Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

September 24, 2020

Held Virtually Via Zoom

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, September 24, 2020

6:30 p.m. – Charge Forward Scholars
7:00 p.m. – Regular Board Meeting
Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 972 6112 0716
Passcode: 037839

ANNOTATED AGENDA

OPEN MEETING
The following statement will be read: "The September 24, 2020, 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, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus and in the City of Fennimore and at CESA 3 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 agenda is included with the electronic Board material.

B. **Minutes of the Regular Board Meeting of August 27, 2020**
   Minutes of the August 27, 2020, Board meeting are included with the electronic Board packet.

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

D. **Contract Revenue**
There were three contracts totaling $1,524.00 in August 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. **Personnel Items**
The Personnel Report includes one employment recommendation being presented for approval. The report is included with all the Board material.
Recommendation – Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. **Concept Review: Data Analytics**
Included in the electronic Board material is a Wisconsin Technical College System (WTCS) Concept Review for a Data Analytics, 10-102-1, associate degree program. This is the first step in the program approval process. Kim Maier, Director of Innovative & Alternative Learning, will present the program concept and data research at the meeting. Also included is a Board resolution authorizing the Concept Review to be submitted to the WTCS State Board for approval.
Recommendation – Approve the Concept Review for an associate degree program in Data Analytics, 10-102-1, and the Board Resolution authorizing the submission to the WTCS State Board.

B. **McGregor Plaza Parking Lease**
A parking lease, located across the road from the Platteville Outreach Site in McGregor Plaza, is included in the electronic board material. Caleb White will present the lease for approval.
Recommendation – Approve the McGregor Plaza Parking Lease.

C. **Boscobel Outreach Site Lease**
Included in the Board material is a new lease for a different location for the Boscobel Outreach Site. The Outreach Site will be located at 1033 Wisconsin Avenue, Boscobel, WI, at an annual rent of $2,000. Mr. White will present the lease.
Recommendation – Approve the lease for space for the Boscobel Outreach Site located at 1033 Wisconsin Avenue, Boscobel, WI, for $2,000 per year.

D. **Board Monitoring Report - Compliance**
Included in the electronic Board material is the Compliance Board Monitoring Report. The focus of this report is on the Higher Learning Commission accreditation. Barb Tucker, Accreditation Liaison Officer, will present the report. The Board will be asked to approve the report and to identify any concerns with a second action item, if necessary.
Recommendation – Approve the Board Monitoring Report – Compliance. The Board is highly confident, confident, or has concerns in the direction the college is going based on this report. (If there are concerns, please identify those with a second action item.)

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Project RISE (ERP) Update
Matthew Baute, Director of Enterprise Applications, and Heath Ahnen, Director of Information Technology Services, will provide an update on Project RISE, the Enterprise Resource Planning (ERP) implementation.   Included in the electronic Board material is a PowerPoint of what they will present.

B. Diversity & Inclusivity Round Robin
Each Board member will be asked to provide insight on strengthening a culture of inclusivity and creating more opportunities for diversity. Included in the electronic Board material is background information, an explanation of the activity, and a link for an article to read.

C. October Board Retreat
A preliminary agenda for the October 29 Board Retreat is included in the electronic board material. Jason Wood will present the information in more detail at the meeting.

D. Staffing Update
Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with all other Board material.

INFORMATION AND CORRESPONDENCE

A. Enrollment Report
Included in the Board material are the final 2019-20 Comparison FTE Report, the 2020-21 Comparison FTE Report, and a historical FTE report showing program mix by FTE going back to 2003. Also included in the electronic material is the Recruitment update.

B. Chairperson's Report

C. College President's Report
1. 3-year Academic Plan: Input from Board on Expected Outcomes
2. COVID Response Update
3. Kudos to Faculty and Staff
4. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda
1. Board Meeting Retreat
2. Resolution for Adoption of 2020 Tax Levy
3. Fund & Account Transfers (2019-20 Budget Modifications)
4. Review of Purchasing Activity
5. WI Code of Ethics Resolution
6. Foundation Quarterly Report
7. Student Access Monitoring Report

B. **Time and Place**
    The October 29, 2020, Board Retreat and Board Meeting will be held on Southwest
    Tech's Campus in Fennimore, WI. The Board Retreat will commence in the afternoon.

ADJOURNMENT

OPEN MEETING
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A. ***Roll Call***

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

Consent Agenda

A. Approval of Agenda

BOARD MEETING NOTICE/AGENDA
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AGENDA

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

CONSENT AGENDA
    A. Approval of Agenda
    B. Minutes of the Regular Board Meeting of August 27, 2020
    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. Concept Review: Data Analytics
    B. McGregor Plaza Parking Lease
    C. Boscobel Outreach Site Lease
    D. Board Monitoring Report - Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Project RISE (ERP) Update
B. Diversity & Inclusivity Round Robin
C. October Board Retreat
D. Staffing Update

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

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

ADJOURNMENT

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

B. Minutes of the Regular Meeting of August 27, 2020

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on August 27, 2020. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

David Blume, Charles Bolstad, Tracy Fillback, Chris Prange, Donald Tuescher, Jane Wonderling

Absent: Melissa Fitzsimons, Jeanne Jordie, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Barb Tucker, Krista Weber, and Caleb White.

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

BOARD MEETING NOTICE/AGENDA
Thursday, August 27, 2020

7:00 p.m. – Regular Board Meeting
Virtual Meeting using Zoom – www.Zoom.us, Meeting ID: 939 2508 1507
Passcode: 780636

AGENDA

OPEN MEETING
The following statement will be read: "The August 27, 2020, 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, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus 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 Annual Meeting of July 13, 2020
- 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. Fundraising Priorities

BOARD MONITORING OF COLLEGE EFFECTIVENESS
A. Foundation Quarterly Report
B. ABC's of Accreditation
C. Financial Functional Area History
D. Staffing Update

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

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

ADJOURN TO CLOSED SESSION
A. Consideration of adjourning to closed session for the purpose of
1. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
B. Approval of Closed Session Minutes from May 21, 2020

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

ADJOURNMENT

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After a review of the Consent Agenda, including the August 27, 2020 agenda; July 13, 2020, Board minutes; financial reports; 30 contracts totaling $702,529.05 in July 2020; employment recommendations for David Carter-Plake - Midwifery Program Clinical Site Coordinator, Sara Stites - Midwifery Program Coordinator, Andrea Hill - Midwifery Program Clinical Site Coordinator, Calvin Butteris - Systems Analyst–Advancement/Recruitment, Andrew Draus – Systems Analyst-Finance/HR/Payroll, Tina Leis – LTE Student Services Assistant, Karen

Forseth – LTE Financial Aid/Business Office Assistant, Christy Chappell – Nursing Assistant Instructor, Saikanth Ratnavale – Math Instructor; one promotion of Chantel Hampton – Diversity, Equity & Inclusion Coordinator/Social Science Instructor, and the retirement of Barb Tucker – Accreditation Liaison Officer, Mr. Tuescher moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion carried on a unanimous roll call vote.

Holly Clendenen, Executive Director of College Advancement, presented the Fundraising Priorities for the 2020's. The SWTC Foundation and Real Estate Foundation boards have approved the priorities. The priorities are Funding for Diversity, Equity, & Inclusivity – increase the number/percentage of students/faculty/staff of color and increase programming to sustain the conversation, learning moments, and policy development; Create More Endowed Scholarships – offer the same amount of scholarships from endowment funding as is currently being provided by pass-through funds; Create a Student Support Endowment – offer the same level of support we are currently providing with annual investments; and Create Operating Flexibility in Case the Financial Situations Worsens Considerably. Mr. Tuescher moved to approve the Fundraising Priorities for the 2020's, with Ms. Fillback seconding the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

Ms. Clendenen presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Highlights included FY20 fundraising totals of $1,113,603 total gifts received from 1074 donors; employee giving totaled $73,046 from 94% of the full-time employees, received $56,056 in gifts through the Phonathon, received almost $8,000 in funds for Supporting our Students (SOS Fund); Dr. Joyce Czajkowski and Ben Wood completed their six-year terms on the Foundation Board; 114 leases have been signed for 2020-21 compared to 139 last year at this time; and $103,508 in FY19 Foundation unrestricted transfer to the College and $32,000 was transferred to designated fundraising priorities.

Barb Tucker, Accreditation Liaison Officer, provided a presentation on the 'ABC's of Accreditation.' The presentation focused on the importance of accreditation, the basis of the College accreditation, the five Criteria and 18 Core Components of accreditation, and the continuous improvement the College experiences by following the Standard Pathway for Accreditation.

Caleb White, Vice President for Administrative Services, provided an in-depth look at the financial functional area history. Included in the report was an overview of each functional area and how those functional areas have changed over the years.

Krista Weber, Chief Human Resources Officer, updated the Board on College staffing. The Board had approved the employment recommendations under the Consent Agenda. Other notes regarding open positions included the Systems Analyst – Student Service/Financial Aid//Business Office is being reposted, interviews have been scheduled for a limited-term employment administrative assistant; and positions have been posted for a Multi-Cultural Success Coach and a Budget Finance & Marketing Assistant (LTE).

Mr. White reviewed the 2020-21 Comparison FTE Report with the board noting a decrease of 1.5 percent in FTEs compared to one year ago. Katie Glass, Executive Director of Marketing, provided an update on recruitment efforts including recruitment and enrollment events which have taken place and noted the application process for 2021-22 starts September 1.

Under the Chairperson's Report, Mr. Bolstad asked for suggestions on a nomination for the District Boards Association *Board Member of the Year*. He also noted ACCT will be holding their Leadership Congress virtually October 5 – 8. No Board members showed interest in attending.

The President's Report included:
- A thank you to everyone for making the first week of classes as successful as they could be;
- Updates on the State Budget Committee, the laptop program, the new cohort of the Charger Forward Scholars program, and Project RISE (ERP);
- A preliminary overview of the October Board Retreat;
- Succession plan for the Accreditation Liaison Officer position; and
- A leadership development opportunity for Kim Maier and Kyle Bennett.

Mr. Tuescher motioned to adjourn to closed session for the purpose of discussing personnel issues per Wis. Statutes 19.85(1)(f). Mr. Blume seconded the motion, and upon a roll call vote with all members voting affirmatively, the meeting adjourned to closed session at 8:26 p.m. The meeting reconvened to open session at 8:40 p.m.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried on a roll call vote and the meeting adjourned at 8:41 p.m.

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Donald L. Tuescher, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE					
PURCHASES GREATER THAN $2,500					
FOR THE PERIOD 08/01/2020 - 08/31/2020					
Invoices					
Vendor	**Invoice #**	**Description**	**Amount**		
MADISON AREA TECHNICAL COLLEGE	179329	FY 21 Marketing consortium	$25,657.19		
WI TECH COLLEGE DISTRICT BDS ASN	20/21 FEES	20/21 fee assessment	$22,415.26		
DAHL AUTOMOTIVE HONDA INC	JHMZC5F11JC007159	2018 Honda Clarity	$20,835.00		
WISCONSIN LIBRARY SERVICES	492740	ebook collection, database	$14,370.57		
ZOOM VIDEO COMMUNICATIONS INC	INV33887630	Zoom Licenses	$10,598.00		
DIGITALBARN.US	SWTC210620	Online digital marketing	$9,295.00		
EBSCO SUBSCRIPTION SERVICES	1000129950-1	7.1-6.30.21 Package	$9,260.00		
WISCONSIN TECHNICAL COLLEGE	INV170379	WIDS Web software 7.1-6.30.21	$8,904.00		
DIGITALBARN.US	SWTC2207020	Online Digital Ads	$8,350.00		
RESPONDUS INC.	26173	Lockdown Browser 8.1.-7.31.21	$6,745.00		
WPS HEALTH INSURANCE	070320008677	K Rosemeyer Medicare Prem	$4,486.44		
WPS HEALTH INSURANCE	080320003277	J Struss Medicare Prem	$4,396.71		
WPS HEALTH INSURANCE	070320007069	K Suddeth Medicare Prem	$4,396.71		
THOMA CHRISTOPHER	511967	Chain link fence	$4,090.00		
LAMAR COMPANIES	111608484	Billboard Ads	$3,804.00		
WPS HEALTH INSURANCE	080320010971	G Medeke Medicare Prem	$3,800.88		
WPS HEALTH INSURANCE	000498046	M Strohbusch Medicare Prem	$3,738.72		
WPS HEALTH INSURANCE	080320020632	J Nodorft Medicare Prem	$3,613.92		
CAMPUSPEAK	20-0819.KAY	Speaker for Kaylon Blake	$3,500.00		
WPS HEALTH INSURANCE	080320007337	B Larson Medicare Prem	$3,499.69		
WPS HEALTH INSURANCE	000223822	N Strohbusch Medicare Prem	$3,482.64		
WPS HEALTH INSURANCE	080320023061	D Roesch Medicare Prem	$2,647.15		
Total Invoices				$181,886.88	

Purchase Orders

Vendor	PO #	Description	Amount	
FENNIMORE MUNICIPAL UTILITIES	6927	20-21 Blanket PO	$295,000.00	
LAB MIDWEST	6932	Electro Mech: AC Electronic Drives Learning	$87,000.00	
HSR ASSOCIATES INC	6934	Lecture Hall Professional Fees	$76,731.60	
WE ENERGIES	6940	20-21 Blanket PO	$33,600.00	
MARYVILLE CONSTRUCTION CO INC	6935	Platteville Outreach Build Out	$29,475.48	
IVERSON CONSTRUCTION	6930	Facilities: Asphalt Patching	$15,145.00	
VANGUARD COMPUTERS INC	6942	IT: Monitors	$5,103.70	
COFER SALES & GOLF CARTS LLC	6939	Ag Power: Jack Stands	$4,587.88	
GANDERS CLEANING SERVICE LLC	6928	20-21 Blanket PO	$3,000.00	
GARY'S PEST CONTROL, INC.	6929	20-21 Blanket PO	$2,520.00	
Total Purchase Orders				**$552,163.66**

Bank Withdrawals

Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits Aug 2020	CMTRX00002757	WDL000007411	$297,087.25	
WI EE trust Fund #233065	CMTRX00002782	WDL000007471	$130,994.02	
941 ER Fed Tax #55070466	CMTRX00002772	WDL000007453	$113,365.46	
941 Fed ER Tax #83679885	CMTRX00002760	WDL000007422	$106,888.53	
WI DOR ER Tax #1-738-124-576	CMTRX00002760	WDL000007423	$23,936.69	
WI DOR PR Tax #0-143-105-312	CMTRX00002772	WDL000007454	$23,146.28	
Symetra Life Ins #1487194	CMTRX00002775	WDL000007459	$9,736.71	
8.14.20 REF C-Solutions	CMTRX00002776	WDL000007461	$8,477.96	
8.26.20 Creative Solution Fi	CMTRX00002778	WDL000007466	$8,477.96	
Delta Dental #390800	CMTRX00002770	WDL000007442	$6,704.58	
Wells Fargo #849179329	CMTRX00002761	WDL000007429	$6,283.00	
Great-West Trust #852005158	CMTRX00002773	WDL000007456	$6,083.00	
Delta Dental #386861	CMTRX00002765	WDL000007435	$5,865.60	
Delta Dental #385713	CMTRX00002757	WDL000007412	$4,548.11	
Total Bank Withdrawals				**$751,595.15**

