent from 2014-15 to 2016-17.
- The number of workforce training credits awarded to employees of Wisconsin businesses increased 23 percent from 2014-15 to 2016-17.
- The number of credits awarded to students prior learning increased by 25 percent from 2014-15 to 2016-17.

August 2018

Annual WTCS Outcomes-Based Funding Report 3

### BACKGROUND

As authorized under 2013 Act 20 (the 2013-15 biennial budget), the 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 in jobs related to students' programs of study;
- 2) number of degrees and certificates awarded in high-demand fields;
- 3) number of 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;

## Board Monitoring Report

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- 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;

WTCS has incorporated a tenth criteria into the funding model and will distribute funding based on the colleges' outcomes for this criteria beginning with the 2018-19 distribution:

- 10) number of credits awarded to students for relevant education experience or training, including skills and training received during military service.

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 ten statutory criteria for use in the funding allocations.

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

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### ALLOCATION OF FUNDS AMONG CRITERIA

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

### 2018-19 OUTCOMES FUNDING

TABLE 1: Distribution of 2018-19 Outcomes-Based Funding, by College and Criteria (in \$)

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	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	Criteria 10: Credit for Prior Learning	College Total
Blackhawk	145,654	-	133,292	96,948	187,659	149,685	-	159,277	163,312	-	1,035,827
pewa Valley	271,576	265,443	196,013	-	-	193,680	117,533	217,744	-	124,403	1,386,392
Fox Valley	340,175	346,964	370,526	-	-	336,360	531,280	289,206	-	433,297	2,647,807
Gateway	-	272,887	-	268,228	270,253	310,464	213,948	-	284,414	300,444	1,920,639
Lakeshore	185,813	122,493	208,645	-	160,877	127,778	-	162,434	149,020	-	1,117,060
adison Area	353,879	330,563	-	547,052	351,862	-	-	371,550	347,754	284,796	2,587,455
Mid-State	187,457	124,006	147,634	-	143,018	-	-	163,602	222,138	79,649	1,067,504
aukee Area	-	-	403,922	645,582	536,588	-	287,829	405,043	449,985	432,201	3,161,150
oraline Park	-	-	-	146,924	236,243	249,791	289,014	190,283	283,078	210,937	1,606,271
Nicolet	130,441	70,204	119,173	79,393	122,191	-	-	135,438	112,605	-	769,444
orthcentral	-	-	284,403	233,118	232,807	269,263	245,705	206,116	242,956	-	1,714,368
Northeast Wisconsin	321,969	344,301	315,882	-	-	329,882	262,788	287,686	258,965	-	2,121,474
Southwest Wisconsin	189,208	-	150,650	-	-	107,057	138,797	152,179	134,261	108,598	980,749
Waukesh a Count y	223,574	252,915	246,499	-	220,511	368,655	-	218,771	-	290,429	1,821,354
Western	202,685	209,098	211,685	135,537	164,881	-	-	200,048	241,102	-	1,365,036
Wisconsin Indianhead	245,905	281,602	187,872	111,972	171,445	-	-	172,538	86,606	-	1,257,940
<b>Total</b>	<b>2,798,335</b>	<b>2,620,475</b>	<b>2,976,196</b>	<b>2,264,754</b>	<b>2,798,335</b>	<b>2,442,615</b>	<b>2,086,894</b>	<b>3,331,916</b>	<b>2,976,196</b>	<b>2,264,754</b>	<b>26,560,470</b>

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### JOB PLACEMENT

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

Among 2017 graduates, 94 percent of respondents were employed. The percentage of



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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 94 percent of 2016-17 graduates who reported location are employed in the state.

As shown in the Table below, 79 percent of employed graduates report being employed in jobs related to their specific programs of study within six months of completing a technical college program. These high levels of employment and employment related to their specific programs of study 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**

	<b>Graduates Employed</b>	<b>Graduates Employed in Related Fields</b>	<b>Percentage Employed in Related Fields</b>
Blackhawk	539	424	78.7%
Chippewa Valley	2,424	2,091	86.3%
Fox Valley	3,751	3,142	83.8%
Gateway	2,699	2,152	79.7%
Lakeshore	1,304	1,019	78.1%
Madison Area	4,859	3,565	73.4%
Mid-State	1,240	996	80.3%
Milwaukee Area	3,560	2,598	73.0%
Moraine Park	1,120	928	82.9%
Nicolet	592	409	69.1%
Northcentral	1,912	1,558	81.5%
Northeast Wisconsin	3,818	2,993	78.4%
Southwest Wisconsin	1,169	968	82.8%
Waukesha County	2,029	1,577	77.7%
Western	1,534	1,226	79.9%
Wisconsin Indianhead	2,526	1,930	76.4%
<b>Statewide</b>	<b>35,076</b>	<b>27,576</b>	<b>78.6%</b>

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.

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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.

Examples of high-demand occupations for 2016-17 include: nurses and related health care professionals, truck drivers, welders, machinists, carpenters, first-line supervisors, accountants/auditors, and computer systems analysts.

Over the past three years, over 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 86,000 degrees and credentials for Wisconsin's workforce in the past three years, including more than 57,000 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	1,371	1,923	71.3%
Chippewa Valley	4,386	6,326	69.3%
Fox Valley	5,733	9,372	61.2%
Gateway	4,509	5,460	82.6%
Lakeshore	2,024	2,913	69.5%
Madison Area	5,462	9,817	55.6%
Mid-State	2,049	2,831	72.4%
Milwaukee Area	4,839	8,246	58.7%
Moraine Park	2,716	3,565	76.2%
Nicolet	1,160	1,675	69.3%
Northcentral	3,588	6,231	57.6%
Northeast Wisconsin	5,689	8,109	70.2%
Southwest Wisconsin	1,584	2,223	71.3%
Waukesha County	4,179	6,183	67.6%
Western	3,455	4,833	71.5%
Wisconsin Indianhead	4,653	6,346	73.3%
<b>Statewide</b>	<b>57,397</b>	<b>86,053</b>	<b>66.7%</b>



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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.

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### INDUSTRY-VALIDATED CURRICULUM

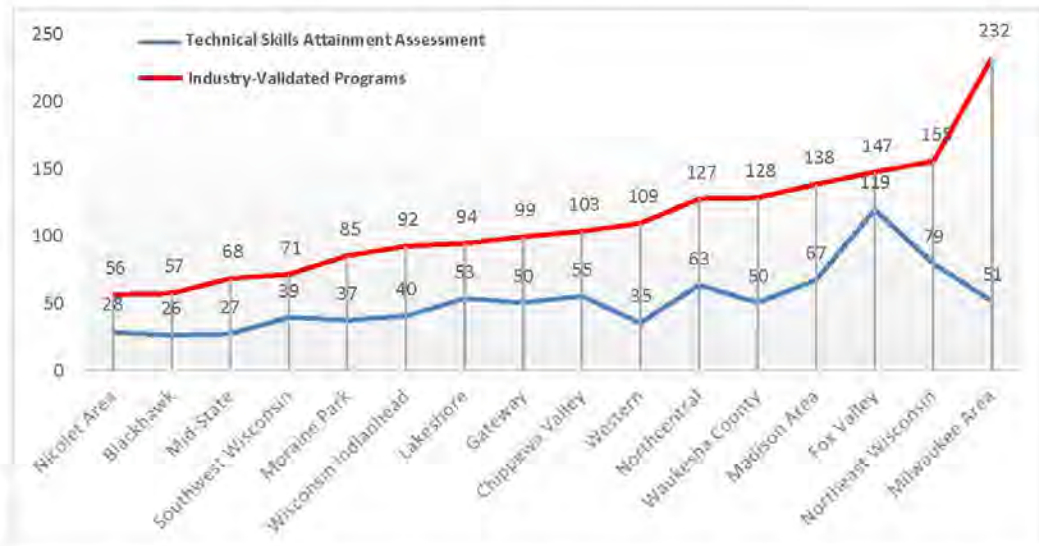
Industry-validated curriculum is defined in two ways, as active industry advised programs and Technical Skills Attainment (TSA). Industry-validated curriculum are technical college degree and certificate programs which have enrolled students and advisory committees comprised of local employers and employees in the relevant occupation. The advisory committees provide input on equipment, course materials, instructional methods and career guidance counseling to ensure relevance to current industry practiced standards.

Technical Skill Attainment 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

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

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### 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's 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 over 17,000 students transition out of basic education and successfully complete postsecondary work.

Table 4 shows the number of adults over a three-year period transitioning from ABE to

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postsecondary coursework in the same year or the following year.