Payroll				
Payroll Date	**Transaction #**	**Audit Trail**	**Amount**	
Direct Deposit 8/7/2020	UPRCC00001115	WDL000007413	$280,640.50	
Direct Deposit 8/7/2020	UPRCC00001116	WDL000007414	$4,525.74	
Direct Deposit 8/7/2020	UPRCC00001117	WDL000007415	$28,962.06	
Direct Deposit 8/7/2020	UPRCC00001118	WDL000007416	$7,557.58	
Direct Deposit 8/7/2020	UPRCC00001119	WDL000007417	$4,539.99	
Direct Deposit 8/7/2020	UPRCC00001121	WDL000007420	$970.71	
Direct Deposit 8/21/2020	UPRCC00001122	WDL000007443	$288,277.35	
Direct Deposit 8/21/2020	UPRCC00001123	WDL000007444	$5,887.77	
Direct Deposit 8/21/2020	UPRCC00001125	WDL000007447	$11,054.79	
Direct Deposit 8/21/2020	UPRCC00001126	WDL000007448	$29,358.28	
Direct Deposit 8/21/2020	UPRCC00001127	WDL000007449	$9,980.10	
Direct Deposit 8/21/2020	UPRCC00001128	WDL000007450	$4,540.59	
Direct Deposit 8/21/2020	UPRCC00001129	WDL000007451	$569.53	
Total Payroll				**$676,864.99**
Purchase Cards				
Vendor	**Transaction #**	**Audit Trail**	**Amount**	
US Bank ending 08.04.2020	CMTRX00002770	WDL000007441	$90,358.61	
US Bank ending 7.21.2020	CMTRX00002757	WDL000007409	$41,868.08	
Total Purchase Cards				**$132,226.69**
Total Purchases >= $2,500				**$2,294,737.37**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 08/31/2020			
Receipts			
Fund			
1 General	3,611,084.37		
2 Special Revenue			
3 Capital Projects	323.00		
4 Debt Service	-		
5 Enterprise	482,417.10		
6 Internal Service	318,880.46		
7 Financial Aid/Activities	149,240.06		
Total Receipts		**4,561,944.99**	
Expenses			
Fund			
1 General	1,704,256.78		
2 Special Revenue			
3 Capital Projects	116,144.68		
4 Debt Service	-		
5 Enterprise	132,540.98		
6 Internal Service	359,816.05		
7 Financial Aid/Activities	44,980.91		
Total Expenses		**2,357,739.40**	
Net cash change - month			**2,204,205.59**
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	16,816,509.43		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,231,839.76		
Ending Cash/Investment Balance		**18,051,289.19**	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 2 Months ended August 2020							
	2020-21 Budget	2020-21 YTD Actual	2020-21 Percent	2019-20 Percent	2018-19 Percent	2017-18 Percent	2016-17 Percent
General Fund Revenue	23,130,100.00	4,247,514.19	18.36	17.20	17.47	17.28	16.91
General Fund Expenditures	23,782,100.00	3,551,679.26	14.93	15.00	16.61	14.50	16.04
Capital Projects Fund Revenue	4,020,000.00	323.00	0.01	-	0.30	99.11	100.17
Capital Projects Fund Expenditures	5,862,000.00	129,850.40	2.22	0.92	2.89	3.87	6.79
Debt Service Fund Revenue	5,690,500.00	-	-	-	-	0.66	1.29
Debt Service Fund Expenditures	6,767,500.00	-	-	-	-	0.49	0.59
Enterprise Fund Revenue	1,336,000.00	529,779.96	39.65	34.37	36.26	26.78	27.71
Enterprise Fund Expenditure	1,706,000.00	267,205.90	15.66	17.95	16.61	19.91	14.46
Internal Service Fund Revenue	4,427,000.00	634,468.02	14.33	13.78	16.15	15.28	16.90
Internal Service Fund Expenditures	4,427,000.00	690,872.19	15.61	15.58	23.20	16.47	15.64
Trust & Agency Fund Revenue	8,000,000.00	239,676.44	3.00	3.24	4.17	4.59	3.42
Trust & Agency Fund Expenditures	8,000,000.00	184,789.03	2.31	2.37	2.32	2.96	2.17
Grand Total Revenue	**46,603,600.00**	**5,651,761.61**	**12.13**	**11.71**	**12.35**	**17.92**	**17.84**
Grand Total Expenditures	**50,544,600.00**	**4,824,396.78**	**9.54**	**9.86**	**12.00**	**10.57**	**11.20**

D. Contract Revenue

There were three contracts totaling $1,524.00 in August 2020 being presented for Board approval. The Contract Revenue Report is included below.

								INDIRECT COST FACTOR		
							Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
Contract Holder	**Contract #**	**Service Provided**	**Contact**	**Number Served**		**Price**				
North Crawford Rescue Squad	03-2021-0071-I-42	BLS for Healthcare Provider - CPR Recert	Ken Bartz	8	$	720.00	No		X	
Glenn Andes	03-2021-0078-I-42	Concealed Carry Training	Kris Wubben	13	$	464.00	No		X	
USA Clay Target Leauge	03-2021-0089-T-42	League Director Duties-June	Caleb White		$	140.00	No		X	
USA Clay Target Leauge	03-2021-0089-T-42	League Director Duties-July	Caleb White		$	100.00	No		X	
USA Clay Target Leauge	03-2021-0089-T-42	League Director Duties-August	Caleb White		$	100.00	No		X	

TOTAL of all Contracts	21	$	1,524.00
Exchange of Services	-	$	-
For Pay Service	21	$	1,524.00

E. *Personnel Items*

The Personnel Report includes one employment recommendation being presented for approval. The Personnel Report is included below.

PERSONNEL REPORT
September 24, 2020

Employment: NEW HIRES

Name:	Stephanie Evanchik
Title:	Administrative Assistant LTE
Number of Applicants and Number Interviewed:	34 applicants; 5 interviews
Start Date:	09/28/2020
Salary/Wage:	$19.00
Classification:	Full-Time LTE
Education and/or Experience:	Associate degree in Early Childhood Education with 2 years of medical administrative assistant experience.

PROMOTIONS / TRANSFERS

RETIREMENTS / RESIGNATIONS

Recommendation: *Approve the Consent Agenda.*

Other Items Requiring Board Action

A. Concept Review: Data Analytics

Included below is a Wisconsin Technical College System (WTCS) Concept Review for a Data Analytics, 10-102-1, associate degree program. This is the first step in the program approval process. Kim Maier, Director of Innovative & Alternative Learning, will present the program concept and data research at the meeting. Also included is a Board resolution authorizing the Concept Review to be submitted to the WTCS State Board for approval.

Recommendation – Approve the Concept Review for an associate degree program in Data Analytics, 10-102-1, and the Board Resolution authorizing the submission to the WTCS State Board.

3-1 CONCEPT REVIEW FORM

College: Southwest WI   Date: 08/19/2020

College Contact: Katie Garrity   Phone: (608) 822-2471

Email: kgarrity@swtc.edu

Education Director Consulted: V Crespin-Trujillo   Date Consulted: 9/3/2020

Expected WTCSB Concept Review Approval Date: 11/10/2020
WTCS Calendar of Events

Expected WTCSB Program Approval Date: 01/19/2021

a. Proposed Aid Code - Program Number: 10-102-1

b. Proposed Program Title: (limit of 65 characters)

   Data Analytics

c. Tentative Program Description: (limit of 550 characters)

Data Analytics students will explore the role of analyzing data for employers while leveraging critical-thinking skills, effective communication with stakeholders, gathering information necessary to identify data needs and offer solutions, while recommending opportunity for improvement with the use of data. Graduates of this program are in high demand in many industries, included healthcare, manufacturing, insurance, and finance.
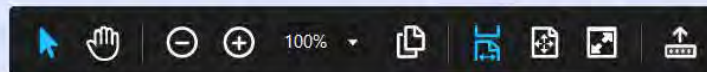
d. SOC {Standard Occupational Classification}

15-2031   13-1161

1) Please provide your rationale for using this SOC Code: (limit of 275 characters)

Two SOC codes are identified for this spectrum of employment opportunities: Operations Research Analysts and Market Research Analysts and Marketing Specialists as detailed in Attachment A.

☑ Supporting documentation attached as "Attachment A"

e. Proposed CIP {Classified Instructional Program} 52.1207

1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

52.1207 is the CIP code that aligns with the SOC codes identified for this program area as referenced by the CIP code description provided in Attachment B.

☑ Supporting documentation attached as "Attachment B"

f. Mean Starting Hourly Salary: $ 52,002.00

g. Single Source Request: (limit of 275 characters) ☑ Not Applicable

☐ Supporting documentation attached as "Attachment C"

h. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as "Attachment D" ☑   Refer to Chapter 1 KB-2 for explanation of required documentation.

i. Projected job openings per year: Year 1 48   Year 3 144   Year 5 240

Projected completers per year: Year 1 0   Year 3 24   Year 5 36

j. Program method of delivery:

◉ 100% Online   ◯ 100% Face to face   ◯ Hybrid   ◯ Competency Based

k. Documentation of member participation and outcomes of the Ad Hoc/advisory group

    ☑ Supporting documentation attached as "Attachment E"

l. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM. (limit of 275 characters)
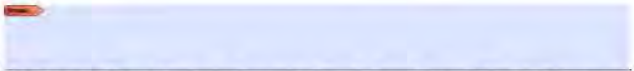
> Per the Program System (PGM302), the following WTCS Colleges are identified as having Business Analyst, a similar program: WTC, MILW, MPTC, FVTC, NWTC, MSTC, and NTC. Katie Garrity, SWTC's Chief Academic Officer reached out via the attached email.

    ☑ Supporting documentation attached as "Attachment F"

m. Documentation of District Board Approval of the Concept Review attached as "Attachment G" ☐

n. Date of conversation with Financial Aid Manager about program concept and what is needed if we are interested in making program financial aid eligible for our students.

    09/03/2020

Signature: _____   Date: _____
      District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please follow your district's procedures for review and submission. The appropriate personnel should submit this form along with all attached documentation in a single .pdf file to programs@wtcsystem.edu.

ATTACHMENT A

SOC Codes

O★NET OnLine

| Help | **Find Occupations** | **Advanced Search** | **Crosswalks** | | **Share** | **O★NET Sites** |

Summary Report for:

Updated 2020

Bright Outlook

15-2031.00 - Operations Research Analysts

Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.

Sample of reported job titles: Advanced Analytics Associate, Analytical Strategist, Business Analytics Director, Business Insight and Analytics Manager, Decision Analyst, Operations Research Analyst, Operations Research Director, Operations Research Group Manager, Operations Research Manager, Optimization Analyst

View report: | Summary | Details | Custom |

Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Credentials | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

Tasks

5 of 15 displayed

- ⊕ Formulate mathematical or simulation models of problems, relating constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters.
- ⊕ Perform validation and testing of models to ensure adequacy and reformulate models as necessary.
- ⊕ Collaborate with senior managers and decision makers to identify and solve a variety of problems and to clarify management objectives.
- ⊕ Present the results of mathematical modeling and data analysis to management or other end users.
- ⊕ Collaborate with others in the organization to ensure successful implementation of chosen problem solutions.

back to top

Technology Skills

5 of 32 displayed   **Show 4 tools used**

- ⊕ **Analytical or scientific software** — IBM SPSS Statistics 🔥 ; Minitab 🔥 ; SAS 🔥 ; The MathWorks MATLAB 🔥
- ⊕ **Data base user interface and query software** — Amazon Redshift 🔥 ; Data entry software 🔥 ; Microsoft Access 🔥 ; MySQL 🔥
- ⊕ **Enterprise resource planning ERP software** 🔥 — Microsoft Dynamics 🔥 ; NetSuite ERP 🔥 ; Oracle Hyperion 🔥 ; SAP 🔥
- ⊕ **Object or component oriented development software** — C++ 🔥 ; Python 🔥 ; R 🔥 ; Scala 🔥
- ⊕ **Operating system software** — Bash 🔥 ; Linux 🔥 ; Shell script 🔥 ; UNIX Shell 🔥

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

26

O*NET OnLine

Summary Report for:

13-1161.00 - Market Research Analysts and Marketing Specialists

Updated 2020

Bright Outlook

Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

Sample of reported job titles: Business Development Specialist, Client Service and Consulting Manager, Communications Specialist, Demographic Analyst, Market Analyst, Market Research Analyst, Market Research Consultant, Market Research Specialist, Market Researcher, Marketing Research Coordinator

View report: | Summary | Details | Custom |

Tasks | Technology Skills | Tools Used | Knowledge | Skills | Abilities | Work Activities | Detailed Work Activities | Work Context | Job Zone | Education | Credentials | Interests | Work Styles | Work Values | Related Occupations | Wages & Employment | Job Openings | Additional Information

Tasks

5 of 13 displayed

- ● Prepare reports of findings, illustrating data graphically and translating complex findings into written text.
- ● Collect and analyze data on customer demographics, preferences, needs, and buying habits to identify potential markets and factors affecting product demand.
- ● Conduct research on consumer opinions and marketing strategies, collaborating with marketing professionals, statisticians, pollsters, and other professionals.
- ● Measure and assess customer and employee satisfaction.
- ● Devise and evaluate methods and procedures for collecting data, such as surveys, opinion polls, or questionnaires, or arrange to obtain existing data.

back to top

Technology Skills

5 of 33 displayed   Show 6 tools used

- ● **Analytical or scientific software** — IBM SPSS Statistics 🔥 ; Minitab 🔥 ; TNS Miriad; WinCross
- ● **Customer relationship management CRM software** — Blackbaud The Raiser's Edge; Insightful Corporation Confirmit; Oracle Eloqua; Salesforce software 🔥
- ● **Data base user interface and query software** — Amazon Redshift 🔥 ; GMI NET-MR; Microsoft Access 🔥 ; Structured query language SQL 🔥
- ● **Graphics or photo imaging software** — Adobe Systems Adobe Creative Cloud 🔥 ; Microsoft Visio 🔥 ; SmugMug Flickr 🔥 ; Thomson Dialog
- ● **Information retrieval or search software** — Factiva; LexisNexis; Mintel Reports; Verispan Patient Parameters

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

ATTACHMENT B
CIP Code

Detail for CIP Code 52.1207

Print

Title: Knowledge Management.

Definition: A program that focuses on the study of knowledge management in government agencies and corporations for the purpose of supporting stated organizational goals and objectives, and prepares individuals to function as information resource managers. Includes instruction in information technology, principles of computer and information systems, management information systems, applicable policy and regulations, and operations and personnel management.

Action: No Substantive Changes

ATTACHMENT D

EMSI/DWD Labor Market Data

Focus Group/DACUM Minutes

Focus Group/DACUM Chart

Narrative of need

Based on the input from the August 6, 2020 focus group/DACUM meeting, September 2, 2020 ad hoc advisory committee meeting, and economic development data, documentation support the need for trained individuals to working the data analysis realm. The focus group and ad hoc advisory committee strongly supported the development of an associate degree program. They validated that the skills and training covered would meet their need in hiring new employees. In addition, they indicated interest in developing a program to meet the needs of current employees.

According to an August 2020 report via EMSI, an economic modeling tool, throughout the SWTC region there are 213 current jobs with an estimated four position postings every month tied to the SOC codes chosen for this proposal. When looking at the positions, a majority of the open positions are due to replacement of positions which includes those leaving the career field and retirees. Due to the large percentage of the SWTC region retiring over the next 20+ years, it could be assumed that the SWTC may face a larger number of retirees in this career filed. As a result, the Data Analytics associate degree would provide additional support for the employers within our region looking to fill those replacement positions with qualified candidates.

One difficulty with locating data for this proposal is that data analysts professionals reside in a variety of job titles including project manager, financial analysts, and first line supervisor. Because of this difficulty the data reported through EMSI may be lacking information that is not housed within the reporting tool. Ultimately, there was strong confidence among the focus group/DACUM and ad hoc advisory members of the need for this program.

Many of the companies of southwest Wisconsin who hire data analysts require multiple level skill sets. The proposed degree will meet all aspects of need we uncovered through the DACUM, conversations with employers, and the EMSI data needs. The creation of this program also supports the idea of creating a lifelong learner. We can meet the need of the workforce within the region and our students by combining aspects of data and data analysis.