**TABLE 4:** 3-Year Total, Transitions from Adult Basic to Postsecondary Education

	3-Year Total
Blackhawk	613
Chippewa Valley	127
Fox Valley	436
Gateway	1,696
Lakeshore	536
Madison Area	3,459
Mid-State	316
Milwaukee Area	4,082
Moraine Park	929
Nicolet	502
Northcentral	1,474
Northeast Wisconsin	523
Southwest Wisconsin	419
Waukesha County	449
Western	857
Wisconsin Indianhead	708
<b>Statewide</b>	<b>17,126</b>

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

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.

As shown in Table 5, more than 76,000 students took advantage of ABE services at

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technical colleges over the past three years. (To facilitate access to Wisconsin's technical colleges and to promote these statewide interests, state law requires ABE services must be provided tuition-free.)

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

	Number of Students
Blackhawk	2,313
Chippewa Valley	1,057
Fox Valley	4,732
Gateway	7,060
Lakeshore	2,989
Madison Area	11,336
Mid-State	1,466
Milwaukee Area	21,094
Moraine Park	4,531
Nicolet	1,295
Northcentral	4,630
Northeast Wisconsin	3,908
Southwest Wisconsin	1,141
Waukesha County	3,238
Western	3,348
Wisconsin Indianhead	2,536
<b>Statewide</b>	<b>76,674</b>

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.

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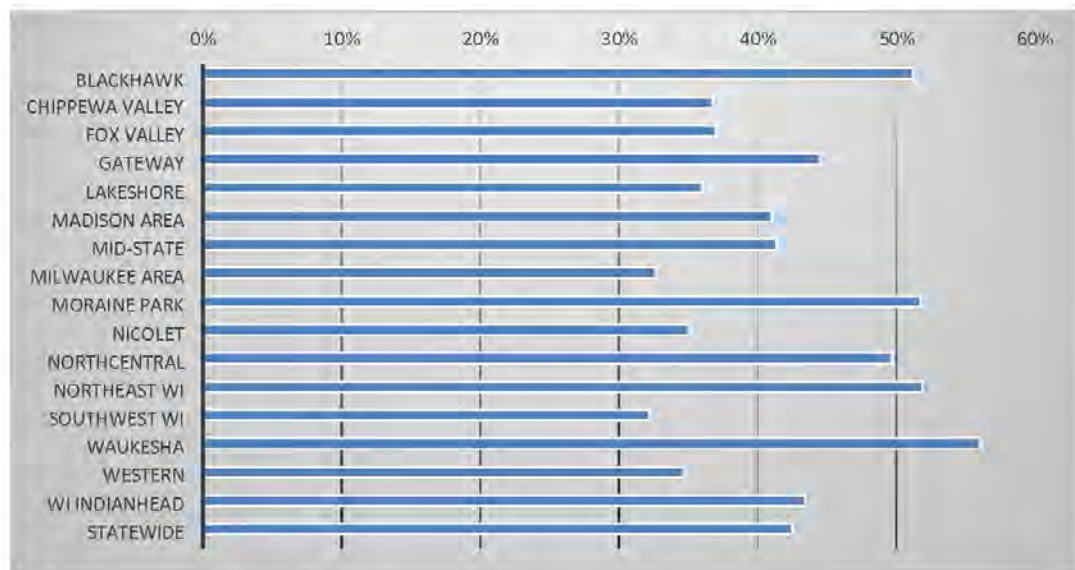
Figure 2 shows the average ABE student success rates by college.

**FIGURE 2: 3-Year Success Rate: ABE Students Demonstrating Educational Gains**



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Funds are distributed based on two factors. Fifty percent of funding is distributed 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 distributed 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.

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.

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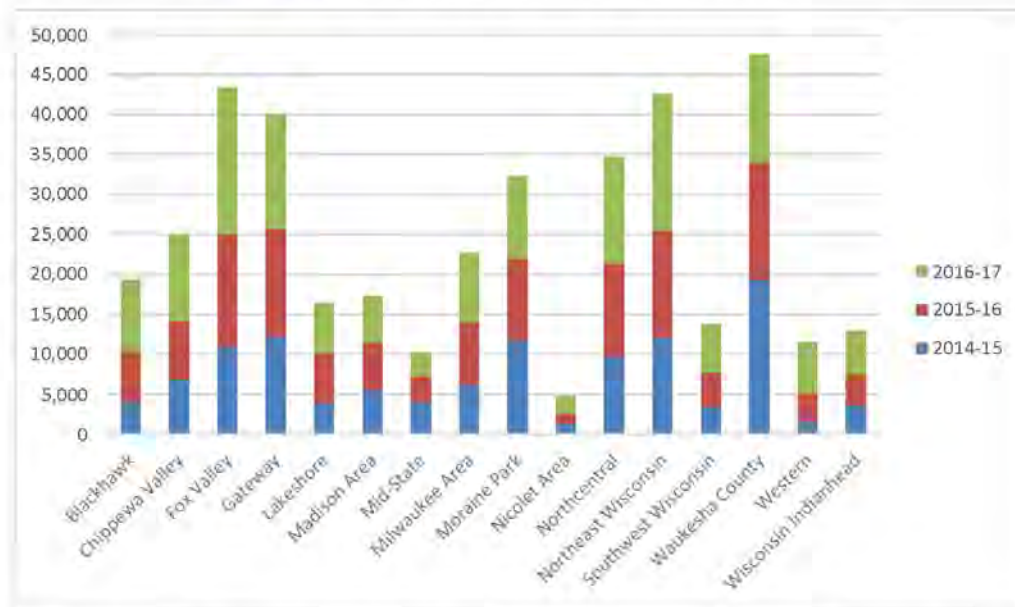
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Figure 3 shows the number of dual enrollment credits issued by colleges, over the three years.

**FIGURE 3: Credits Awarded Under Dual Enrollment**



Total statewide dual enrollment credits earned by high school students at Wisconsin's technical colleges increased from 117,203 in 2014-15 to 149,673 in 2016-17 — an increase of 28 percent in three years. Thanks to WTCS dual enrollment programs, more than 37,000 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 transcribed credit, advanced standing (reported once the student enrolls at a technical college, post-high school), and Youth Apprenticeship, Youth Options and Course Options programs.

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### WORKFORCE TRAINING

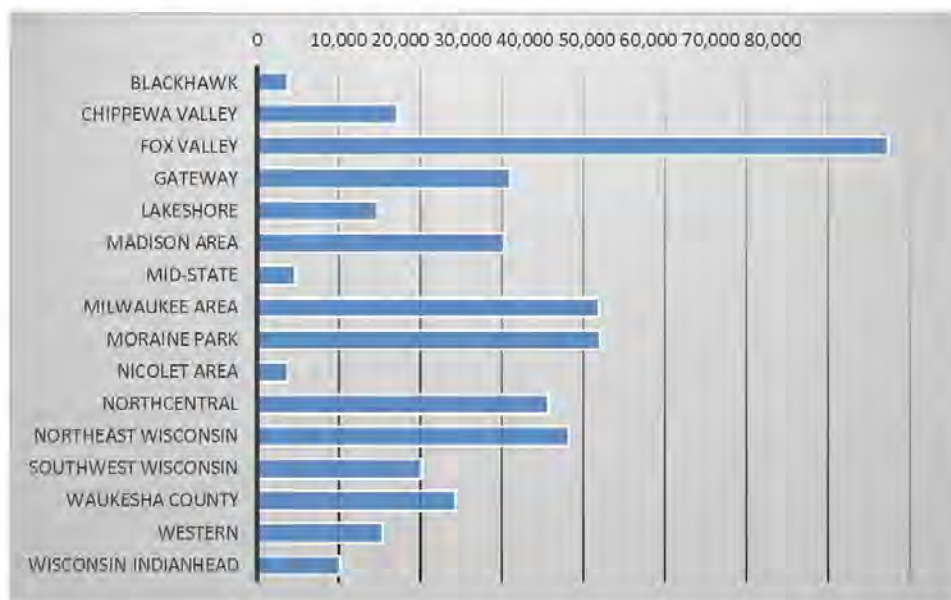
Wisconsin's technical colleges are an integral component of employer success across the state: as the premier providers of customized business solutions; apprenticeship- related classroom instruction; on-site training; and professional development, including APICS and supply chain, Lean Six Sigma, health care and human services, sustainability, continuous improvement, project management, leadership development, and other specialized training.

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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 more than 5,000 employers each year, including businesses of every size and in every industry in the state. As shown in Figure 4, WTCS-delivered over 135,724 workforce training credits in 2016-17.

**FIGURE 4: 3-Year Total, Workforce Training Credits**





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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

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risk. Since its establishment more than 13 years ago, DMI has saved taxpayers over \$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 these criteria, a college must maintain membership in the following collaborative partnerships:

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

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### SPECIAL POPULATIONS

The special populations 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	22,167	3,993	3,995	294	345	59	656
Chippewa Valley	46,149	6,998	3,734	489	191	121	1,063
Fox Valley	138,553	9,325	18,957	1,139	2,133	420	1,951
Gateway	57,214	10,234	18,425	788	649	328	2,585
Lakeshore	34,125	3,050	4,264	235	528	243	591
Madison Area	105,222	13,901	23,802	1,358	983	755	3,949
Mid-State	21,359	5,008	1,932	267	344	190	1,528
Milwaukee Area	105,619	28,175	57,065	1,205	682	729	4,043
Moraine Park	51,570	3,709	7,109	334	4,947	322	2,177
Nicolet	18,817	1,794	1,532	113	183	79	610
Northcentral	55,234	6,911	5,246	413	2,365	386	1,435
Northeast WI	99,707	11,626	13,541	1,004	1,139	381	2,667
Southwest WI	24,382	2,113	1,446	105	455	94	1,351
Waukesha Cnty.	65,229	5,613	10,748	722	771	306	2,017
Western	33,403	5,572	4,499	579	1,461	168	1,873
WI Indianhead	59,032	4,083	3,484	303	387	157	1,038
<b>Statewide</b>	<b>937,782</b>	<b>122,105</b>	<b>179,779</b>	<b>9,348</b>	<b>17,563</b>	<b>4738</b>	<b>29,534</b>

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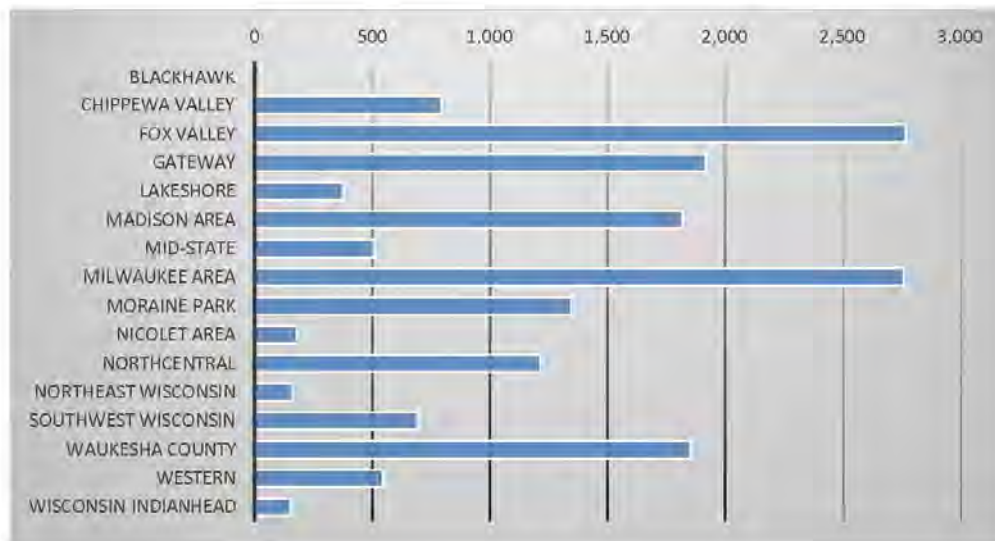
Half of available funds for these criteria are distributed based on each college's proportionate share of the six special populations: students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers and persons with disabilities. The remainder is distributed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

#### Credits Awarded for Relevant Educational Experience or Training

Wisconsin's technical colleges provide students with the opportunity to shorten their time to a credential by demonstrating their knowledge and skills they have gained outside the classroom.

Wisconsin's technical colleges award credits for relevant educational experience or training not obtained through an institution of higher education, including skills training received through military training. The colleges increased credits awarded for relevant educational experience and training in this category by 42 percent from 4,808 to 6,834 over the last three years.

**FIGURE 5: 3-Year Total, Credits Awarded for Relevant Educational Experience or Training**



Funds are distributed based on each college's credits awarded to students who

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successfully demonstrated relevant educational experience or training skills not obtained through an institution of higher education, but acquired through military and work experience, as well as other learning acquired outside traditional academic institutions.



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### ***C. Outreach Sites Overview***

Dr. Garrity will review the current outreach sites and introduce potential options for outreach locations. Information will be available at the Board meeting.

### ***D. Master Facilities Plan including Student Life Options***

Holly Clendenen, Executive Director of College Advancement, and Dan Imhoff, Director of Facilities, Safety & Security, will provide an update on the Master Facilities Plan including potential student life options. Included below is a draft PowerPoint presentation.





# Leadership Council

## Facilities Master Plan – Year 1

### Project Team:

- Holly Clendenen and Dan Imhoff, Chairs;
- Heath Ahnen, Josh Bedward, Jeff Dombeck, Scott Kennedy, Mary Schmitz, Danielle Seippel, Rex Smith, Jake Wienkes, Caleb White, and Neahmia Baye, student



# Facilities Master Plan – Year 1

## Project Scope:

- Work with HSR Associates to develop the plans and design for Buildings 300 and 400 remodel. These plans and design will need multiple approvals including district board and state. The project is a planning project and will end once construction begins on the Year 1 phase.





# Facilities Master Plan – Year 1

## Project Deliverables:

- Approved plans and design for Buildings 300 and 400 remodel.



# Facilities Master Plan – Year 1

## Project Goal:

- Increased staff and faculty satisfaction with involvement and knowledge of facilities remodel project based on project pre and post surveys.



# Cafeteria and Kitchen - Current



Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**





# Cafeteria and Kitchen - Proposed

- Remove wall to open up north side of cafeteria
- Relocate coolers and convert to in-wall
- Relocate dish room
- Change west wall of servery to half-wall with coffee and soda stations facing cafeteria and shelving inside



Ranked by **Forbes #1** in Wisconsin • **#13** in the Nation



# Lenz Center- Current



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## Lenz Center- Possible Remodel

- Add classroom 340 to Lenz Center with 2 movable walls – increased space and seating
- Potential to raise ceiling 12-18 inches but will not completely eliminate problems with sight lines
- Build in permanent screens for viewing from back and sides of room



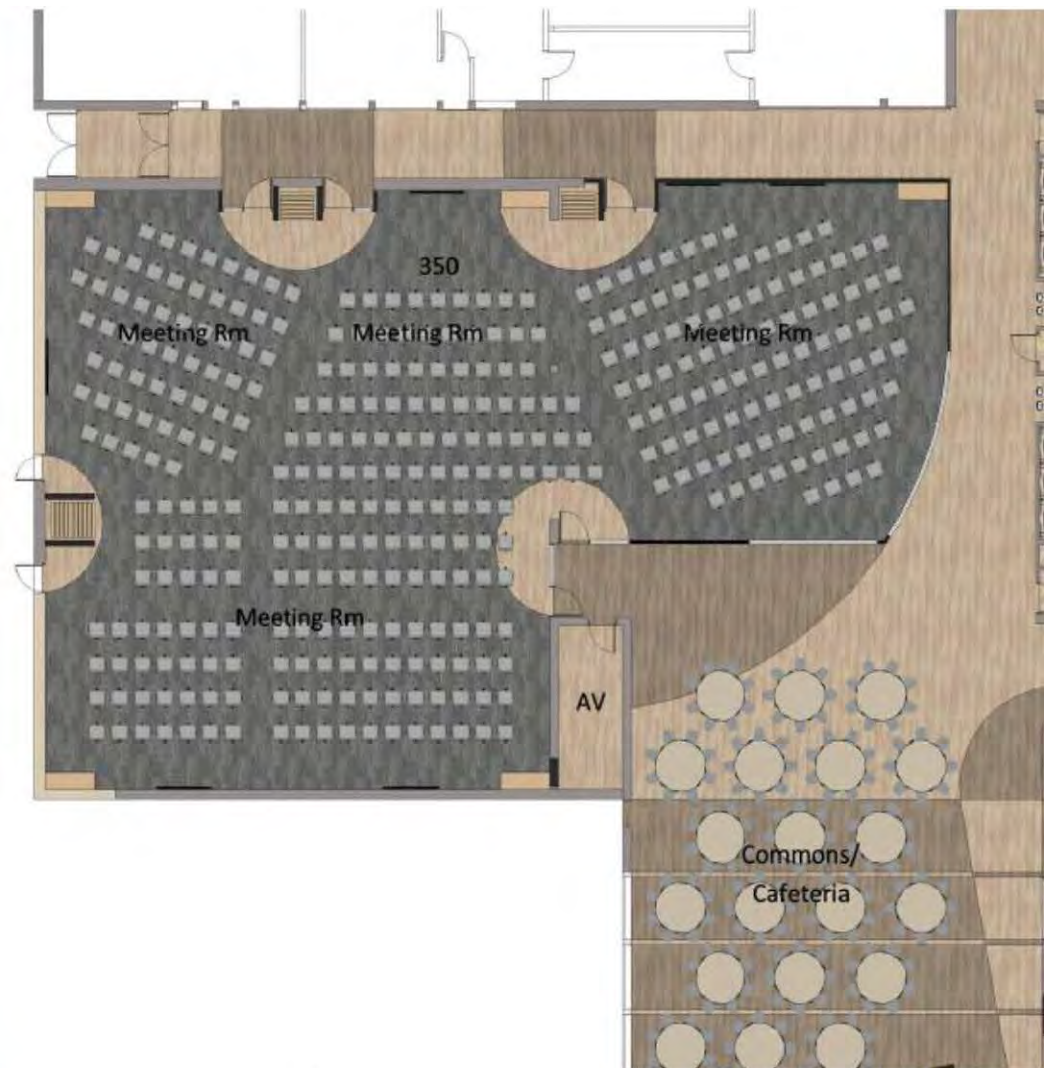
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## Lenz Center- Possible Remodel