Report Parameters

3 Occupations

43-9111 Statistical Assistants

15-2031 Operations Research Analysts

13-1161 Market Research Analysts and Marke

5 Counties

55023	Crawford County, WI	55065	Lafayette County, WI
55043	Grant County, WI	55103	Richland County, WI
55049	Iowa County, WI		

Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs

213

Jobs (2020)

Your area is not a hotspot for this kind of job. The national average for an area this size is 279* employees, while there are 213 here.

$52,002

Compensation

Earnings are low in your area. The national median salary for your occupations is $65,692, compared to $52,002 here.

4

Job Posting Demand

Job posting activity is low in your area. The national average for an area this size is 9* job postings/mo, while there are 4 here.

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

Projections as listed on Form 3-1 (letter i.) are determined by using the above highlighted data of four job postings/month.

2020: 4 jobs per month x 12 = 48

2020-2023: 4 jobs per month x 12 months x 3 years = 144

2020-2025: 4 jobs per month x 12 months x 5 years = 240

Regional Breakdown

County	2020 Jobs
Iowa County, WI	101
Grant County, WI	56
Crawford County, WI	28
Richland County, WI	17
Lafayette County, WI	12

Most Jobs are Found in the Electronic Shopping and Mail-Order Houses Industry Sector

Industry	% of Occupation in Industry (2020)
Electronic Shopping and Mail-Order Houses	34.2%
Management, Scientific, and Technical Consulting Services	4.6%
Management of Companies and Enterprises	4.0%
Depository Credit Intermediation	4.0%
Dairy Product Manufacturing	3.4%
Computer Systems Design and Related Services	2.4%
Other	47.3%

Compensation

Regional Compensation Is 21% Lower Than National Compensation

For your occupations, the 2019 median wage in your area is $25.00/hr, while the national median wage is $31.58/hr.

Job Posting Activity

26 Unique Job Postings

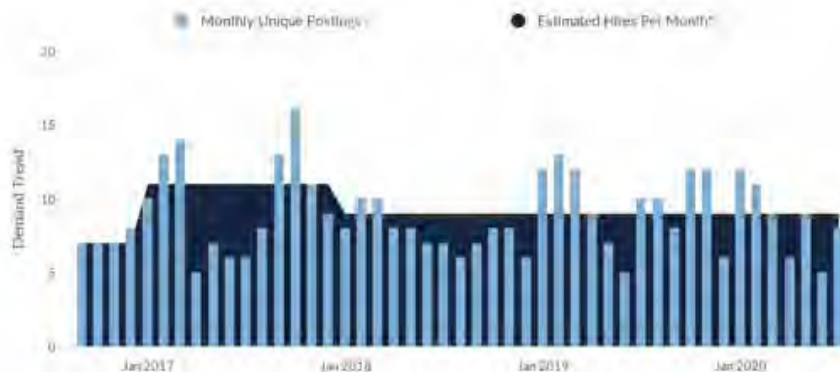The number of unique postings for this job from Jan 2020 to Jul 2020.

7 Employers Competing

All employers in the region who posted for this job from Jan 2020 to Jul 2020.

34 Day Median Duration

Posting duration is 4 days shorter than what's typical in the region.

● Monthly Unique Postings   ● Estimated Hires Per Month*

Occupation	Avg. Monthly Postings (Jan 2020 - Jul 2020)	Avg. Monthly Hires (Jan 2020 - Jul 2020)
Market Research Analysts and Marketing Specialists	6	9
Operations Research Analysts	3	0

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

Top Companies	Unique Postings	Top Job Titles	Unique Postings
Lands' End, Inc.	16	Research Specialists	5
Focus Firm LLC	3	Research Analysts (Life, Phy...	4
Center For The Arts	1	Marketing Managers (Manag...	3
Pssi	1	Operations Analysts (Compu...	2
Rockwell Automation, Inc.	1	Business Analysts (Business...	1
Spectrum	1	Contact Center Representat...	1
		Data Scientists	1
		Field Specialists	1
		Materials Analysts	1
		Process Development Scien...	1

Demographics

Retirement Risk Is High, While Overall Diversity Is Low

46
Retiring Soon

10
Racial Diversity

130
Gender Diversity

Retirement risk is high in your area. The national average for an area this size is 34* employees 55 or older, while there are 46 here.

Racial diversity is low in your area. The national average for an area this size is 61* racially diverse employees, while there are 10 here.

Gender diversity is about average in your area. The national average for an area this size is 119* female employees, while there are 130 here.

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

40

Occupation Age Breakdown

		% of Jobs	Jobs
●	14-18	0.4%	1
●	19-24	6.7%	14
●	25-34	26.2%	55
●	35-44	23.4%	49
●	45-54	21.5%	45
●	55-64	16.8%	35
●	65+	5.0%	10

.il' Emsi   Occupation Overview

Occupation Race/Ethnicity Breakdown

	% of Jobs	Jobs
White	95.2%	200
Asian	2.1%	4
Hispanic or Latino	1.5%	3
Black or African American	0.7%	2
Two or More Races	0.5%	1
American Indian or Alaska Native	0.1%	0
Native Hawaiian or Other Pacific Islander	0.0%	0

Occupation Gender Breakdown

	% of Jobs	Jobs
Males	38.0%	80
Females	62.0%	130

Emsi   Occupation Overview

Occupational Programs

1 Program

Of the programs that can train for this job, 1 has produced completions in the last 5 years.

6 Completions (2019)

The completions from all regional institutions for all degree types.

25 Openings (2019)

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

CIP Code	Top Programs	Completions (2019)
52.0302	Accounting Technology/Technician and Bookkeeping	6

Top Schools	Completions (2019)
Southwest Wisconsin Technical College	6

ılı Emsi · Occupation Overview

Appendix A - Data Sources and Calculations

Location Quotient

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

Occupation Data

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

Staffing Patterns Data

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

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (CZER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Institution Data

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

Data Analytics Focus Group/DACUM

Meeting Minutes

Meeting Date:	August 6, 2020	Time:	1:00-4:00 pm
Location	Zoom	Room:	Zoom
Facilitator:	Kim Maier	Minute Taker:	Beth Cummins

Members Present-	Company Represented	Members Present-	Company Represented
Mandy Henkel	Southwest Tech	Joe Heilhecker	Monroe Truck Equipment
Camille Chappell	Southwest Tech		
Dominik Schmidt	Optum Care		
Brian Potter	Wisconsin Hospital Association		
Sara Schmidt	2 U inc.		
Brian Esser	Crossing Rivers Health Center		

Item 1: Welcome and Introductions

Discussion: Kim Maier called the meeting to order at 1:00 pm and introductions were made. The agenda was reviewed and the plan for the afternoon was shared.

Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 2: Project Background and Labor Market Trends

Discussion:	Kim shared the reasoning for the potential development of the program.	
Labor market trends were shared. The data is specific to our five-county service district (Crawford, Grant, Iowa, Lafayette, Richland.) The Market Research Analyst and Marketing Specialist positions were researched with Emsi data consisting of data from the US Census Bureau, the Bureau of Economic Analysis, and Bureau of Labor Statistics being shared. Employment in our district is important. Data was shared with a 6.1% percent change in the District's counties. This data proves there is a need district and state-wide for a program like this to fill the available jobs. Top Hard and Soft Skills were presented.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: DACUM Overview

| Discussion: Developing a Curriculum by defining the entry level tasks performed by a Data Analytics Professional is the task for today's DACUM meeting. Kim shared DACUM objectives, definitions, terms, and goals. Duties and Tasks will be the focus today and will be determined by the expert workers in this meeting. Curriculum will be developed based off of today's work.

Question from group member: What will a person be expected to do with this type of degree? Will this be an entry level position or a single analyst at a small company? Answer: This degree could land someone a job in either capacity. Both are a need in Southwest Wisconsin and the state. This program needs to teach foundational skills regardless. Soft Skills and Hard skills are important.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 4: Identify Duties

| Discussion: Kim indicated that we are looking to develop eight to twelve duties today. She discussed how to write a meaningful duty using a VERB, OBJECT, and QUALIFYER in the each duty statement.
The group began brainstorming occupational duties at 1:35 p.m. A link to a smartsheet was shared via Zoom chat with the group and was used to collect the duties from the group. At 1:55 p.m. the group completed the brainstorming session. With both duties and tasks developed. They took a small break while the data collected on the SmartSheet was compiled. At 2:05 p.m., the group began reviewing the compiled duties. The group reviewed the duties and grouped them and compiled tasks. Discussion continued until 4:00 p.m.		
Action items:	Person responsible:	Deadline:

Item 5: Identify Tasks

Discussion: Kim explained that tasks are specific deliverable units of work. They are assignable and we will need to determine three to twenty tasks under for each duty today. Discussion and compilation of tasks took place along with the development of the data from 2:10 p.m. until 4:00 p.m.

Action items:	Person responsible:	Deadline:

Item 6: Trends, Knowledge, Skills, Attitudes, and Equipment

Discussion: Kim briefly discussed that trends, knowledge, skills, attitudes, and equipment are an important part of the DACUM. Due to time restraints this was not discussed in detail. Kim will reach out to the group via email for input on this topic.

Action items:	Person responsible:	Deadline:

Item 7: Survey Questions –Would you hire someone with this credential?

Discussion: Kim asked the group if they would hire someone with this credential? A round-robin was conducted and each group member answered as follows:

Brian Potter – Yes

Brian Esser – Yes, this program would be a great add on piece to other positions

Joe Heilhecker – Yes

Sarah Schmidt– No (National Job Market needs Masters Degree)

Mandy Henkel– Yes – Wisconsin Job Market would hire Associate Degree level

Camille Chappell– Yes – would be an opportunity for entry level employees to advance in a company. In our area this position would be beneficial as an associates degree.

Dom Schmidt– Yes – opportunity in parts of his organization to get in at entry -level

Action items:	Person responsible:	Deadline:

Item 8: Next Steps and Wrap Up

Discussion: Advisory Capacity: Does anyone object to participating in the advisory capacity for this program upon approval? No objections

Action items:	Person responsible:	Deadline:

DACUM Adjourned at 4:20p.m.

Data Analytics DACUM
August 6, 2020

	DUTY	TASKS						
A	Identify the Business Need	A1 Meet with stakeholders	A2 Identify research questions	A3 Identify data analysis needs	A4 Create a data collection project plan	A5 Determine best method for data collection	A6 Design surveys to collect data	A7 Establish set of metrics/KPIs for business processes
		A8 Use ad hoc data requests as needed	A9 Identify additional uses for existing data					
B	Collect and prep the data	B1 Research external data sources	B2 Collects data from internal and external sources	B3 Identify Outliers within data sets	B4 Review the collected data	B5 Analyze systems data to identify errors	B6 Format the collected data	B7 Normalizing the collected data
		B8 Clean the collected data	B9 Link the data to an analysis tool					
C	Data Analysis	C1 Identify relationships between data	C2 Run statistical analysis	C3 Identify correlations within data	C4 Process data into actionable information	C5 Analyze process performance	C6 Run ad hoc analyses as needed	

D	Interpretation of Data	D1 Develop actionable recommendations	D2 Interpret findings into business implications	D3 Find goal oriented and measurable solutions	D4 Assess meaning and importance of data using statistical analysis and visual/graphic visualizations			
E	Track business trends and patterns	E1 Track set of metrics/ KPI's	E2 Interpret data based on business requirements	E3 Apply appropriate financial metrics to projects				
F	Communication/Reporting of Data	F1 Conduct analysis of data	F2 Create and maintain dashboards	F3 Develop trainings on data	F4 Summarize the data results into a meaningful format	F5 Develop graphical displays	F6 Prepare presentations of data reports	F7 Provides guidance/advice to teams based on data reporting
		F8 Present findings to stakeholders						
G	Data Integrity and System Sustainability	G1 Develop and maintain data documentation	G2 Assist staff with internal audits related to data	G3 Train personnel in the use and interpretation of data	G4 Maintain data integrity for dashboards	G5 Increase knowledge of current best data analysis practices	G6 Combine data in warehouse structure	G7 Link/match data sets and analysis to process maps
		G8 Troubleshooting the reporting database environment	G9 Develop collaborative and effective working relationships with members of immediate and cross-	G10 Draft, proofread, and edit internal resource documents for measuring and reporting needs				

			functional teams					
H	Other	H1 Use various software and data programs						

Data Analytics DACUM

Trends, Knowledge Points, Skills, Attitudes, and Equipment

August 2020

OCCUPATIONAL TRENDS

DATA
Ability to view real-time data.
Data use to increase productivity.
More companies are data focused and using data to drive decisions
Ethical use of the data
Integrity of the data
Have identified goals with the data
REPORTING/ANALYZING
Creating methods to forecasting/predict.
Need for experience in: Automation Data Mining Defining Personally Identifying Information Forecasting Clustering
Growing need for analytics in business
Ability to create reports and interpret them are becoming expectations across a variety of job roles
OTHER
Familiarity with digital marketing and social media add analysis is in high demand
Opportunity for upward mobility and wage growth within companies
Skill set to manage multiple duties and soft skills
Just learning an analytics software, not enough, need critical thinking
High need for people to have the ability to create reports and interpret them are becoming expectations across a variety of job roles
Data governance and having the ability to identify data and what can be shared and not shared

DATA
Ability to create reports and interpret them are becoming expectations across a variety of job roles
Data Storytelling
Data analysis skills, including data storytelling and using results to form actionable recommendations
Basic knowledge of finance, sales, healthcare and marketing data types.
Data and business ethics
Needs to understand how to use data and best practices
basic data structure concepts (tabular data vs. multiple tables)
STATISTICS
Regression analysis
Moving Averages
Exponential Smoothing
Basic Statistics
basic statistical knowledge (mean vs. median, standard deviation, p-value)
COMPUTER/SOFTWARE
MS Suite-Advanced in Excel.
Ability to create reports and interpret them are becoming expectations across a variety of job roles"
Database structures"
Coding in at least one package such as SQL, STATA, SAS, SPSS, Python, R or other statistical packages – Experience using SQL and Tableau is often a must-have - (I see these two packages most often referenced in Job postings).
Experience with Visualization software including Tableau or Power BI
Comfortable with various computer applications
experience using popular data visualization tools (Excel, Power BI, Tableau)
OTHER
Basic understanding of supply chain
Basic understanding of project management

SKILLS

Analytical thinker (2)
Ability to network
Problem solving skills (3)
Statistical Software
Visualization Software
Critical Thinking (3)
Data translation to actionable items
Data cleaning
Coding in SQL
Building and giving presentations based on analyses (2)
Computer savvy
Good listener
Time management
Project management
Competency in writing reports

ATTITUDES

Ethical.
Independent (3)
Ability to build rapport.
Adaptability
Resilience
Strategic
Curious (3)
Self-motivated (2)
Results driven
Honest
Proactive
Good team member
Inquisitive
Communicative

Tenacious"	

Equipment

General Office Equipment.
Statistical packages (e.g. excel data analysis expansion, SAS)
Statistical package (Stata, SPSS, SAS, R, or Python)
Visualization software (e.g. Tableau, Power BI) (2)
Various software (data manipulation, visualization, presentation, communication) and comfortable using the internet to self-learn.
Sufficient computing power (e.g. enough RAM, fast processor, internet connection)
Camera and microphone (for lecture participation and group work)
Good Stats books with concepts such as descriptive statistics, regression, ANOVA is extremely important"
SQL.
Text books"
Team based assignments
written and oral presentations"
Microsoft Suite (Visio)
Lucidchart

ATTACHMENT E

Ad Hoc Advisory Committee
Members/Minutes

Southwest Tech
Here. Now.

Data Analytics Program

Ad-Hoc Advisory Committee Meeting Minutes

Meeting Date:	September 2, 2020	Time:	2:00 pm – 4:00 pm
Location	Zoom	Room:	Zoom
Facilitator:	Kim Maier	Minute Taker:	Beth Cummins

Members Present-	Company Represented	Members Present-	Company Represented
Brian Potter	Wisconsin Hospital Association	Mandy Henkel	College Effectiveness Manager
Brian Esser	Crossing Rivers Health Center	Camille Chappell	Data Analyst
Dominik Schmidt	Optum Care		
Sara Schmidt	2 U inc.		
Peter Johnson	Paradigm		

Southwest Tech Staff Present	Position/Title	Southwest Tech Staff Present	Position/Title
Kim Maier	Director of Innovative and Alternative Learning		
Beth Cummins	Flexible Learning Coordinator		

Members not present: Joe Heilhecker, Monroe Truck Equipment

Item 1: Welcome and College Update

1. Kim Maier welcomed the meeting attendees
2. Select the committee chair

   Pete Johnson was selected as the committee chair

3. Call the meeting to order
   Pete Johnson called the meeting to order at 2:03 p.m., and introductions were made.

4. Kim provided the group with College Updates
   All programs are running at the college. Masks are required and walk throughs are done to ensure mask are being worn correctly. No positive cases on campus. Cosmetology program when virtual for two weeks due to students being in quarantine.
   ERP Vendor has been selected and implementation will begin soon.

Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 2: Project Background-Review of DACUM

1. Review the minutes from the DACUM:

   Notes: Prior meeting minutes from the August 6, 2020 DACUM were emailed to members prior to the meeting their review.

Mandy Henkel made a motion to approve the minutes from the August 6, 2020 DACUM. Brian Potter seconded the motion.

2. Review the DACUM Chart:

   Notes: Prior meeting, the DACUM chart the August 6, 2020 DACUM were emailed to members prior the meeting their review.

Brian Potter made a motion to approve the DACUM chart from the August 6, 2020 meeting. Sara seconded the motion.

3. Review other Data Analytics programs

   Notes: Kim shared information from the following colleges that offer similar programs. Gateway – IT Data Analytics Specialist: Question: Does SWTC have existing IT programs that this could be built into? Answer: Yes. Classes in Gateway's program were reviewed and discussed. Q: What is the purpose of this position? Gateways program is too heavily IT based possible. Having one Coding platform will be enough to learn the logic behind data issues.

NWTC-Business Analytics Associate Degree: Heavy on the business side. Elicitation is a course that seems interesting. A lot of the course seem appropriate to what the group is looking for. Nicely rounded program, not too specific. Missing statistics-related courses. Statistics would play hand in hand data analytics.

UW Extension Master of Science in Data Science Courses: Also seems heavy on the IT side. Data Analytical and Data Science are two different areas.

Overall the NWTC curriculum seems to fit what we are looking for our district with just an addition of basic programming. Being able to think critically and logically is important but not a standard daily requirement. Knowing one Data tool is enough to give understanding of login. Python is preferred language currently compared to R(which is more non-profit and is older). SQL would also be a good class to have.

4. Review Labor Market Data

    Notes: It is difficult to find EMSI data when you don't have a specific job tagged for specific tasks. Operation Research Analysts and Market Research Analysts were researched. The Executive summary for regional jobs was shared. Jobs, Compensation, and Job Posting Demand were shared.

5. Review the **necessary trends, knowledge, skill, attitudes, and equipment that were collected through the survey**

    Notes on each area:
    i. Trends;
        1. High need for people to have the ability to create reports and interpret them are becoming expectations across a variety of job roles
        2. Need to have goals associated with the data
        3. Data management and data quality management
        4. Ability to say no
        5. Ethical use of the data
        6. Integrity of the data
        7. Data governance and being able to identify data and what can be shared and not shared
    ii. knowledge,
        1. basic understanding of supply chain
    iii. skill,
        1. Add Project Management
        2. Technical writing
    iv. attitudes,
    v. equipment that were collected through the survey. (Beth)
        1. Microsoft Suite
            a. Visio, Lucichart

Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 3: Program Planning Process and Timeline
1. Kim shared the process for the program approval planning process.

Committee approval
SWTC board approval September 24
WTCS Board November 10 board meeting Approve Concept
WTCS Board approves PROGRAM January 19 board meeting
New program to begin January 2022.

Peter Johnson made a motion to approve moving forward with a Data Analytics program at SWTC. Sara Schmidt seconded the motion.

Discussion: How does the college go forward to develop the courses. If the college does not have courses developed, creation will happen as a part of development. Courses from other programs could be used if they fit into the program. Curriculum development can't happen until the program is approved. Marketing and recruitment cannot happen until the program is approved.

Conversation about how the college offers courses curriculum occurred. |

| Action items: N/A | Person responsible: N/A | Deadline: N/A |

Item 4: Programming Data/Curriculum

1. Kim shared information from the following colleges that offer similar programs. Draft program outcomes: The following draft program outcomes were discussed:

    1. Perform elicitation, validation, and analysis of requirements to meet a business need.

    2. Interpret data science analysis outcomes

    3. Effectively communicate data science-related information effectively in various formats to appropriate audiences.

    4. Value and safeguard the ethical use of data in all aspects of their profession.

    5. Transform findings from data resources into actionable business strategies.

The group discussed, revised, and approved the outcomes as follows:

1. Perform elicitation, validation, and analysis of requirements to meet a business need.

2. Interpret and analyze data based on data science concepts.

3. Effectively communicate information in various formats to appropriate audiences.

4. Value and safeguard the ethical use of data in all aspects of their profession.

5. Transform findings from data resources into actionable business strategies.

It was explained that program outcomes are assessed throughout the program. A student who graduates is able to perform these proficiently.

Discussion: The curriculum from these programs will be included in the meeting materials for the next meeting.

Action items:	Person responsible:	Deadline:
Proceed with filing modification paperwork with the State Systems Office	Kim Maier, Lori Needham	May 15, 2020

Item 5: Advisory Thoughts & Input

Discussion: Does the internship portion need to be incorporated? A: It will be incorporated into the curriculum. Internship is very important. Brian Potter said there would be a place for an internship at his organization. Gives peoples options to see where they want to go. Would also be great for someone who is already working for a company. The internship would show they could fit in their organization.

Round Robin

Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 6: Other Business		
Discussion: No other business was brought forward from the group.		
Action items: N/A	Person responsible: N/A	Deadline: N/A

Item 7: Adjournment		
Discussion: N/A		
Action items: Peter Johnson made the motion to adjourn. Brian Potter seconded the motion, and the motion carried. The meeting was adjourned at 3:31 p.m.	Person responsible: N/A	Deadline: N/A

ATTACHMENT F

Initial Discussions with other WTCS districts

From: Katie Garrity
To: Kim Maier
Subject: Programming plans
Date: Tuesday, September 8, 2020 10:07:46 AM

SWTC is in the beginning phase of the new program development process for a 10-102-1 Business Analyst degree. I am contacting you as your College is listed as offering a program with the same title and code designation. We intend to file the necessary documentation with the WTCS for the November meeting. I would be happy to discuss the particulars of our prosed program and answer any questions you may have regarding our plans.

Katie Garrity, RN, MSN, EdD
Chief Academic Officer
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809
(608)822-2471 (800)362-3322 ext. 2471
Fax: 608-822-6019
kgarrity@swtc.edu

Resolution
of the
Southwest Wisconsin Technical College
District Board of Directors

WHEREAS, the Southwest Wisconsin Technical College Board has approved the Concept Review for an associate degree program in Data Analytics, 10-102-1,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for State Board approval the Concept Review for Data Analytics, 10-102-1.

Approved this 24th day of September 2020.

_____
Charles J. Bolstad
Chairperson

ATTEST:

_____
Donald L. Tuescher
Secretary

B. *McGregor Plaza Parking Lease*

A parking lease, located across the road from the Platteville Outreach Site in McGregor Plaza, is included below. Caleb White will present the lease for approval.

<u>Recommendation</u> – Approve the McGregor Plaza Parking Lease.

PARKING SPACE RENTAL AGREEMENT

I.   **The Parties**. This agreement dated on the _____ day of

_____, 20_____ by and between PJR Properties, LLC with

a mailing address of 2215 Union Avenue in the City of Sheboygan, State of

Wisconsin (Hereinafter known as the 'Lessor') and _____

with a mailing address of _____ in the City of

_____, State of _____ (Hereinafter

known as the 'Lessee') for a parking space located at:

_____.

II.   **Term**. The term of this agreement shall begin on the _____ day of

_____, 20_____ and continue:

(Check One)

☐- until the _____ day of _____, 20_____.

☐- on a month to month basis. Termination may be made by either party

with at least _____ days' written notice. The 24 spaces needed from time to

time can be purchased with 72 hour notice at a cost of $25.00 for all

spaces, for the entire day. All notices shall be sent to the parties'

information in Section I.

III.   **Rent**. The rental payment shall be due on the _____ of every month in the

amount of _____ dollars ($_____). Payment shall be

delivered to the Lessor by the Lessee in the following manner:

_____.

Tenant will have spaces 6-15, numbered within the pavement. Signage available at tenants cost.

IV.   **Subletting**. The Lessee is not allowed to sublease (sublet) the space without the direct written consent from the Lessor.

V.   **Current Registration**. Lessee may only use the space for vehicles that are up-to-date with all State and local registration.

VI.   **Maintenance**. Lessee is required to keep the vehicle in good repair and free of hazardous leaks of oils or liquids. No repairs of any type are allowed on the parking space and, if needed, must be towed to a location that allows such activities. Lessor will be responsible for maintenance of asphalt, pavement markings and snow removal.

VII. **Use of Space & Damage**. The use of the space may only be for the parking of a vehicles designated by Lessee. Lessee will notify Lessor of vehicle information on a regular basis and any changes to the original list. No storage of personal property may be allowed in the space. Lessor is not liable for any damage done to the vehicle or personal property taken from it. All liability to the vehicle and personal property will be responsibility of the Lessee.

VIII. **Governing Law**. This agreement shall be governed under the laws in the State of Wisconsin.

This agreement was signed on the _____ day of _____ , 20_____.

_____

Lessor's Signature

_____

Lessee's Signature

_____   _____
Lessor's Printed Name   Lessee's Printed Name

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C. *Boscobel Outreach Site Lease*

Included below is a new lease for a different location for the Boscobel Outreach Site. The Outreach Site will be located at 1033 Wisconsin Avenue, Boscobel, WI, at an annual rent of $2,000. Mr. White will present the lease.

Recommendation – Approve the lease for space for the Boscobel Outreach Site located at 1033 Wisconsin Avenue, Boscobel, WI, for $2,000 per year.

Hildebrand Community Room Agreement

This is an agreement between the City of Boscobel,WI, the Hildebrand Memorial, Boscobel Public Library,1033 Wisconsin Avenue, Boscobel, WI 53805 and Southwest Wisconsin Technical College of 1800 Bronson Blvd, Fennimore, WI 53809.

Hildebrand Memorial Library agrees to provide:
1. A safe, warm, handicapped accessible environment for the Southwest Wisconsin Technical College, hereinafter referred to as SWTC, Virtual Learning Outreach Program participants, at 1033 Wisconsin Avenue, Boscobel, WI between the hours of _____, on _____(days), to enable SWTC to provide Outreach Program services.
2. Permit adequate use of the designated community clubroom and bathroom facilities for the day-to-day operations of the virtual learning programs with
3. Classes provided from _____(hours & days), without undue hardship to employees, volunteers or participants of the Outreach Program,
4. Provide snow removal in parking areas and walkway,
5. Allow space for supplies to be stored in the adjacent clubroom office, and
6. Inform the SWTC Program Director of any problems or concerns with regards to the activities of the Virtual Learning Outreach Program.

Southwest Wisconsin Technical College agrees to:
1. Provide limited liability insurance coverage for staff and volunteers involved in the Virtual Learning Outreach Program operation while on the City of Boscobel / Hildebrand Library property. This provision does not preclude the necessity of the City of Boscobel from carrying liability insurance for this facility,
2. Keep the designated community room and bathroom areas clean and tidy,
3. Vacate the facilities when requested on an occasional basis for special activities or library functions, and
4. Pay an annual fee of $2,000.00 (two-thousand dollars) which has been agreed upon by the City of Boscobel and Hildebrand Library Board of Trustees, and Southwest Wisconsin Technical College for the use of the facility and other associated maintenance and utility expenses.

This agreement is effective from _____thru _____ at which time the contract will be reviewed by the City of Boscobel and Hildebrand Library Board of Trustees, and Southwest Wisconsin Technical College. This Agreement may be terminated by either Party upon thirty (30) days' written notice to the other party.

_____   _____
Hildebrand Memorial Library Representative   Date

_____   _____
City of Boscobel Representative   Date

_____   _____
Southwest Technical College Representative   Date

D. Board Monitoring Report – Compliance

Included below is the Compliance Board Monitoring Report. The focus of this report is on the Higher Learning Commission accreditation. Barb Tucker, Accreditation Liaison Officer, will present the report. The Board will be asked to approve the report and to identify any concerns with a second action item, if necessary.

Recommendation – Approve the Board Monitoring Report – Compliance. The Board is highly confident, confident, or has concerns in the direction the college is going based on this report. (If there are concerns, please identify those with a second action item.)

EXECUTIVE SUMMARY

College accreditation is a process of continuous improvement. Accreditation provides the opportunity for our college community to reflect on how well our processes and actions are supporting our mission, vision, and purposes. Accreditation encourages us to make needed changes to improve what we do. It is through accreditation that we assure quality service to our students, employers, regulators, and district residents.

The process of accreditation includes a review of the functions of our college through 5 different but supporting criteria:

- **Criterion 1 – Mission:** The institution's mission is clear and articulated publicly; it guides the institution's operations

- **Criterion 2 – Integrity: Ethical & Responsible Conduct:** The institution acts with integrity; its conduct is ethical and responsible

- **Criterion 3 – Teaching & Learning: Quality, Resources, & Support:** The institution provides quality education, wherever and however its offerings are delivered

- **Criterion 4– Teaching & Learning: Evaluation & Improvement:** The institution demonstrates responsibility for the quality of its educational programs, learning environments and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement

- **Criterion 5– Institutional Effectiveness, Resources & Planning:** The institution's resources, structures, processes & planning are sufficient to fulfill its mission, improve the quality of its educational offerings, & respond to future challenges and opportunities

The visual below displays how these 5 quality criteria align with our college governance and operations.