- Can split Lenz Center into 3 separate rooms
- Can use east room as reception, check-in, or meal service when not needed for seating





# Lenz Center, Cafeteria and Kitchen – Possible Remodel









# Bookstore – Current

- Bookstore Strategic Initiative –  
Kelly Kelly and Kim Maier, chairs







# Meeting Rooms – Current

- Rooms 490, 491, 492 and 493



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# Proposed New Welcome Center

Current Rooms 490 and 491



tion



## Proposed New Welcome Center



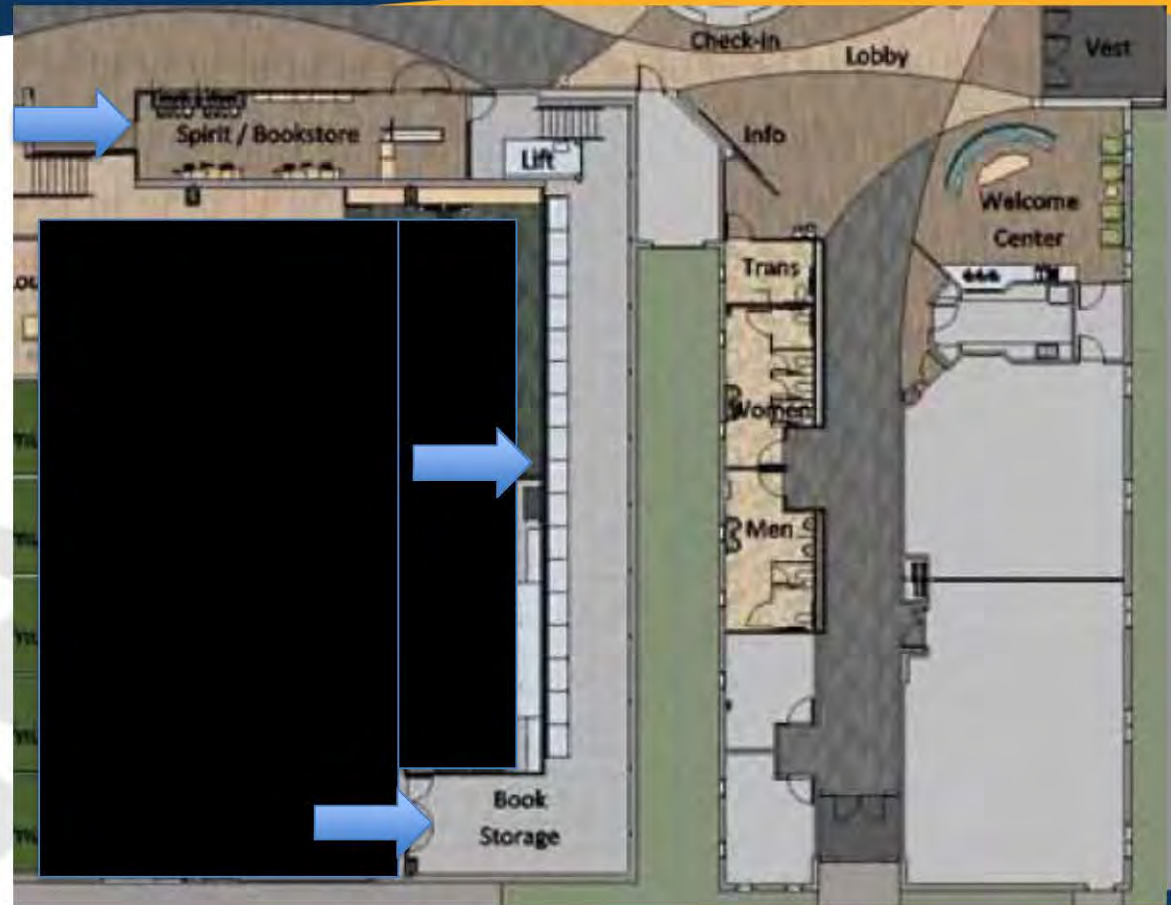
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## Bookstore- Possible Relocation A

- Spirit store with limited store space where current bathrooms are located
- Pick up counter for pre-packaged books
- Lift down to storage space for books with access to loading zone

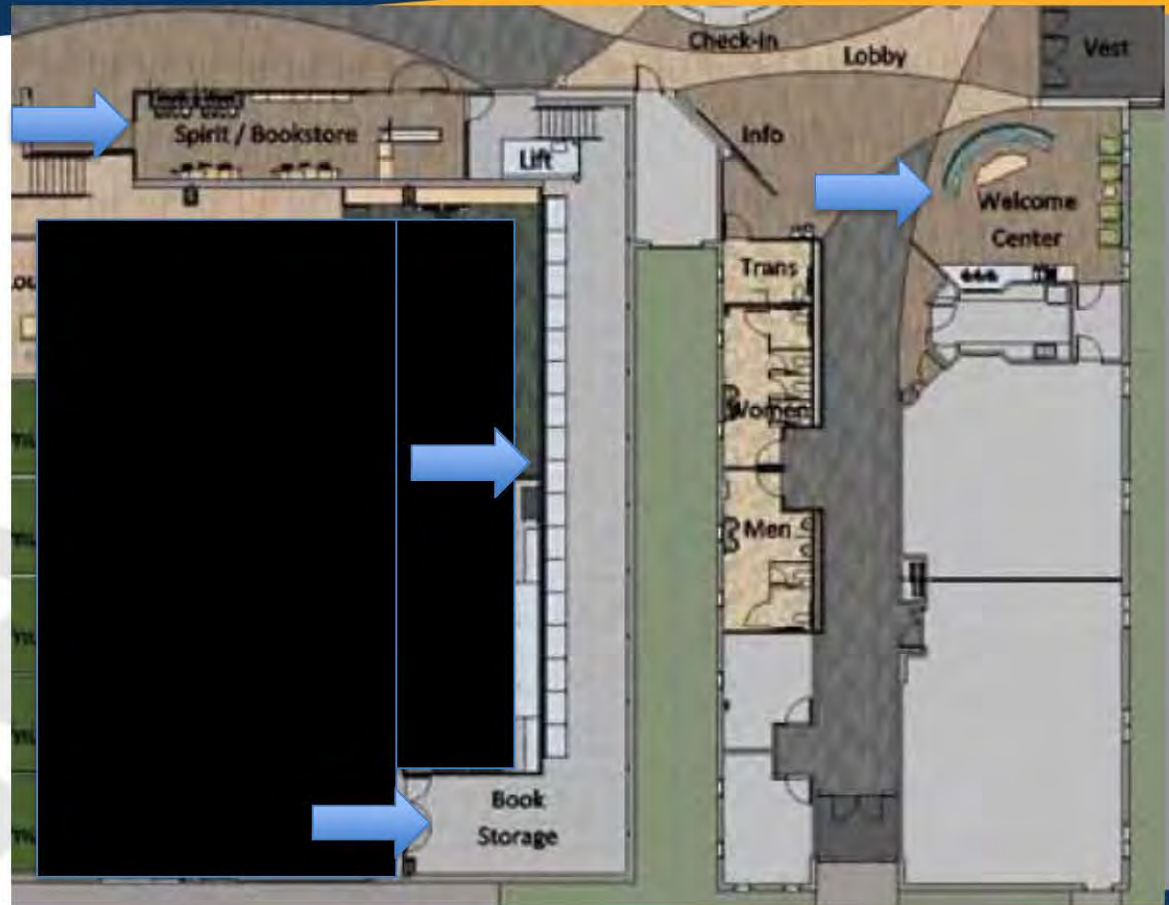


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## Bookstore- Possible Relocation A