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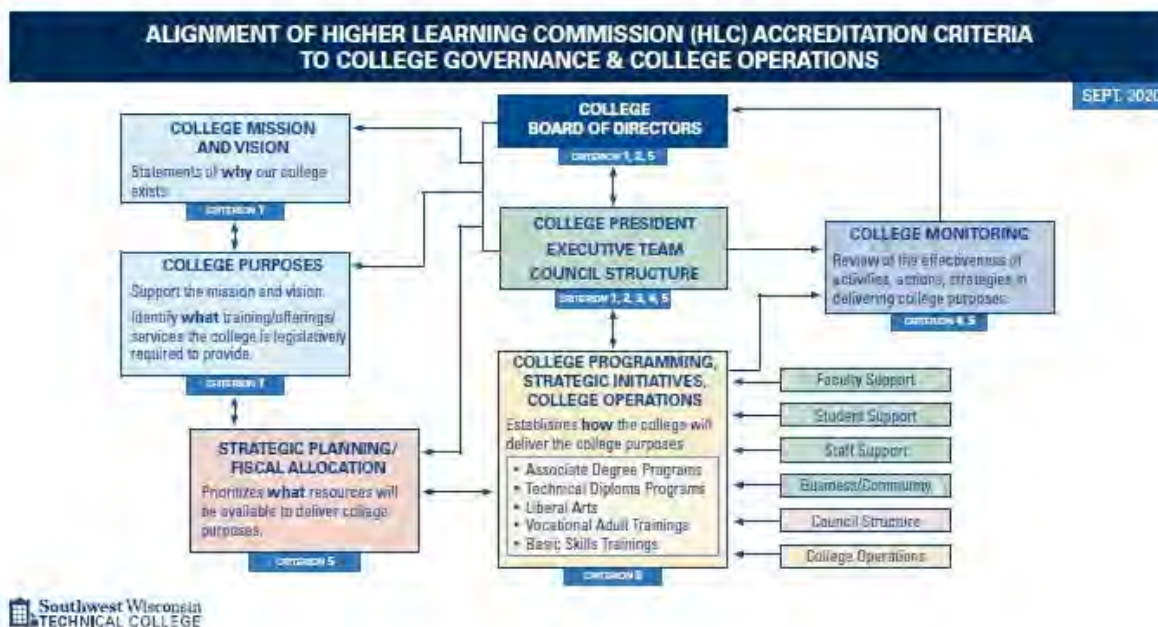
Alignment with Mission, Vision, Values, and Purposes

Providing quality education and training to meet the workforce needs within our district is critical to our college mission, vision, purposes, and values. Accreditation, confirmed through the Higher Learning Commission (HLC), is a process of validating our quality. By maintaining accreditation, Southwest Tech is able to receive and distribute federal financial aid to greater than 78% [1] of our student population. Accreditation also assists in promoting Southwest Tech's vision as a preferred provider of education. Thirteen programs offered at Southwest Tech have third-party program accreditations which require college accreditation as a prerequisite for consideration for program accreditation. These programs include:

Program	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation date	Outcome of Accreditation review	Next Accreditation Review Date
Associate Degree Nursing	Accreditation Commission for Education in Nursing (ACEN)	9 years	2017	Reaccredited for 9 years	2025
Medical Laboratory Technician	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	5 years	2017	Reaccredited for 5 years	2022

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[1] IPEDS 2018 Data Feedback Report reporting on 2016-17 degree seeking student cohort

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Board Monitoring Report
Compliance/Accreditation – September 2020

Program	Professional Accreditation	Cycle of Accreditation	Most Recent Accreditation date	Outcome of Accreditation review	Next Accreditation Review Date
Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the curriculum review board of the Association of Medical Assistants Endowment (AAMAE)	10 years	2016	Reaccredited for 10 years	2026
Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	10 years	2017	Reaccredited for 10 years	2027
Midwifery	Midwifery Education Accreditation Council (MEAC)	6 years	2019	Reaccredited for 6 years	2025
Automotive Technician	NATEF Master Automobile Service Technology Accreditation by the National Institute for Automotive Service Excellence (ASE) Education Foundation	5 years	2018	Accredited for 5 years	2024
Certified Firefighter Courses	International Fire Service Accreditation Congress (IFSAC)	5 years	2018	Accreditation renewed for 5 years	2023
Cancer Information Management	National Cancer Registrars Association (NCRA)	3 years	2016	Initial Accreditation 2018	2022
Health Information Technology	Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	10 years	2018	Initial Accreditation 2018	2028-29
Law Enforcement 720 Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	Fall 2020
200 Hour Jail Academy	Wisconsin Department of Justice Training and Standards Bureau	2 years	Fall 2018	No issues	Fall 2020
Emergency Medical Training (EMS)	Department of Health and Human Services license	2 years	2000	Licensed for 2 years	2020
Welding	American Welding Society (AWS)	3 years	2017 – initial visit	Initial accreditation, self-audit approved for 2019	2020

Our college is currently following the Standard Pathway process for accreditation which involves a 10-year cycle with 2 comprehensive visits in years 4 and 10. Our next comprehensive evaluation will occur on April 25-27, 2022, with a reaffirmation comprehensive visit in 2025-26.

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Board Monitoring Report
Compliance/Accreditation – September 2020

Mission: Our mission compels us to be responsive to our students, employers, and community. Accreditation aligns with our mission by encouraging us to continually review and improve the processes used to meet the needs of our customers.

Vision: Being a preferred provider of education relates directly to the quality of education we provide our students. HLC verifies our quality based on evidence of our performance. These quality assurances reinforce our claim to achieving our mission. We do improve the lives of our students and we have the data to support our claims.

Our College Value of Continuous Improvement is synonymous with the HLC accreditation process. We also pride ourselves on our integrity. We strive to be true to our mission and transparent in our communications to both our external and internal customers. Efforts of the Data Integrity Team validate the quality of our data used in making decisions, the continued updating of the HUB supports improved internal communication, and our commitment to implementing a new ERP system for better data collection and communication to students demonstrates our integrity and desire for continuous improvement.

Our legislatively mandated purposes direct what learning and services we provide. Engaging with our community partners allows us to prioritize resources to meet the most pressing workforce needs in our district. Accreditation is comprehensive and ensures we are systematically reviewing how well our college-wide performance is meeting district needs.

Alignment with Strategic Initiatives, College Programming, and College Operations

College accreditation is a validation of our college's quality – a critical characteristic for attracting students, staff, and donors to our college. Implementing actions that continuously improve student learning demonstrates a commitment to quality - a foundation of accreditation. The annual strategic planning/budgeting process prioritizes actions and resources related to our college purposes in support of meeting the most critical needs of students, employers, and community. Our college strategic priorities for 2019 and 2020 academic years include:

1. Engage Students in High Quality Learning
2. Strengthen a Culture of Accountability
3. Enhance the College's Economic Impact

The process of accreditation encourages us to use data in decision making to make the best use of resources in fulfilling our mission. The need for a common understandings of meaningful retention and completion goals to drive improvements was one of the four areas of improvement required after the 2016 HLC comprehensive visit. The College Health Indicators (CHI's) are our College's response to this need. The college was introduced to 8 College Health Indicators in 2017. After two years, we removed the financial health indicator because it was ineffective for measuring success and difficult to align with

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actionable goals. We are currently working to finalize two additional indicators, Student Learning and Economic impact, bringing the total number of health indicators to 11.

The Board of Directors reviews the mission, vision, purposes, values, strategic directions and College Health Indicators annually during their October retreat. In addition, each monitoring report presented to the Board includes data and progress towards established goals related to improving our performance on College Health Indicators. The Executive Team, taking direction from the Board of Directors, establishes the metric goals for the College Health Indicators during the budget development process which begins annually in October. The budget process (Appendix A) begins on November 15 and closes with the adoption of the budget by the Board in June of the following year. Our strategic priorities are aligned with the College Health indicators and associated metrics and help guide the council work for the coming year. The development, review, and updating of our College Health Indicators promotes accountability in setting and reviewing college-wide performance goals annually. The addition of an indicator to assess student learning will position our college to more directly align our planning and goal setting with the HLC requirement of assessing and improving student learning. Establishing a metric for this student learning indicator is a priority for the 2020-21 academic year. The alignment of the eleven College Health Indicators with the College's strategic priorities is shown below.

COLLEGE HEALTH INDICATORS

Strategic Priority: Engage Students in High Quality Education	
CHI. 1. Student Learning	CHI.2. Enrollment Headcount
CHI.3. Retention Rate	CHI.4.Graduation Rate
CHI.5.Job Placement	CHI.6.Student Satisfaction
CHI.7.Employer Satisfaction	
Strategic Priority: Strengthen a Culture of Accountability	
CHI.8.Employee Satisfaction	CHI.9.Employee Retention
Strategic Priority: Enhance the College's Economic Impact	
CHI.10.FTE's	CHI.11.Economic Impact

Through our strategic priorities of continually improving the quality of student learning, continually improving our support for faculty and staff, and by remaining a vital economic engine we are meeting our mission of providing a trained workforce for our district.

Alignment with College Monitoring

Continually assessing how well the operations of the college support the college mission and vision is the essence of accreditation. Several processes ensure the practice of self-evaluation and continuous improvement including:

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- Instructional and Institutional Vitality Process (IVP)
- Course Assessment
- Program Outcome Assessment
- Coaching Sessions
- Staff and Instructor Evaluations
- Student Perception of Teaching (SPOT) surveys
- Noel Levitz Student Satisfaction Survey
- Employee Satisfaction Survey
- Graduate Follow-up Survey
- Employer Satisfaction Survey
- Program Viability Process
- Board Monitoring Reports

It is through monitoring that college accreditation is maintained. Therefore, ***accreditation is not separate from the work that we do, it IS the work that we do!***

ACCREDITATION work to prepare for upcoming visit.
We have approximately 20 months to ready our campus community for the April 25-27, 2022 comprehensive visit.

Items of note:
- New Accreditation criteria become effective September 1, 2021. The number of criterion remain at 5 with 18 core components. Appendix A is a summary and description of the new criteria including core and sub-components.
- During the April 2022 CQR visit, the HLC team will review and make a decision on how well we meet the 5 Criteria and the associated 18 Core Components. *We must meet each of the core components within a criterion to successfully meet that criterion.*
- We participate in the Standard Pathway process for accreditation and reaffirmation:
  - Standard Pathway follows a 10-year cycle with comprehensive evaluations conducted in year 4 and again in year 10.
  - Year 4 includes an assurance review, a student opinion survey, and an on-site visit (April 25-27, 2022). HLC takes action from this comprehensive evaluation to determine if follow-up monitoring is needed.
  - Year 10 includes an assurance review, a student opinion survey, federal compliance review, and an on-site visit (2025-26). HLC takes action on feedback from the comprehensive evaluation to reaffirm the college's accreditation, recommend follow-up monitoring, or recommend sanctions.
  - The Standard Pathway does require evidence of continuous improvement as it relates to the 5 criterion.

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Standard Pathway 10-Year Cycle

Years 1–3

Prepare Assurance Filing

Institution
May contribute documents to Evidence File and begin writing Assurance Argument for Year 4 comprehensive evaluation.

Year 4

Comprehensive Evaluation

Institution
Submit comprehensive evaluation materials.

Peer Review
Conduct comprehensive evaluation (with visit).

HLC Decision Making
Take action on comprehensive evaluation.

Years 5–9

Prepare Assurance Filing

Institution
May contribute documents to Evidence File and begin writing Assurance Argument for Year 10 comprehensive evaluation.

Year 10

Comprehensive Evaluation For Reaffirmation

Institution
Submit comprehensive evaluation materials.

Peer Review
Conduct comprehensive evaluation (with visit).

HLC Decision Making
Take action on comprehensive evaluation and Reaffirmation of Accreditation.

Extensive efforts have been made to improve insufficient assessment processes identified during the HLC 2016 comprehensive quality review (CQR). A 2019 focused monitoring visit acknowledged the efforts and

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determined that the improvements implemented sufficiently addressed the 2016 concerns. To ensure these improvements continue, the following actions have been taken:

- Creating a standing faculty-led Assessment Team to ensure continued attention to assessing and improving student learning.
- Participating in a 4-year Higher Learning Commission Assessment Academy to help develop institutional knowledge and skills related to assessment; promote assessment as a responsibility of all college staff; and support the understanding that assessment is completed to improve student learning and not to appease HLC.
- Streamlining the assessment of student attainment of college CoreAbilities, whether through co-curricular and/or program coursework, by incorporating the use of Schoology for co-curricular assessment allowing a complete record of student mastery in one system as opposed to several.

The 2020-21 academic year will be predominantly focused on creating the assurance argument (narrative) describing how our college complies with the 5 criteria, 18 core components, and gathering evidence to support this argument. Together, the narrative and evidence must clearly demonstrate the processes and improvements we have taken in the past 10 years to show compliance with the five criteria. These pieces of information, the narrative assurance argument and the associated evidence, are uploaded into HLC's electronic assurance system for easy access by HLC reviewers prior to and during the visit to campus.

To complete the assurance argument work, we have created 2 new accreditation teams who will be supported by the Leadership Team and all college staff.

The Core and Criterion teams will work on gathering the information needed to answer the following questions:

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1. *Process:* What actions does our college take related to the core component? Who is involved in the actions? How often does the action take place?
2. What *evidence* exists to show we are completing the actions/work we say we are to meet this requirement?
3. *Result*: How effective are our actions/processes in meeting this requirement? How are we reviewing processes/activities to assess effectiveness? How, who, and how often? What data supports the opinion on level of effectiveness?
4. *So What?* Have steps been taken to make this action/process better? What evidence supported making a change? How do we know if the change resulted in improvement? What data supports the opinion on improvement?

The Core team will ensure the entire argument is thorough, complete, and persuasive. The Criterion teams will work to ensure the narrative is representative of the college, and with the support of the Leadership team, will gather evidence to support the argument. A detailed summary of the team membership and responsibilities follows:

Team	Members	Responsibilities
Accreditation Core Team	Barb Tucker, Derek Dachelet, Karen Campbell, Mandy Henkel (Jason ad hoc)	• Creation of draft narrative • Finalize narrative and evidence documents • Ensure timeline for assurance argument is being met
Criterion Teams		
• Team 1 Sept 14 – Oct 30	**Co-Leads:** Holly Clendenen and Ken Bartz **Members:** Holly Crubel, Kyle Bennett, Paul Cutting, Chantel Hampton, Mary Johannesen	• Review and update initial draft narrative with information pertinent to each core component • Gather all evidence related to each core component and upload to the HUB Accreditation page • Help college community understand and speak to actions taken to comply with criterion
• Team 2 Oct 2 – Nov 20	**Co-Leads:** Katie Glass/Dan Imhoff **Members:** Kelly Kelly, Tiffany Cote, Pauline Wetter, Connie Haberkorn, Beth Cummins, Joe Randall	
• Team 3 Nov 2 – Jan 4	**Co-Leads:** Katie Garrity/Kim Maier **Members:** Connor Zingarelli, Melissa Klinkhammer, Stacy Place, Joan Young, Heather Swatek, Krista Demo	
• Team 4 • Feb 1 – Mar 26	**Co-Leads:** Cynde Larsen/Deb Ihm **Members:** Sara Biese, Robin Hamel, Natalie Long, Gary Roberts, Christina Winch	
• Team 5 Jan 11 – Mar 5	**Co-Leads:** Caleb White/Krista Weber	

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	Members: Camille Chappell, Heather Fifrick, Melinda Nicely, Jody Millin, Ashley Crubel	
Leadership Council Brainstorm Evidence - Monthly meetings Aug – March Review final draft- May – July	All Leadership	• Brainstorm evidence for all core components – be prepared to discuss the evidence prior to team meeting • Support Criterion Teams by responding to evidence requests promptly & thoroughly • Review and provide input into final draft narrative and evidence
College Community Review final draft Sep - Oct	ALL staff	• Review and provide input into final draft narrative and evidence

The timeline for accomplishing the work in the next 10 months can be viewed below.

Assurance Argument Completion Timeline – 2020-2021

Tasks to Complete	2020					2021					
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Finalize core team											
clarify roles of core team, criterion teams, and Leadership											
Educate Leadership Team @ process and timeline to complete assurance argument											
finalize criterion teams											
Kick off meeting for all criterion teams											
Educate college community @ process and timeline for assurance argument											
Educate board @ process and timeline											
Criterion 1											
Criterion 2											
Criterion 3											

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Criterion 4												
Criterion 5												
Assurance Argument narrative finalized												
Evidence Documents Finalized												

Assurance Argument Completion Timeline (2021-2022)

	2021						2022			
Tasks to Complete	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Evidence Documents Finalized										
Entire Document out for final all college review										
Assurance Argument Finalized										
Assurance Argument Locked 4 weeks before visit – no changes										
Comprehensive Visit										25-27

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

The college's 2020-21 strategic plan prioritizes work for the current year in support of our college health indicators, strategic priorities, and college mission. This work is fundamental for prioritizing resources to deliver programming aligned with our college priorities. The strategic initiatives outlined below displays the alignment between the strategic priorities, strategic initiatives, college health indicators, and sponsoring councils. Project teams are currently meeting to set outcome metrics in order to gauge project impact. The progress toward achieving the metric will be highlighted at College Forums, Leadership Council Meetings, and will be considered during strategic planning for the 2021-22 year.

2020-21 Strategic Initiatives:

The overall arching theme of the 2021-21 strategic initiatives is "Changing Higher Education at Southwest Tech." Due to COVID-19, higher education, as we know it, will be changed forever. We will develop the Southwest Tech education model using the strengths of our faculty, staff, employers, alumni, and other

constituents. Five strategic initiatives have been identified, a significantly reduced number from prior years. Focusing our efforts on the most pressing needs for the year will allow our college community to assist students and faculty adapt, embrace, and excel in a more virtual educational model.

Strategic Initiatives – 2020-21

College Mission: Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.			
College 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.			
Strategic Priorities: (1) Engage Students in High-Quality Learning; **(2)** Strengthen a Culture of Accountability; **(3)** Enhance the College's Economic Impact			
Council	**Strategic Initiative**	**Strategic Direction**	**Comments**
Executive Team	**Quality Improvement through Accreditation** **Co-leads:** Barb Tucker, Karen Campbell **Team:** Derek Dachelet, Mandy Henkel, and 5 criterion teams	Enhance the College's Economic Impact	As we write the Assurance Argument and live accreditation, we must ensure there are processes in place all across campus to assess what we do, how we do it, and to make quality improvements by using data to make decisions.
Leadership Council	**More Students Learning More – Student Recruitment – Phase 2** **Co-leads:** Chris Bowers, Kyle Bennett **Team:** *In process of finalizing*	Strengthen a Culture of Accountability	Continue assessing how we recruit students, both traditional and non-traditional. Determine best means to recruit adult students using data-informed strategies.
Academic Council	**Investments in Instructional Vitality and Academic Innovations** **Co-leads: Kim Maier, Cynde Larsen** **Team:** *In process of finalizing*	Engage Students in High-Quality Learning	Enhance instructional vitality in programs with different delivery methods using virtual and non-virtual technologies and non-traditional alternative locations. Implement innovative technology, delivery, presentations, and collaboration, in academic courses.
College Council	**Enhance Employee Engagement** **Co-leads:** Krista Weber, Josh Bedward **Team:** *In process of finalizing*	Strengthen a Culture of Accountability	Enhance engagement by employees through activities based on the Charger Cooperative Network, the Respect Pledge, and results from the climate survey.
Operations Council	**Enterprise Resource Planning – Implementation** **Co-leads:** Matthew Baute, Heath Ahnen	Strengthen a Culture of Accountability	Implement the new ERP virtually based on the already prescribed plan developed with Campus Works.

Board Monitoring Report

Compliance/Accreditation – September 2020

College Mission: Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.			
College 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.			
Strategic Priorities: (1) Engage Students in High-Quality Learning; (2) Strengthen a Culture of Accountability; (3) Enhance the College's Economic Impact			
Council	**Strategic Initiative**	**Strategic Direction**	**Comments**
	Team: Danielle Seippel, CoraBeth Halverson, Kelly Kelly, Jake Mootz, Katie Glass, Holly Clendenen, Connie Haberkorn, System Analysts		

An annual calendar of college planning for continuous improvement is shown below:

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Instructional IVP – review of program learning outcome mastery TSA document, student enrollment, student retention, student graduation, student placement, and student and employer satisfaction. Develop TAP's to improve areas of lower than desired performance.												
Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Strategic Planning – Board of Directors reviews mission, vision, purposes, values, and strategic directions. Changes made as needed.												
Strategic Planning – Executive Team, Leadership and cross section of college staff work on strategic priorities by reviewing TAP's, College Health Indicators, and external and internal weaknesses and opportunities. Strategic priorities for the following year are established. Executive Team also identifies a college health indicator of focus (graduation enrollment 2019-20 and graduation 2020-21)												
Planning for strategic priorities are incorporated into the budget planning												
Fiscal Services work with Budget Managers to compile the college's aggregate budget with annual comparisons												
Board of Directors reviews college strategic priorities and initiatives.												

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Board Monitoring Report
Compliance/Accreditation – September 2020

Establish budget assumptions, budget parameters, and strategic priorities														
Strategic priorities and initiatives are shared with entire college. Staff sign-up for initiatives to work on														
Board of Directors detailed review of proposed budget and modify assumptions and parameters as needed														
Budget changes reviewed by Dept Leads														
Second update of proposed budget is reviewed by District Board														
Institutional IVP – Focus on CHI set by Executive Team														
Final adjustments to budget														
Public Hearing on proposed budget and District Board review and approval														
Strategic initiatives clearly defined and work begins														

A review of continuous improvement actions taken as a result of these planning efforts are included in the Board Monitoring Reports presented throughout the year.

> September – Compliance Monitoring Report
>
> October – Student Access Monitoring Report
>
> January – Safety & Security Monitoring Report
>
> March – Quality Teaching & Learning Monitoring Report
>
> May – Financial Sustainability Monitoring Report
>
> June – College Culture Monitoring Report

PRESENTATION OF THE DATA FOR 2019-20

COVID-19 Response

The 2019-20 academic year presented unprecedented challenges for the college which altered the way business was completed as a result of the COVID-19 virus. These challenges were met with creative solutions as our college community collectively focused on meeting the needs of our students, faculty, community, and each other.   Our 3 strategic priorities: (1) Engage students in High-Quality Learning, (2) Strengthen a Culture of Accountability, and (3) Enhance the College's Economic Impact, influenced the decisions and actions taken including:

1. **Action taken to support the continuation of quality teaching:**
   - IT and the Innovative and Alternative Learning (IAL) Departments ensured faculty had the equipment, technical support, and training needed for conducting virtual instruction.

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- The college was closed for one week during which time faculty and staff were able to redesign courses and services to students.
- Once teaching resumed in a virtual format, the college extended the spring semester in order for students to complete essential in-person learning activities with appropriate safety protocols in place.
- The college purchased specialized equipment for programs, like nursing and public safety, to enable students to demonstrate competencies in alternative formats.

2. **Actions taken to support student's learning:**
   - Wi-Fi hot spots provided to students with weak internet connectivity
   - Students needing computers were provided computers; student laptop program considered and implemented
   - Wi-Fi access was strengthened at the Southwest Tech campus (any other place?) for students and community members to access Wi-Fi from the parking lot(s?)
   - Every student received a well-check phone call. Referrals made to appropriate college service area, instructors, advisors, or other resources deemed appropriate.
   - Students with food insecurities were provided food through the Charger Cupboard
   - Students needing access to lab facilities were brought back on campus safely to enable completion of training. Masks/PPE equipment were provided to these students to ensure safety
   - Academic support, Mental Health, and Advising continued in a virtual format
   - Financial aid disbursement was expedited with checks sent via US post office
   - Heightened donations were sought and collected to assist with students' financial challenges faced resulting from COVID

3. **Actions taken to support our businesses and community:**
   - To show appreciation and support to our healthcare providers, baskets of local purchased items from businesses were delivered by college staff
   - Gift cards from local businesses were purchased as part of an employee care campaign
   - Southwest Tech dining services donated unused food items to local food pantries
   - Southwest Tech donated much needed PPE equipment to county emergency management

4. **Actions taken to support our Southwest Tech family:**
   - Gift cards/items from local businesses were sent to employees as a way to stay connected and reduce isolation
   - Homeschool, Charger Style linked Southwest Tech employees whose jobs were suspended/reduced due to COVID, employee's school age children to provide tutoring support and enrichment activities

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Board Monitoring Report
Compliance/Accreditation – September 2020

- Board of Directors agreed to use college funds to assure that staff's jobs were safe through June 2021 to allow staff to concentrate on helping students and each other without the fear of loss of employment.
- Employees negatively impacted by COVID who needed additional financial support were provided one-time emergency grants. In a few circumstances, where the need was particularly acute, the college provided additional emergency grants disbursed over multiple pay periods.

<u>2019-20 Strategic Initiatives</u>
While our college focus pivoted as a result of COVID-19, work on the 2019-20 strategic initiatives continued. A summary of the 2019 strategic initiatives and outcomes for the year is shown below.

2019-20 Strategic Priority	Strategic Initiative	College Health Indicator	Council Responsible	Outcome
Engage Students in High-Quality Learning	Student Jobs-Student Success-Phase 2	Student Learning Retention Graduation Job Placement Employer Satisfaction	Academic Council	<u>Goals:</u> increase student worker job applications to 3-5 per opening. Increase #of on-campus jobs to 130; create value added job description and performance management plan; <u>Outcomes:</u> developed standardized job evaluation form/process; New Hire Checklist; remaining impacted by campus closure/COVID
	Remedial Teaching and Learning	Student Learning Retention Graduation	Academic Council	<u>Goals:</u> Increase course completion in Applied math to 75.58%; Tech math to 81.11%; Workplace communication to 81.01% and Written communication to 68.76% <u>Outcomes:</u> Applied math: 77.8% Tech Math 1A: 65%; Workplace Communication: 81.1% and Written Communication: 57.4%
	Special Populations – Student Success	Student Learning Retention Graduation	Executive Team	<u>Goal:</u> Improve course completion and retention of Charge Forward program participants to 80% (25 low income, minority, and/or disabled students per year) <u>Outcome:</u> In year 1, 25 students enrolled. 5 students left college

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				due to COVID. 20 remained = 80% retention.
	Bookstore Redesign- Phase 2	Student Satisfaction Employee Satisfaction Enrollment	Leadership Council	Goal: creating new inviting space and retain and develop 5 year plan to grow current auxiliary margins. Outcome: Space is complete; plan is complete and will be updated annually with annual report out to exec team
Strengthen Accountability	Performance Management – Phase 2	Employee Satisfaction Employee Retention	College Council	Goal: Train staff and supervisors on performance management implementation; Adjust performance mgt tool based on staff input; create process to tie compensation to performance mgt results Outcome: Board approved implementation of performance management plan; Supervisors trained via Zoom;
	Professional and Leadership Development	Employee Satisfaction Employee Retention	College Council	Goal: Develop and implement systematic plan for ongoing leadership development to improve employee satisfaction. Outcome: 5 trainings held in Fall 2019 with 3 trainings held in Spring 2020
	More Students Learning More – Student Recruitment	Enrollment FTEs	Leadership Council	Goal: 1300 FTE's for the 2019-2020 academic year. 12 tour and lunch/week; 100% employees participate in lead generation for tour and lunch Outcome: Initiated tour and lunch recruitment -
	Enterprise Resource Planning – Replacement for CAMS	Student Satisfaction Employee Satisfaction	Operations Council	Goal: research and choose vendor for new ERP system. Outcome: Completed - ERP implementation in progress

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				and will continue through 2021
Understand our Economic Impact	Economic Impact and Outreach Development Planning	FTEs Enrollment	Executive Team	Goal: present 25 economic impact presentations to the community. Outcome: 12 presentations completed through February. Eleven were scheduled for March and April. These 11 were postponed due to COVID.

College Health Indicators:

A 4 Year summary of the College Health Indicators with targets and outcomes is shown below.

College Health Indicators	Benchmark	2018-19 Actual	2019-20 Target	2019-20 Actual	2020-21 Target
Engage Students in High Quality Learning					
CHI.1. Student Learning	tbd	na	tbd	na	tbd
CHI.2. Enrollment Headcount	na	6932	7000	6595	6900
CHI.3. Retention Rate	60%	69%	83%	69%	83%
CHI.4. Graduation Rate	41%	61%	65%	61%	65%
CHI.5. Job Placement	93%	93%	97%	tbd	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	6.00	na	6.00
CHI.7. Employer Satisfaction	97%	97%	98%	tbd	98%
Strengthen a Culture of Accountability					
CHI.8. Employee Satisfaction	3.84	4.26	4.30	tbd*	4.30
CHI.9. Employee Retention	90%	95%	95%	96%	95%
Enhance the College's Economic Impact					
CHI.10. FTEs	na	1332.3900	1300.0000	1296.7900	1275.0000
CHI.11. Economic Impact	tbd	na	tbd	tbd	tbd

Baseline: Current or Most Recent measure available

Benchmark: Comparable measure from identified competitor (ex: WTCS colleges, national, etc.)

Target: Goal to achieve after implementing activities/initiatives   Dated: 9/10/2020

* data availability delayed due to Covid19

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Instructional/Institutional Vitality Process - IVP

Faculty and college staff review data tied to college health indicators at the annual instructional/institutional vitality process (IVP) day. Faculty compare program performance to the annual CHI target metric with college department staff reviewing metrics and/or procedures tied to the CHI's. This information is used to create Team Action Plans (TAP's) to improve overall college performance. One hundred and sixty nine (169) total TAPS were created in 2019 to support college health indicators/strategic priorities. A summary of the TAP alignment is shown below.

College Health Indicator	Number of TAP's		College Health Indicator	Number of TAP's
Graduation Rates	12		Employer Satisfaction	1
Enrollment	10		Job Placement	2
Retention	14		Student Satisfaction	0
Quality student learning	69		Employee satisfaction	1
Economic Impact	4		FTE's	2
Strategic Priority	**Number of TAP's**			
Culture of Accountability	43			

Assessing attainment of program learning outcomes has been significantly enhanced through the development of a mastery bridge that links each course competency assessment to the associated program learning outcome. The summary of attainment of program learning outcomes for all programs compiled in May 2020 is shown in the table below.

2019-20 Program Learning Outcomes			
# programs	53	% of total Students	% of students assessed
# program students*	1985	100%	
# assessed for program outcomes	853	42.9%	100%
# passed	786	39.6%	92.1%
# did not pass	67	3.4%	7.8%
# blank – no score	34	1.7%	
# not assessed**	1098	55.3%	

*includes duplicate students

** includes students not finished with program and students waiting to complete licensure or third party assessments

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Of the 853 graduating students assessed for program outcomes, 92.1% successfully completed all required program outcomes. Faculty reviewed their individual program TSA mastery bridge data during the Fall IVP in August and used this information to create at least 1 Team Action Plan (TAP) to improve one or more competencies related to a student learning program outcome.

STRENGTHS

1. We have invested in an Accreditation Liaison Officer to focus on the important work of documenting our actions and accurately "telling our story " related to HLC's Quality Standards

2. We have sent large groups of staff to the annual HLC conference thereby expanding the understanding of accreditation within the college community

3. We were selected to participate in the 4-year HLC Assessment Academy which will provide guidance from assessment experts on processes to assess and improve the quality of our collective college work in delivering our mission.

WEAKNESSES

1. TIME. We are facing unprecedented hurdles with COVID-19, financial uncertainty, and political polarization on social issues. In addition, the college is implementing a new Enterprise Resource Planning (ERP) system. Everyday tasks require more time and attention taxing everyone with increased workloads. We eliminated over half of our Strategic Initiatives, cut membership on Councils and Teams by nearly two thirds, and decreased the number and time associated with implementing Team Action Plans (TAPS).

2. TRANSITIONS. Our college had 8 staff retire this past year (3 maintenance, 3 instructors, 1 college effectiveness, and 1 Library) with the current Accreditation Liaison Officer announcing retirement in early 2021. As our college staff ages, it is important that we continually involve a greater number of staff members in accreditation work. The creation of a standing Accreditation Steering Team will ensure greater depth and breadth of accreditation knowledge within the college, however, building this knowledge takes time. (see #1 Weakness). The current Accreditation Steering Team members includes Barb Tucker, Karen Campbell, Derek Dachelet, and Mandy Henkel.

APPENDIX

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Appendix A – College Budget Process

2019-2020 DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2019.