- Bathrooms relocated to hallway where Foundation offices currently located
- Room 490 & 491 converted to open “welcome center” for campus visitors







## Bookstore- Possible Relocation B

- Bookstore moved to rooms 492 and 493 with spirit store in front and book storage in the back with a pick-up counter for pre-packaged books
- New delivery area
- May or may not include current offices in the hallway







# Bookstore - Other Possible Locations

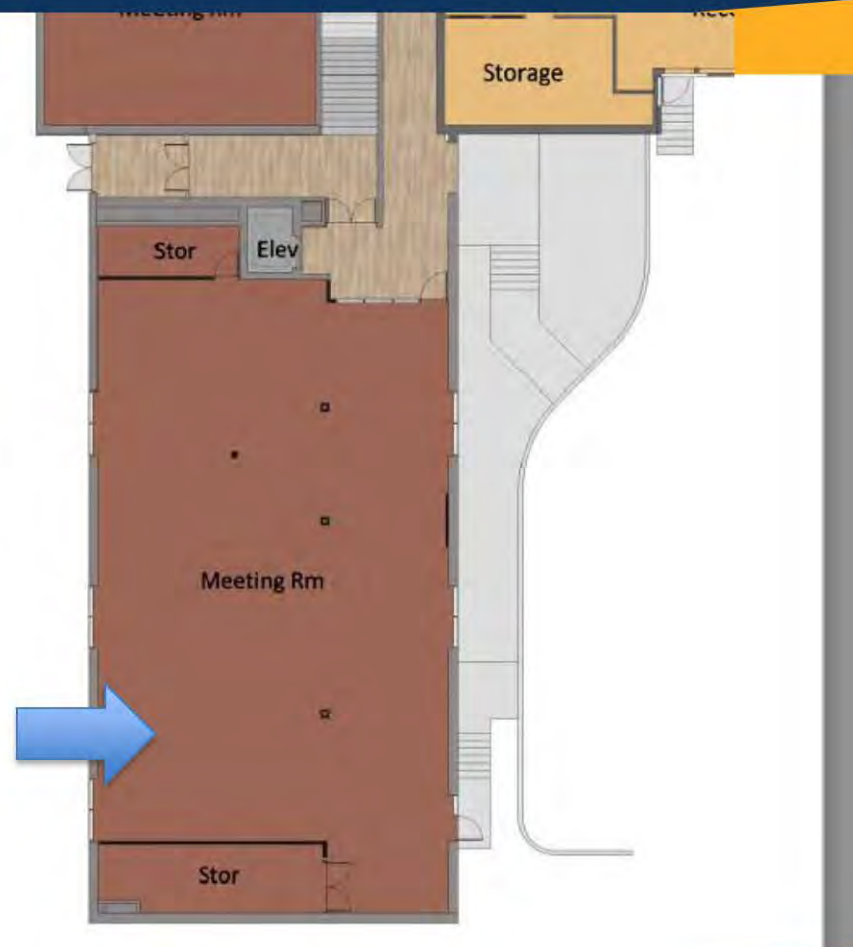
- Current location with remodel to spirit store in front with book storage in back and pick-up counter
- Culinary dining room (if that space is relocated)



# Meeting Rooms - Possible Relocation

- 492 and 493 meeting space relocated to current bookstore

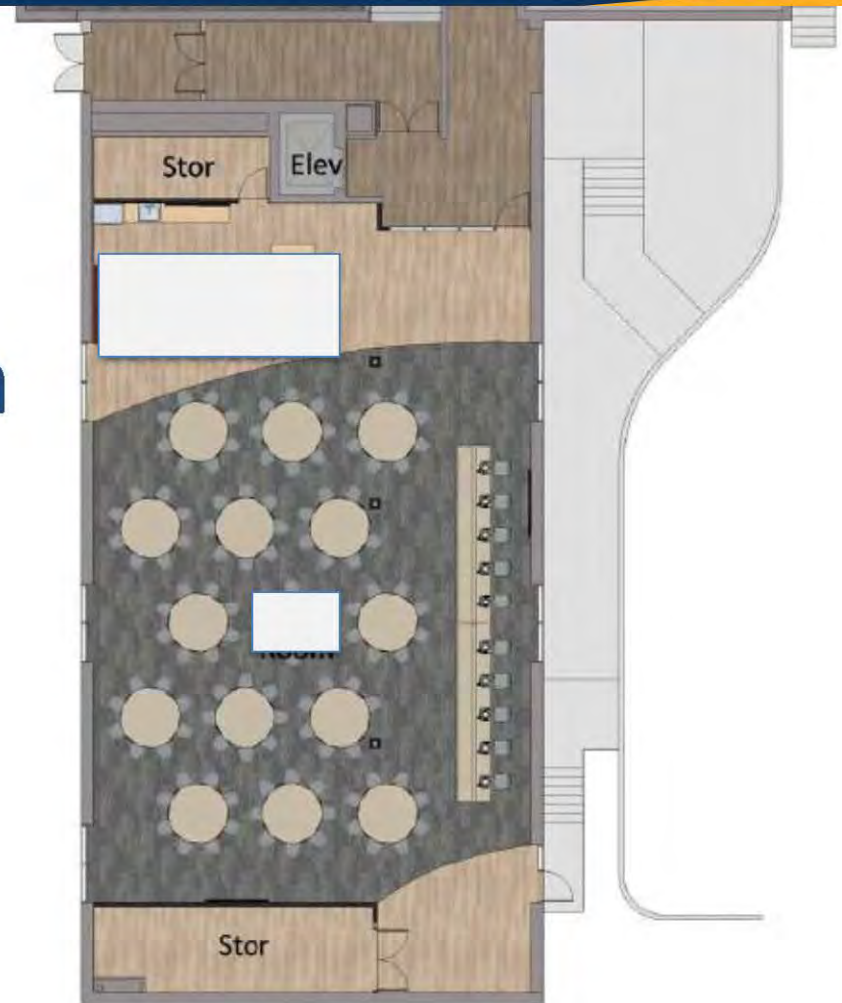
*Current  
Bookstore*





# Meeting Rooms - Possible Relocation

- Benefits:
  - Moves meetings rooms closer to kitchen, cafeteria, and Lenz Center
  - Near-by entry door in hallway from kitchen
  - Built-in storage

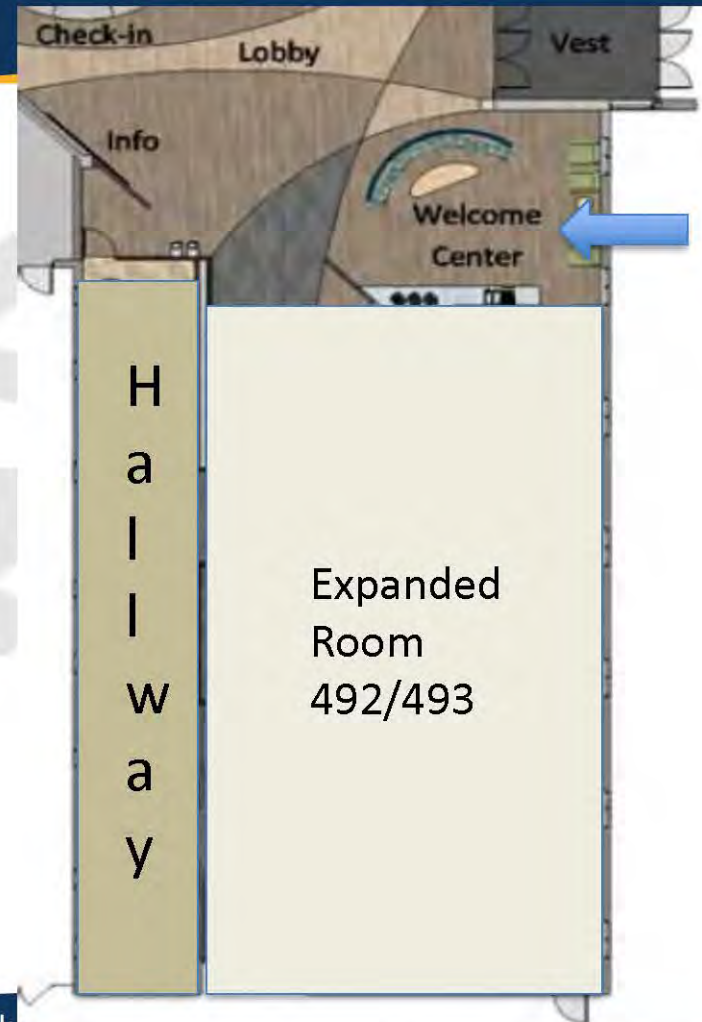






## Meeting Rooms - Remodel at Current Location

- Rooms 490 and 491 are converted to new welcome center
- Rooms 492 and 493 stay in current location but are widened to include current hallway and hallway is shifted to where current offices are located



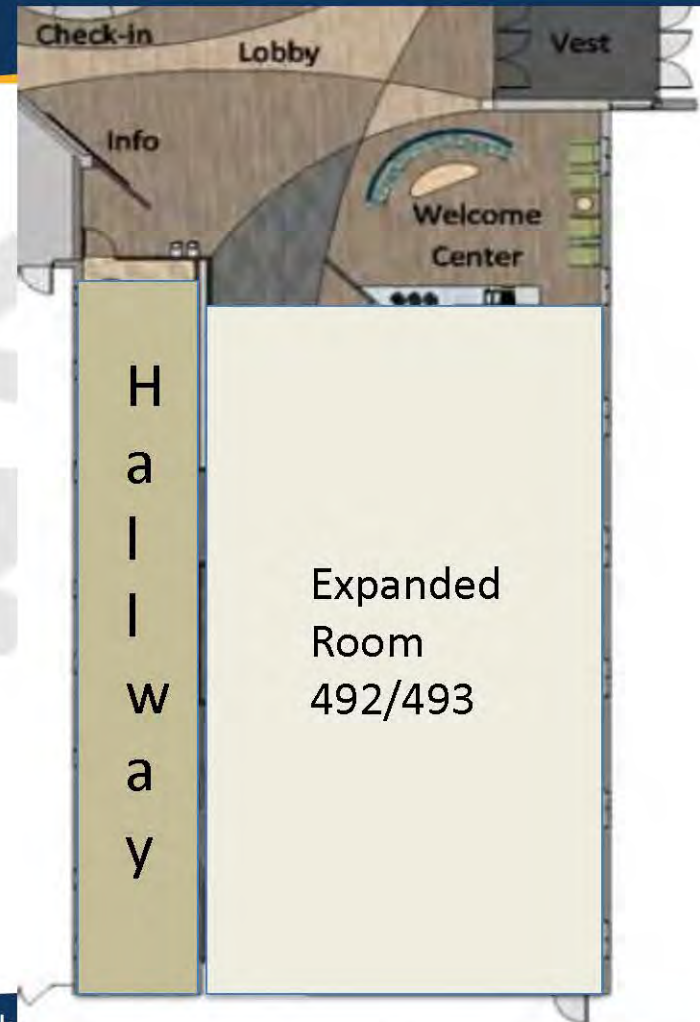
Rank

on



# Meeting Rooms - Remodel at Current Location

- Increases capacity of current rooms
- Possibility to split into 2 separate rooms with movable walls



Rank

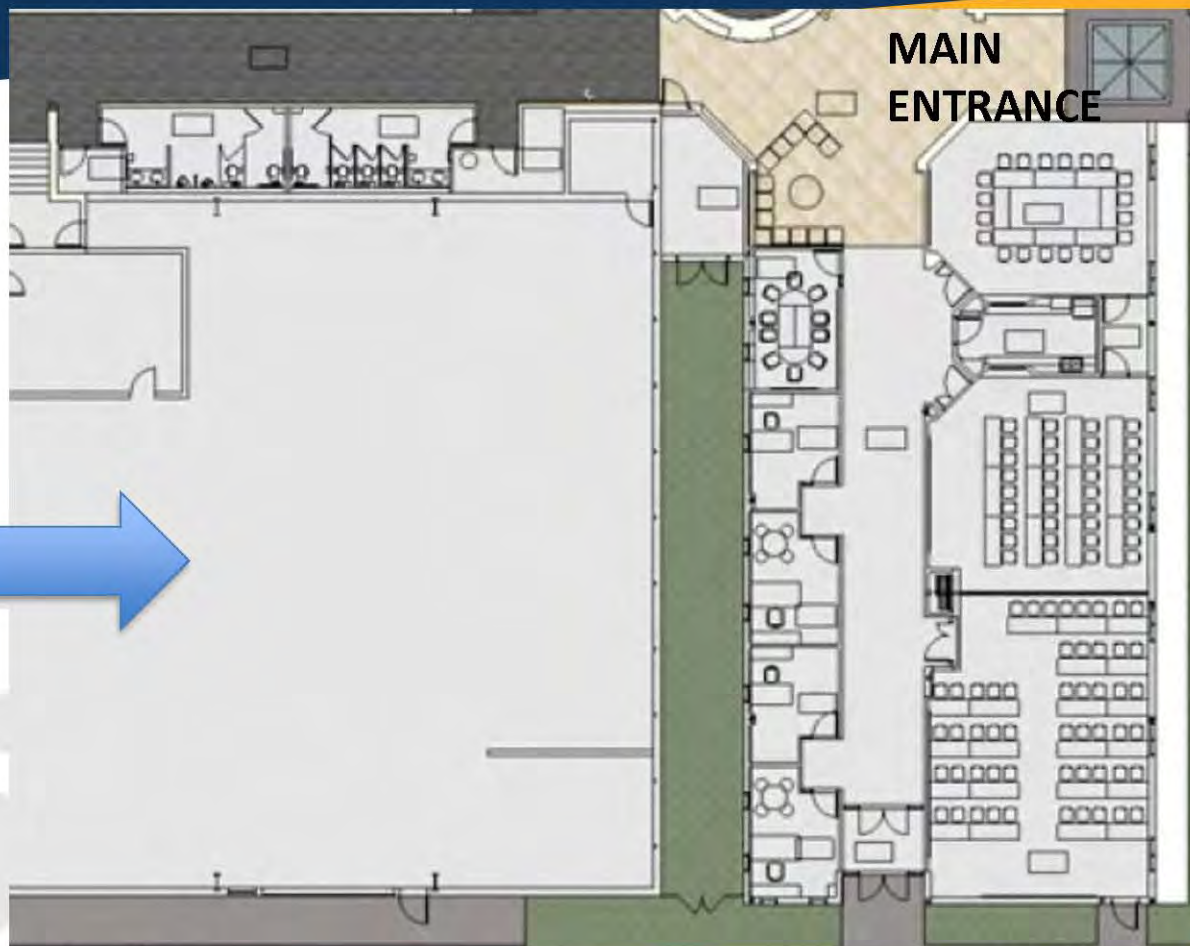
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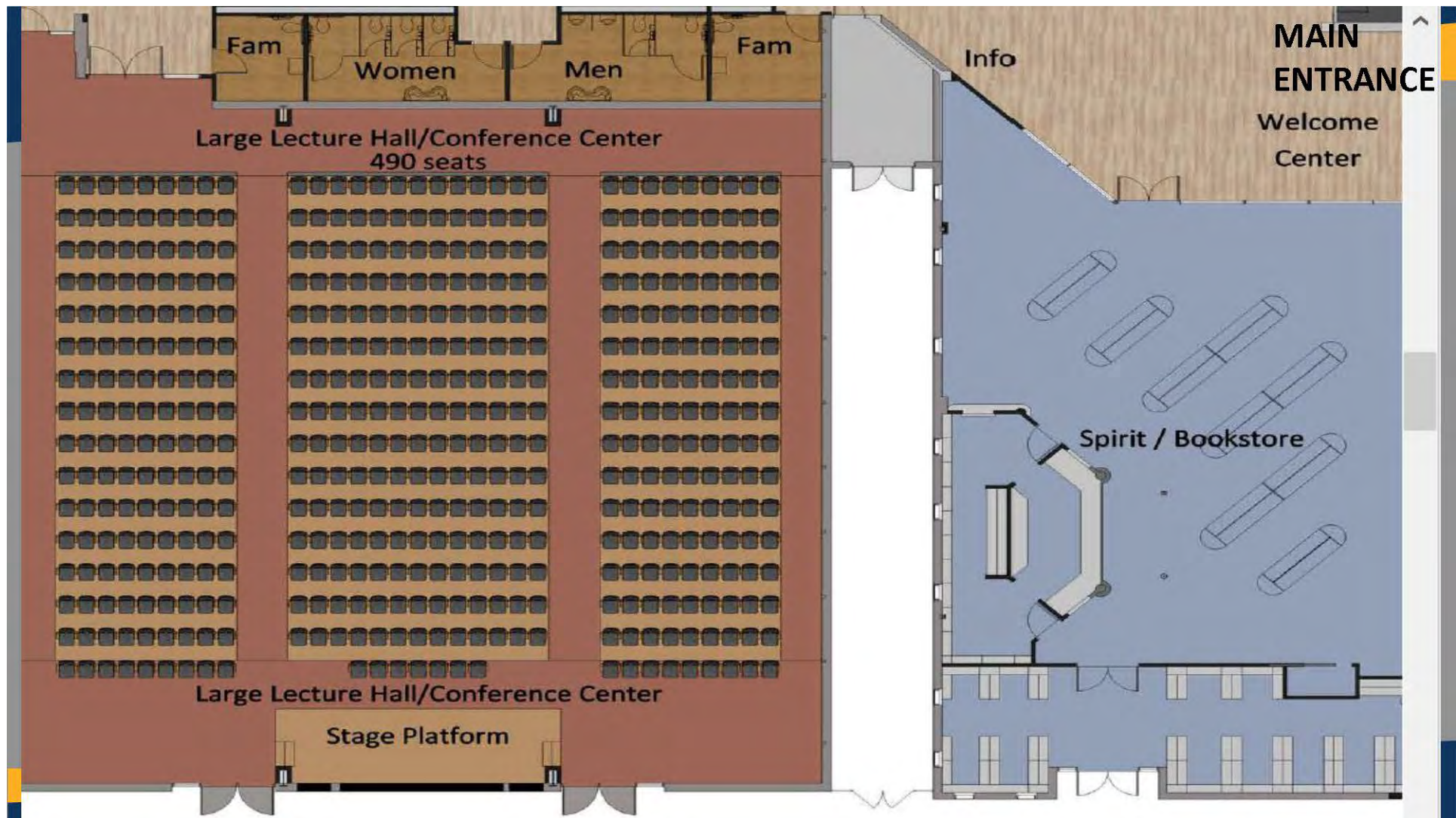