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

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

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

Board Monitoring of College Effectiveness
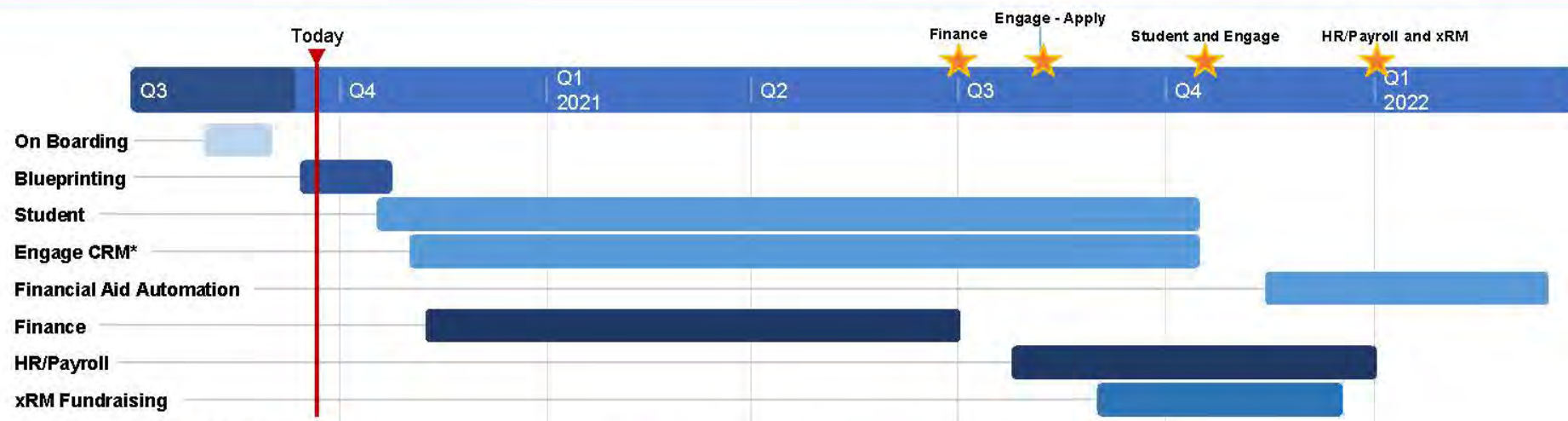
A. Project RISE (ERP) Update

Matthew Baute, Director of Enterprise Applications, and Heath Ahnen, Director of Information Technology Services, will provide an update on Project RISE, the Enterprise Resource Planning (ERP) implementation.   Included below is a PowerPoint of what they will present.

Southwest Wisconsin
TECHNICAL COLLEGE

Work In Progress

RISE
RAISING & INNOVATING
THE STUDENT EXPERIENCE
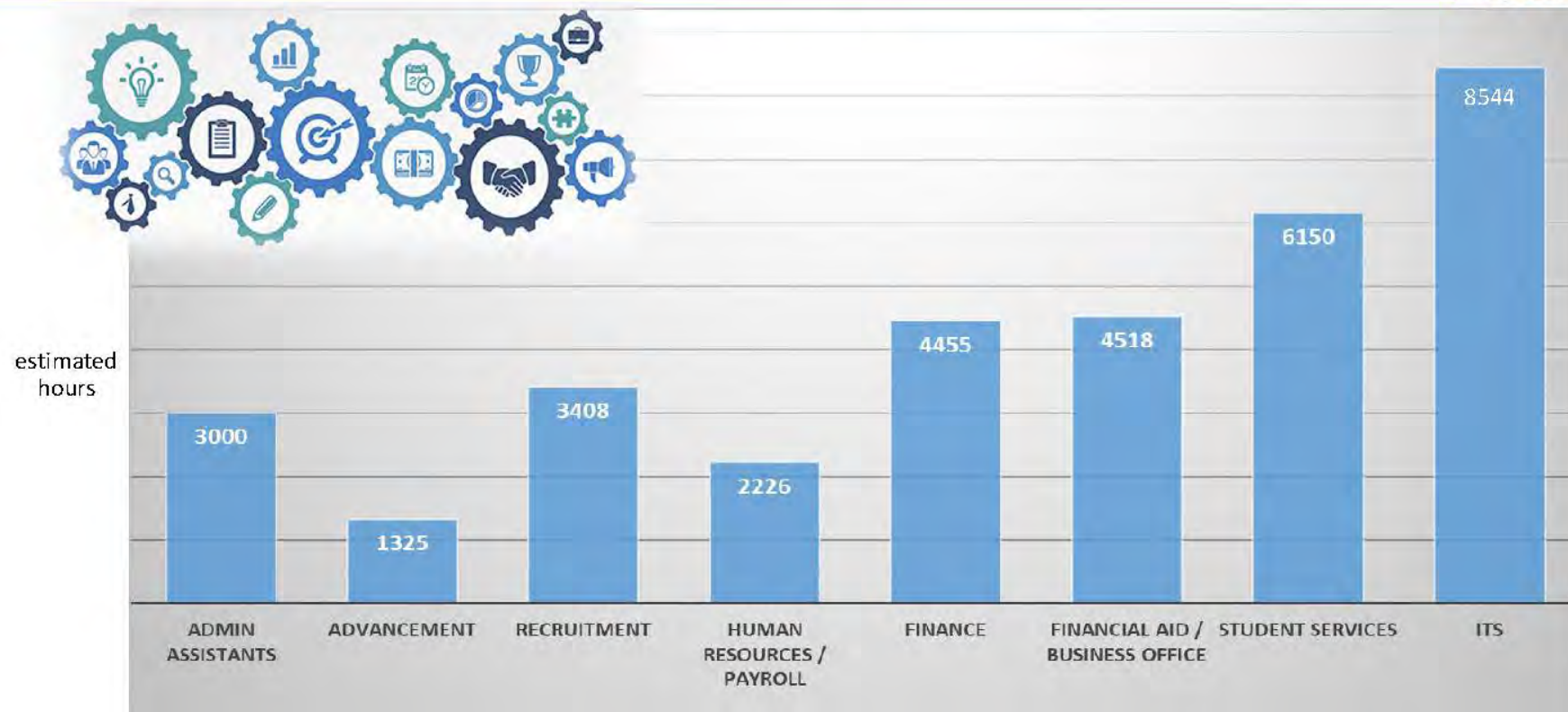
- On Boarding
  - Welcome and Kickoff
  - Project Readiness
  - Change Management Planning
  - Communication Planning

- Blueprinting September 14 – October 23
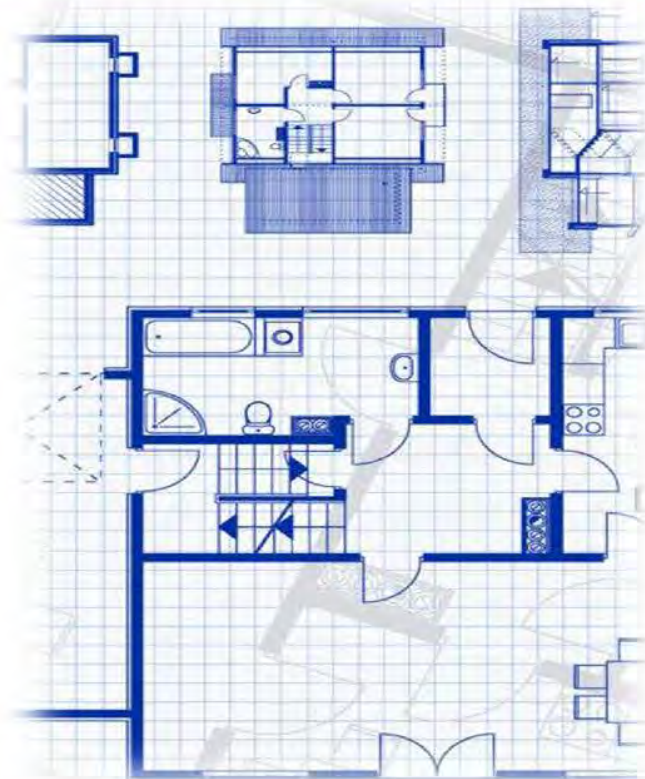
Internal Staffing Update

- System Analyst
  - Advancement and Recruitment – Calvin Butters
  - Finance/HR/Payroll – Andy Draus
  - Student Services/FA/Business Office – Darwyn Wolfe
- LTE
  - Student Services - Tina Leis
  - FA/Business Office – Karen Forseth
  - Admin Assistant Coverage – Stephanie Evanchik
  - Finance /Recruitment – In Progress
  - Human Resources / Payroll - In Progress

Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!

STAY UP TO DATE WITH PROGRESS:

- www.swtc.edu/erp

- Yammer posts

Questions or Comments:

erp@swtc.edu

RiSE
RAISING & INNOVATING
THE STUDENT EXPERIENCE

B. Diversity & Inclusivity Round Robin

Each Board member will be asked to provide insight on strengthening a culture of inclusivity and creating more opportunities for diversity. Included below is background information, an explanation of the activity, and a link for an article to read.

The Board has asked us to present a proposal for developing a new college value for diversity, equity, and inclusivity. We recognize this as an opportunity to improve our college by eliminating racism and other forms of discrimination. The Board's role is to provide broad leadership from a policy and ends perspective. College faculty, staff, and students will determine the means for achieving the goals. As we prepare for the Board retreat in October, during which we will analyze achievement gaps, it would be helpful to learn more about each Board member's perspective and experience related to diversity, equity, and inclusivity in the workplace.

In addition to a strong moral imperative rooted in our mission, there is a business case to investing in diversity, equity, and inclusivity. We are preparing students to work in increasingly diverse workplaces and serving diverse customers. Through training and learning, coupled with clarified expectations and specific goals, we can position the college to thrive as we achieve diversity, equity, and inclusion outcomes. We recognize a need to review our current policies and practices as part of our efforts. After reading an article published by the Harvard Business Review entitled, "Who Supports Diversity Policies? It Depends on the Policy," we would like each member of the Board to provide wisdom and guidance related to the following question:

Question: *What are some ideas or concepts you think will help strengthen a culture of inclusivity and create more opportunities to diversify our campus?*

C. October Board Retreat

A preliminary agenda for the October 29 Board Retreat is included below. Jason Wood will present the information in more detail at the meeting.

October 29 Board Retreat

We look forward to the Board Retreat scheduled for October 29 on campus. While the Board will be in one room with the guests for each session, other participants will be able to participate via video conference. We would like feedback from the members of the Board regarding the goals and agenda which include:

1. Understanding Southwest Tech's students who meet the definition of Special Populations, as defined by the Wisconsin Technical College System, and our performance data
2. Establishing goals for better serving our Special Populations
3. Seeking Board guidance and wisdom on allocating resources (triple bottom line) to help the College prosper by better serving students with an emphasis on Special Populations

Preliminary Agenda:

1. Introduce Respect Pledge – Students included
    a. Round Robin Statement from each Board Member: Public signing of Respect Pledge
2. Review Board Ends
    a. Mission, Vision, Purposes, Values, and Strategic Directions
    b. Review College Health Indicators and adopt baseline goals
        i. Review Special Population data – Extension of the Aspen Institute review conducted last year
    c. Presentation of process to incorporate a new value for diversity, equity, and inclusivity
    d. Round Robin Board Member sharing – What would be important for you to see us incorporate at the college?
3. Presentations from Faculty, Staff, and Students
    a. Charge Forward Students; Student Campus Safety Program; and Public Safety Civic Engagement
    b. Community Development: Guest Police Chief Officer Tony Ruesga
        i. Connection to Board Ends: Finalizing the definition for College Health Indicators: Student Learning and Economic Development
        ii. Connection to Goals: Board Member Round Robin: What would you like to see the college accomplish before 2025?
4. Meal and Social Tour of Campus
5. Time with President
6. Regular Board Meeting

D. *Staffing Update*

Krista Weber will provide an update on College staffing. A summary is available below.

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired – David Carter-Plake	8/7/2020	Hourly Band B24 $20.75 - $26.98 Hired at $22.00
2	New Position	Midwifery Program Coordinator (Part-time)	Hired – Sara Stites	8/7/2020	Hourly Band B24 $20.75 - $26.98 Hired at $24.00
3	New Position	Midwifery Clinical Site Coordinator (Part-time)	Hired – Andrea Hill	9/1/2020	Hourly Band B24 $20.75 - $26.98 Hired at $22.00
4	New Position	System Analyst - Advancement/Recruitment	Hired – Calvin Butteris	8/24/2020	Salary Band C42 Hourly $23.46 - $32.84 Hired at $32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Interviews Scheduled	8/24/2020	Salary Band C42 Hourly- $23.46 - $32.84
6	New Position	System Analyst - Finance/HR/Payroll	Hired – Andrew Draus	8/31/2020	Salary Band C42 Hourly - $23.46 - $32.84 Hired at $32.69

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Student Services Assistant (LTE)	Hired - Tina Leis	8/24/2020	Hourly Band A13 $16.77 - $20.12 Hired at $17.00
8	New Position	Financial Aid/Business Office Assistant (LTE)	Hired - Karen Forseth	8/24/2020	Hourly Band B22 $18.26 - $23.74 Hired at $18.50
9	New Position	Administrative Assistant (LTE)	Hired - Stephanie Evanchik	9/1/2020	Hourly Band B22 $18.26 - $23.74 Hired at $19.00
10	Replacement	Nursing Assistant Instructor - Part-time	Christina Chappell	8/17/2020	BS Salary Range $48,304 - $76,805 Hired at $54,000
11	New Position	Math Instructor - Part-time (LTE)	Hired - Saikanth Ratnavale	8/17/2020	Master's Salary Range $53,314 - $84,768 Hired at $55,000 anually
12	New Position	Multi-cultural Success Coach	Interviews Scheduled	9/21/2020	Salary Band C42 $48,795 - $68,313

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Budget Finance & Marketing Assistant (LTE)	Interviews Scheduled	9/21/2020	Hourly Band B22 - $18.26 - $23.74
13	New Position	Human Resources/Payroll Assistant (LTE)	Posted	11/1/2020	Hourly Band B24 - $20.75 - $26.98

Information and Correspondence

A. Enrollment Report

Included below are the final 2019-20 Comparison FTE Report, the 2020-21 Comparison FTE Report, and a historical FTE report showing program mix by FTE going back to 2003. Also included in the electronic material is the Recruitment update.