## Room 413 – Current

- Serves as classroom/lab space for agriculture programs



Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**







# Multi Purpose Dome



Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**



# Estimated Cost

- \$9 to \$15 sq. ft.
- A typical multi-sport dome is 250' x 400' and costs \$900K - \$1.5M.
- With a good stream of rental revenue, a dome can pay for itself in 3-5 years.
- The cement grade beam is provided by others and typically costs \$200 - \$260 a linear foot.





# Cost Comparison

## Indoor Steel Construction

<u>Item</u>	<u>Description</u>	<u>Cost</u>
Courts	Versa Court	\$ 59,250
Structure	12,000 sqft @ \$60 per	\$ 720,000
Heating and cooling	Unit Ductwork and control system	\$ 455,000
Concession area	Add rest rooms and concession areas.	\$ 100,000
Sport lighting package		\$ 10,000
		\$ 1,344,250

## Dome

<u>Item</u>	<u>Description</u>	<u>Cost</u>
Courts	Versa Court	\$ 59,250
Grade Beam	Structural Base	\$ 64,000
Soccer Dome	\$20 per sqft x 10,000 sqft	\$ 200,000
Sight and Prep work	General contractor	\$ 60,000
Concession Area	Bathroom and dining space	\$ 175,000
		\$ 558,250



### ***E. Staffing Update***

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

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori- Hired at \$17.00: Jen- Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor Lead	Connor Zingarelli	1/3/2019	MS \$53,314-\$84,768 Hired at \$55,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Automotive Mechanics Instructor - Part-Time	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Houly Band B24 \$20.32 - \$26.4 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Maria Kindrai	12/3/2018	MS \$52,202-\$83,000 Hired at \$58,000
12	New Position	Disability Services Associates	Heather Swatek	9/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$20.00/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety. Part-time-30 hr)	Ken Straka	9/24/2018	Hourly Band B21 \$16.79 - \$21.83 Hired at \$17.50/hour
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Brian Kitchinger	9/15/2018	Salary Band C42 \$48,795-\$68,313 Hired at \$53,000
18	New Position	Help Desk Technology Support	Jamish Patel	9/20/2018	Hourly Band B23 \$19.36 - \$25.17 Hired at \$19.50/hour



### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Prior position for Cora Halverson	Finacial Aid Asst/Accounting Bursar	Camille Chappell	10/8/2018	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.26
20	New Position	Electrical Power Distribution Instructor	Kyle McCorkle	3/18/2019	BS \$48,304-\$76,805 AS \$50,810 - \$80,787 MS \$53,314-\$84,768 Hired at \$73,000
21	Replacement - Robin Lenz	Student Life Coordinator & Athletic Director	Robin Hamel	1/16/2019	Salary Band C42 \$48,795 - \$68,313 Hired at \$55,500
22	Replacements - 2 positions	Associate Degree Nursing Instructor	Reposted	Spring 2019	MS \$53,314-\$84,768
23	Replacement -Dan Kliebenstein	Evening Custodian	Kendrick Henkel	1/3/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61
24	Replacement -Pete Hoffman	Ag Power & Equipment Tech Instructor	Interviews Scheduled	4/1/2019	BS \$48,304-\$76,805 AS \$50,810 - \$80,787 MS \$53,314-\$84,768

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	Replacement - Ed Ruff	Farm Business & Production Management Instructor	Posted	4/15/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768

## **Information and Correspondence**

### ***A. Enrollment Report***

The 2018-19 Comparison FTE Report and the Fall 2019 Application report are available below.

## 2017-2018 and 2018-2019 FTE Comparison

Program Code	Program Title	03-19-18 Students	03-18-19 Students	Student Change	03-19-18 FTE	03-18-19 FTE	FTE Change
10-101-1	Accounting	37	26	(11)	27.93	18.17	(9.77)
10-106-6	Administrative Professional	5		(5)	4.47		(4.47)
10-006-2	Agri-Business/Science Technology	7	1	(6)	2.20	0.10	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	18	2	13.80	17.73	3.93
10-006-5	Agribusiness Science & Technology - Agronomy	24	14	(10)	25.80	13.73	(12.07)
10-006-6	Agribusiness Science & Technology - Animal Science	25	31	6	25.13	27.97	2.83
10-102-3	Business Management	112	135	23	83.73	88.27	4.53
10-530-5	Cancer Information Management	72	97	25	40.13	50.87	10.73
10-504-X	Criminal Justice Studies	59	53	(6)	45.20	40.73	(4.47)
10-316-1	Culinary Arts	14	12	(2)	11.70	7.63	(4.07)
10-317-1	Culinary Management	8	7	(1)	6.73	5.80	(0.93)
10-510-6	Direct Entry Midwife	49	60	11	25.67	23.17	(2.50)
10-307-1	Early Childhood Education	47	56	9	34.73	41.07	6.33
10-620-1	Electro-Mechanical Technology	39	36	(3)	34.50	32.87	(1.63)
10-325-1	Golf Course Management	17	24	7	16.83	20.57	3.73
10-201-2	Graphic And Web Design	36	31	(5)	31.73	25.50	(6.23)
10-530-1	Health Information Technology	63	59	(4)	36.93	33.63	(3.30)
10-520-3	Human Services Associate	39	38	(1)	30.20	27.70	(2.50)
10-825-1	Individualized Technical Studies	17	6	(11)	14.90	5.10	(9.80)
10-620-3	Instrumentation and Controls Technology	4	7	3	2.13	5.70	3.57
10-150-X	IT-Network Specialist	34	46	12	23.77	31.43	7.67
10-513-1	Medical Laboratory Technician	17	19	2	13.37	13.30	(0.07)
10-543-1	Nursing-Associate Degree	205	201	(4)	104.40	106.67	2.27
10-531-1	Paramedic Technician	2		(2)	0.70		(0.70)
10-524-1	Physical Therapist Assistant	48	44	(4)	30.17	28.73	(1.43)
10-196-1	Leadership Development	42	34	(8)	19.63	16.30	(3.33)
10-182-1	Supply Chain Management	37	41	4	17.33	22.03	4.70
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
<b>Total Associate Degree</b>		<b>1,076</b>	<b>1,096</b>	<b>20</b>	<b>724.10</b>	<b>704.77</b>	<b>(19.33)</b>



Program Code	Program Title	03-19-18 Students	03-18-19 Students	Student Change	03-19-18 FTE	03-18-19 FTE	FTE Change
31-101-1	Accounting Assistant	8	7	(1)	4.33	3.27	(1.07)
30-531-6	Advanced EMT	9	9	-	1.93	2.97	1.03
32-070-1	Agricultural Power & Equipment Technician	36	34	(2)	31.50	31.90	0.40
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.07	10.13	1.07
32-404-2	Automotive Technician	32	32	-	26.47	25.60	(0.87)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction		2	2		0.67	0.67
31-475-1	Building Trades-Carpentry	9	7	(2)	7.27	5.93	(1.33)
31-307-1	Child Care Services	3	11	8	2.80	7.50	4.70
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	8.00	4.97	(3.03)
31-502-1	Cosmetology	22	23	1	18.13	17.53	(0.60)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	14	5	4.30	10.23	5.93
31-317-1	Culinary Specialist	4	2	(2)	1.47	1.33	(0.13)
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	19	14	(5)	5.30	3.40	(1.90)
31-413-2	Electrical Power Distribution	29	24	(5)	26.53	24.47	(2.07)
50-413-2	Electricity (Construction) Apprentice	22	22	-	2.87	2.93	0.07
30-531-3	Emergency Medical Technician	67	37	(30)	16.33	9.07	(7.27)
32-080-4	Farm Operations & Management - Ag Mechanics	1	3	2	0.33	2.53	2.20
31-080-6	Farm Operations & Management - Crop Operations		3	3		1.07	1.07
32-080-3	Farm Operations & Management - Dairy	7	13	6	5.50	13.33	7.83
31-080-3	Farm Operations & Management - Dairy Technician	2	6	4	0.73	4.23	3.50
31-080-2	Farm Operations & Management - Farm Ag Maintenance		7	7		5.63	5.63
31-080-7	Farm Operations & Management - Livestock Tech	1	3	2	0.93	2.90	1.97
30-317-1	Food Production Assistant		1	1		1.03	1.03
50-413-1	Industrial Electrician Apprentice	8	5	(3)	1.70	0.67	(1.03)
31-620-1	Industrial Mechanic	7	2	(5)	5.07	1.83	(3.23)
31-154-6	IT-Computer Support Technician	20	10	(10)	10.83	5.00	(5.83)
31-513-1	Laboratory Science Technician	4	4	-	2.40	2.30	(0.10)
50-620-1	Mechatronics Technician Apprentice		8	8		1.93	1.93
31-509-1	Medical Assistant	34	38	4	28.10	28.67	0.57
31-530-2	Medical Coding Specialist	54	50	(4)	25.60	20.23	(5.37)
30-543-1	Nursing Assistant	222	231	9	26.13	33.60	7.47

Program Code	Program Title	03-19-18 Students	03-18-19 Students	Student Change	03-19-18 FTE	03-18-19 FTE	FTE Change
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	26	8	3.40	3.28	(0.12)
31-504-5	Security Operations	2	1	(1)	1.20	1.00	(0.20)
31-182-1	Supply Chain Assistant	6	5	(1)	2.40	2.87	0.47
31-442-1	Welding	60	49	(11)	46.93	34.10	(12.83)
	<b>Total Technical Diploma</b>	<b>757</b>	<b>740</b>	<b>(17)</b>	<b>336.93</b>	<b>337.08</b>	0.15
20-800-1	Liberal Arts - Associate of Arts	17	23	6	5.30	8.57	3.27
20-800-2	Liberal Arts - Associate of Science	26	13	(13)	10.17	4.87	(5.30)
	Undeclared Majors	488	467	(21)	80.70	90.17	9.47
	<b>Total</b>	<b>2,364</b>	<b>2,339</b>	<b>(25)</b>	<b>1,157.20</b>	<b>1,145.45</b>	<b>(11.75)</b>
	<b>Percent of Change</b>						<b>-1.02%</b>
	Vocational Adult (Aid Codes 42-47)	3,512	2,826	(686)	71.23	58.61	(12.62)
	Community Services (Aid Code 60)	31	25	(6)	0.14	0.36	0.22
	Basic Skills (Aid Codes 73,74,75,76)	314	274	(40)	37.00	37.50	0.50
	Basic Skills (Aid Codes 77 & 78)	740	732	(8)	46.33	33.60	(12.73)
	<b>Grand Total</b>	<b>6,961</b>	<b>6,196</b>	<b>(765)</b>	<b>1,311.90</b>	<b>1,275.52</b>	<b>(36.38)</b>
	<b>Total Percent of Change</b>						<b>-2.77%</b>

## Fall 2019 Application Report

Program Application Comparison 2018/19 vs. 2019/20									
PROGRAM	CAP	03/12/18			3/18/2019			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			13	13		27	27		14
Accounting Assistant			2	2		3	3		1
Agribusiness Science & Technology - Agbus Mgmt	20		14	14		5	5		-9
Agribusiness Science & Technology - Agronomy	20		6	6		4	4		-2
Agribusiness Science & Technology - Agronomy Tech	20					1	1		1
Agribusiness Science & Technology - Animal Science	20		12	12		23	23		11
Agricultural Power & Equipment Technician	22		21	21		43	43		22
Auto Collision Repair & Refinish Technician	22		10	10		6	6		-4
Automotive Technician	22		25	25		30	30		5
Building Trades-Carpentry	20		9	9		7	7		-2
Business Management			27	27		24	24		-3
Cancer Information Management	30	15	40	55	14	53	67		12
Child Care Services	13		9	9		9	9		0
CNC Machine Operator/Programmer	15		5	5		4	4		-1
Cosmetology	24		15	15		14	14		-1
Criminal Justice Studies	70		37	37		35	35		-2
Culinary Arts			13	13		2	2		-11
Culinary Management			0	0		4	4		4
Culinary Specialist			0	0					0
Dental Assistant	18		21	21		26	26		5
Early Childhood Education	28		27	27		24	24		-3
Electrical Power Distribution	24		67	67		71	71		4
Electro-Mechanical Technology	24		10	10		27	27		17
Farm Operations & Management - Ag Mechanics	20		4	4		2	2		-2
Farm Operations & Management - Crops Operations	20		3	3		1	1		-2
Farm Operations & Management - Crops	20		0	0		1	1		1
Farm Operations & Management - Dairy	20		13	13		7	7		-6
Farm Operations & Management - Dairy Technician	20		3	3		3	3		0
Farm Operations & Management - Farm Ag Maintenance	20		3	3		5	5		2
Farm Operations & Management - Livestock	20		0	0		0	0		0
Farm Operations & Management - Livestock Tech	20		4	4		1	1		-3
Golf Course Management			10	10		6	6		-4
Graphic and Web Design	25		23	23		14	14		-9
Health Information Technology	22	7	21	28	5	13	18		-10
Human Services Associate	31		15	15		27	27		12
Industrial Mechanic	6		1	1		2	2		1
Instrumentation and Controls Technology	6		3	3		2	2		-1
IT-Computer Support Technician			13	13		9	9		-4
IT-Network Specialist			26	26		13	13		-13
Laboratory Science Technician	15		4	4		2	2		-2
Leadership Development			1	1		5	5		4

[illegible]



## ***B. Chairperson's Report***

## ***C. College President's Report***

5. Enterprise Resource Planning (ERP) System Update
6. Scholarship Gift
7. Data Integrity
8. College Happenings

## ***D. Other Information Items***

## **Establish Board Agenda Items for Next Meeting**

### ***A. Agenda for Next Board Meeting***

4. ERP Presentation and Recommendation
5. Out-of-State Tuition Waiver
6. Foundation Quarterly Report

### ***B. Time and Place***

The next regularly scheduled meeting will be held on Thursday, April 25, 2019.  
The Board meeting will begin at 7:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus, Fennimore, WI.

## **Adjourn to Closed Session**

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

5. **Discussing property acquisition** per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
6. **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.
7. **Discussion of preliminary notices of non-renewal** 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.}
8. **Approval of Closed Session Minutes – February 22, 2019**

## **Reconvene to Open Session**

### ***A. Action, if necessary, on Closed Session Items***

## **Adjournment**