Final 2019-20 Comparison FTE Report

Program Code	Program Title	2018-2019 and 2019-2020 FTE Comparison					
		08-26-19 Students	08-24-20 Students	Student Change	08-26-19 FTE	08-24-20 FTE	FTE Change
10-101-1	Accounting	25	48	23	17.33	35.90	18.57
10-006-2	Agri-Business/Science Technology	1		(1)	0.10		(0.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	(5)	18.87	14.20	(4.67)
10-006-5	Agribusiness Science & Technology - Agronomy	13	16	3	12.63	17.57	4.93
10-006-6	Agribusiness Science & Technology - Animal Science	30	28	(2)	27.27	28.13	0.87
10-102-3	Business Management	135	134	(1)	88.27	84.70	(3.57)
10-530-5	Cancer Information Management	97	94	(3)	50.87	50.10	(0.77)
10-504-5	Criminal Justice Studies	54	46	(8)	42.23	37.23	(5.00)
10-316-1	Culinary Arts	11	5	(6)	7.13	2.27	(4.87)
10-317-1	Culinary Management	7	6	(1)	5.63	5.30	(0.33)
10-510-6	Direct Entry Midwife	60	77	17	23.60	31.83	8.23
10-307-1	Early Childhood Education	57	45	(12)	42.27	31.63	(10.63)
10-620-1	Electro-Mechanical Technology	36	34	(2)	32.83	32.37	(0.47)
10-325-1	Golf Course Management	24	18	(6)	20.47	14.63	(5.83)
10-201-2	Graphic And Web Design	31	26	(5)	25.50	18.63	(6.87)
10-530-1	Health Information Technology	45	53	8	24.87	25.37	0.50
10-520-3	Human Services Associate	38	42	4	27.70	31.63	3.93

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2018-2019 and 2019-2020 FTE Comparison

Program Code	Program Title	08-26-19 Students	08-24-20 Students	Student Change	08-26-19 FTE	08-24-20 FTE	FTE Change
10-825-1	Individualized Technical Studies	1	4	3	0.10	3.27	3.17
10-620-3	Instrumentation and Controls Technology	7	7	-	5.70	4.27	(1.43)
10-150-2	IT-Network Specialist	43	26	(17)	28.67	15.70	(12.97)
10-196-1	Leadership Development	34	24	(10)	16.20	11.23	(4.97)
10-513-1	Medical Laboratory Technician	19	21	2	13.30	16.37	3.07
10-543-1	Nursing-Associate Degree	203	208	5	107.00	106.17	(0.83)
10-524-1	Physical Therapist Assistant	44	40	(4)	28.67	24.07	(4.60)
10-182-1	Supply Chain Management	41	44	3	22.03	25.43	3.40
	Total Associate Degree	**1,075**	**1,060**	**(15)**	**689.23**	**668.00**	**(21.23)**
31-101-1	Accounting Assistant	8	9	1	4.10	4.63	0.53
30-531-6	Advanced EMT	8	10	2	2.27	1.33	(0.93)
32-070-1	Agricultural Power & Equipment Technician	33	34	1	31.07	32.10	1.03
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	9.97	5.87	(4.10)
32-404-2	Automotive Technician	33	27	(6)	26.43	24.30	(2.13)
31-408-1	Bricklaying & Masonry		3	3		1.33	1.33
30-443-1	Building Maintenance & Construction	8	4	(4)	3.43	1.33	(2.10)
31-475-1	Building Trades-Carpentry	8	11	3	6.83	9.27	2.43
31-307-1	Child Care Services	10	9	(1)	6.30	4.73	(1.57)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	7.97	3.00
31-502-1	Cosmetology	26	29	3	21.90	19.83	(2.07)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	13	17	4	8.73	12.23	3.50
31-317-1	Culinary Specialist	3	3	-	2.00	1.47	(0.53)
30-508-2	Dental Assistant	17	16	(1)	8.97	8.87	(0.10)
30-812-1	Driver and Safety Education Certification	14	26	12	3.40	5.80	2.40
31-413-2	Electrical Power Distribution	24	45	21	24.47	43.87	19.40
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.93	2.47	(0.47)
30-531-3	Emergency Medical Technician	37	58	21	9.07	9.70	0.63

2018-2019 and 2019-2020 FTE Comparison

Program Code	Program Title	08-26-19 Students	08-24-20 Students	Student Change	08-26-19 FTE	08-24-20 FTE	FTE Change
32-080-4	Farm Operations & Management - Ag Mechanics	4	2	(2)	4.13	1.67	(2.47)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	14	17	3	14.53	16.10	1.57
31-080-3	Farm Operations & Management - Dairy Technician	7	4	(3)	4.93	1.73	(3.20)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	10	11	1	8.17	3.40	(4.77)
32-080-6	Farm Operations & Management - Livestock		1	1		0.93	0.93
31-080-7	Farm Operations & Management - Livestock Tech	2	3	1	1.70	1.70	-
30-317-1	Food Production Assistant	1		(1)	1.03		(1.03)
50-413-1	Industrial Electrician Apprentice	5	8	3	0.67	1.40	0.73
31-620-1	Industrial Mechanic	2	5	3	1.83	4.53	2.70
31-154-6	IT-Computer Support Technician	13	23	10	7.80	16.90	9.10
31-513-1	Laboratory Science Technician	4	4	-	2.30	2.13	(0.17)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.93	1.60	(0.33)
31-509-1	Medical Assistant	38	33	(5)	28.57	24.57	(4.00)
31-530-2	Medical Coding Specialist	64	65	1	29.00	30.97	1.97
30-504-4	Nail Technician		2	2		0.37	0.37
30-543-1	Nursing Assistant	233	198	(35)	33.60	26.77	(6.83)
50-427-5	Plumbing Apprentice	26	20	(6)	3.28	3.52	0.23
31-504-5	Security Operations	1	2	1	1.00	1.20	0.20
31-182-1	Supply Chain Assistant	5	3	(2)	2.87	0.37	(2.50)
31-442-1	Welding	50	47	(3)	35.00	32.57	(2.43)
	Total Technical Diploma	**774**	**795**	**21**	**360.25**	**369.88**	**9.63**
20-800-1	Liberal Arts - Associate of Arts	23	24	1	8.57	8.50	(0.07)
20-800-2	Liberal Arts - Associate of Science	13	9	(4)	4.87	4.73	(0.13)
	Undeclared Majors	482	549	67	95.83	96.07	0.23
	Total	**2,367**	**2,437**	**70**	**1,158.75**	**1,147.18**	**(11.57)**
	Percent of Change						**-1.00%**
	Vocational Adult (Aid Codes 42-47)	3,139	3,039	(100)	64.67	62.27	(2.40)
	Community Services (Aid Code 60)	28	-	(28)	0.41	-	(0.41)
	Basic Skills (Aid Codes 73,74,75,76)	320	313	(7)	47.33	41.43	(5.90)
	Basic Skills (Aid Codes 77 & 78)	886	803	(83)	61.17	45.87	(15.30)
	Grand Total	**6,740**	**6,592**	**(148)**	**1,332.33**	**1,296.75**	**(35.57)**
	Total Percent of Change						**-2.67%**

2020-21 Comparison FTE Report

Program Code	Program Title	2019-2020 and 2020-2021 FTE Comparison					
		09-16-19 Students	09-14-20 Students	Student Change	09-16-19 FTE	09-14-20 FTE	FTE Change
10-101-1	Accounting	45	57	12	19.17	23.30	4.13
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	9	(7)	9.03	3.90	(5.13)
10-006-5	Agribusiness Science & Technology - Agronomy	14	17	3	7.70	9.47	1.77
10-006-6	Agribusiness Science & Technology - Animal Science	28	17	(11)	16.50	8.60	(7.90)
10-102-3	Business Management	109	112	3	44.07	45.77	1.70
10-530-5	Cancer Information Management	72	91	19	23.50	29.80	6.30
10-504-X	Criminal Justice	39	46	7	17.13	19.93	2.80
10-316-1	Culinary Arts	3	5	2	0.77	2.17	1.40
10-317-1	Culinary Management	7	3	(4)	3.50	1.47	(2.03)
10-510-6	Direct Entry Midwife	49	59	10	15.27	18.63	3.37
10-307-1	Early Childhood Education	42	52	10	17.50	20.83	3.33
10-620-1	Electro-Mechanical Technology	35	33	(2)	16.33	16.77	0.43
10-325-1	Golf Course Management	19	10	(9)	9.07	4.93	(4.13)
10-201-2	Graphic And Web Design	23	16	(7)	9.43	6.87	(2.57)
10-530-1	Health Information Technology	48	38	(10)	16.13	12.70	(3.43)
10-520-3	Human Services Associate	35	30	(5)	16.53	14.63	(1.90)
10-825-1	Individualized Technical Studies	3	3	-	1.57	1.13	(0.43)
10-620-3	Instrumentation and Controls Technology	9	4	(5)	3.50	0.63	(2.87)
10-150-2	IT-Network Specialist	31	22	(9)	13.03	9.47	(3.57)
10-196-1	Leadership Development	23	7	(16)	7.43	1.40	(6.03)
10-513-1	Medical Laboratory Technician	21	19	(2)	8.97	7.13	(1.83)
10-543-1	Nursing-Associate Degree	193	216	23	55.27	69.30	14.03
10-524-1	Physical Therapist Assistant	31	27	(4)	11.53	9.27	(2.27)
10-182-1	Supply Chain Management	40	26	(14)	15.07	8.73	(6.33)
	Total Associate Degree	**935**	**919**	**(16)**	**358.00**	**346.83**	**(11.17)**

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2019-2020 and 2020-2021 FTE Comparison

Program Code	Program Title	09-16-19 Students	09-14-20 Students	Student Change	09-16-19 FTE	09-14-20 FTE	FTE Change
31-101-1	Accounting Assistant	3	9	6	0.83	2.13	1.30
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1		0.53	0.53
32-070-1	Agricultural Power & Equipment Technician	35	36	1	17.63	18.73	1.10
31-405-1	Auto Collision Repair & Refinish Technician	10	11	1	3.47	5.07	1.60
32-404-2	Automotive Technician	26	34	8	12.47	14.20	1.73
31-408-1	Bricklaying & Masonry	1		(1)	0.07		(0.07)
30-443-1	Building Maintenance & Construction	1	1	-	0.07	0.07	-
31-475-1	Building Trades-Carpentry	10	9	(1)	5.10	4.73	(0.37)
31-307-1	Child Care Services	6	5	(1)	1.90	2.00	0.10
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	3.90	0.93	(2.97)
31-502-1	Cosmetology	26	18	(8)	13.00	8.80	(4.20)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	14	(3)	12.23	9.33	(2.90)
31-317-1	Culinary Specialist	3		(3)	0.67		(0.67)
30-508-2	Dental Assistant	16	11	(5)	8.53	5.87	(2.67)
30-812-1	Driver and Safety Education Certification	13	16	3	2.50	3.10	0.60
31-413-2	Electrical Power Distribution	45	44	(1)	22.40	21.33	(1.07)
50-413-2	Electricity (Construction) Apprentice	19	20	1	1.27	1.43	0.17
30-531-3	Emergency Medical Technician	45	48	3	6.73	6.87	0.13
32-080-4	Farm Operations & Management - Ag Mechanics	2	8	6	0.87	3.73	2.87
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.10	0.07	(0.03)
32-080-3	Farm Operations & Management - Dairy	16	8	(8)	9.63	3.30	(6.33)
31-080-3	Farm Operations & Management - Dairy Technician	4	2	(2)	1.00	0.20	(0.80)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	11	2	(9)	2.30	0.50	(1.80)
32-080-6	Farm Operations & Management - Livestock		1	1		0.57	0.57
31-080-7	Farm Operations & Management - Livestock Tech	2		(2)	1.00		(1.00)
50-413-1	Industrial Electrician Apprentice	8	10	2	0.67	0.87	0.20
31-620-1	Industrial Mechanic	2	2	-	1.07	1.13	0.07
31-154-6	IT-Computer Support Technician	17	11	(6)	7.83	5.00	(2.83)

Program Code	Program Title	09-16-19 Students	09-14-20 Students	Student Change	09-16-19 FTE	09-14-20 FTE	FTE Change
31-513-1	Laboratory Science Technician	4	4	-	1.07	1.20	0.13
50-620-1	Mechatronics Technician Apprentice	6	6	-	0.80	0.80	-
31-509-1	Medical Assistant	31	37	6	15.73	19.03	3.30
31-530-2	Medical Coding Specialist	44	53	9	14.60	17.07	2.47
30-504-4	Nail Technician		2	2		0.53	0.53
30-543-1	Nursing Assistant	90	144	54	11.27	15.17	3.90
50-427-5	Plumbing Apprentice	21	15	(6)	1.93	0.97	(0.97)
31-504-5	Security Operations	3		(3)	1.27		(1.27)
31-182-1	Supply Chain Assistant	3		(3)	0.37		(0.37)
31-442-1	Welding	36	42	6	16.10	20.50	4.40
	Total Technical Diploma	**585**	**627**	**42**	**200.37**	**195.77**	**(4.60)**
20-800-1	Liberal Arts - Associate of Arts	22	28	6	4.30	6.53	2.23
20-800-2	Liberal Arts - Associate of Science	10	10	-	3.37	2.27	(1.10)
	Undeclared Majors	338	347	9	50.33	52.17	1.83
	Total Liberal Arts & Undeclared Majors	**370**	**385**	**15**	**58.00**	**60.97**	**2.97**
	Total	**1,890**	**1,931**	**41**	**616.37**	**603.57**	**(12.80)**
	Percent of Change						**-2.08%**
	Vocational Adult (Aid Codes 42-47)	1,504	1,563	59	29.82	33.35	3.53
	Community Services (Aid Code 60)	-	35	35	-	0.12	0.12
	Basic Skills (Aid Codes 73,74,75,76)	150	76	(74)	9.83	6.20	(3.63)
	Basic Skills (Aid Codes 77 & 78)	89	82	(7)	2.73	-	(2.73)
	Grand Total	**3,633**	**3,687**	**54**	**658.76**	**643.24**	**(15.52)**
	Total Percent of Change						**-2.36%**

Historical FTE Report

Summary FTE

Program Type	Program Title	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
10-101-1	Accounting	38.95	44.67	36.30	39.23	43.50	43.46	56.43	51.07	47.89	38.56	36.06	29.60	18.96	16.63	30.63	26.87	17.33	35.90
10-106-6	Administrative Professional	24.98	24.97	26.20	23.06	21.97	23.50	7.40	7.47	22.84	19.30	15.47	11.53	10.10	11.50	7.90	4.47		
10-006-2	Agri-Business/Science Technology	32.50	33.13	28.00	19.63	24.83	33.96	25.10	33.26	32.90	32.60	37.03	40.44	62.74	63.80	34.23	2.20	0.10	
10-006-7	Agribusiness Science & Technology-Agbus Mgmt															6.30	13.80	18.87	14.20
10-006-5	Agribusiness Science & Technology-Agronomy															15.77	25.80	12.63	17.57
10-006-6	Agribusiness Science & Technology-Animal Science															13.07	25.10	27.27	28.13
10-102-3	Business Management							33.53	58.84	58.36	66.46	64.53	73.79	58.23	62.63	61.00	84.13	88.27	84.70
10-530-5	Cancer Information Management													4.67	12.83	20.87	40.03	50.87	50.10
10-107-3	CIS-Microcomputer Specialist	42.97	22.23	18.53	6.97														
10-150-1	CIS-Network Communications Spec	36.50	37.60	32.70	5.80														
10-107-1	CIS-Programmer/Analyst	28.16	21.55	20.27	7.80														
10	Colaborative Assoc-Arts & Science						1.10	0.80											
10-504-5	Criminal Justice Studies															24.13	45.90	42.23	37.23
10-504-1	Criminal Justice - Law Enforcement	64.83	65.23	63.90	54.66	48.63	63.33	68.10	64.33	77.67	67.13	52.23	54.33	46.73	48.53	22.57	0.30		
10-316-1	Culinary Arts												7.84	9.70	17.50	9.70	11.70	7.13	2.27
10-317-1	Culinary Management	22.80	22.80	24.64	22.33	18.16	21.20	22.67	23.91	27.07	21.83	17.20	4.83	5.10	4.83	7.30	7.43	5.63	5.30
10-510-6	Direct Entry Midwife						7.17	10.20	13.97	12.57	11.37	18.93	14.20	14.93	23.50	22.53	25.47	23.60	31.83
10-307-1	Early Childhood Education	25.97	32.10	32.47	28.70	26.00	30.17	17.50	31.53	33.60	42.67	38.67	38.63	30.50	30.17	27.80	34.73	42.27	31.63
10-620-1	Electro-Mechanical Technology	30.80	25.97	23.84	21.76	32.77	37.53	40.53	51.34	45.83	38.70	43.67	56.40	50.30	31.97	35.00	35.53	32.83	32.37
10-605-1	Electronics	10.00	0.63	0.10															
10-623-8	Engineering Technologist										15.50	16.73	19.30	22.93	8.73				
10-102-2	Finance (Business Adminstration)	40.68	44.26	42.33	38.20	42.20	50.80	24.14	3.00										
10-201-2	Graphic and Web Design							22.90	34.87	43.40	40.26	35.53	30.40	26.13	30.90	35.40	31.73	25.50	18.63
10-325-1	Golf Course Management	42.84	39.63	41.07	41.43	36.60	33.10	30.30	28.70	36.27	29.33	29.63	31.97	26.30	20.27	14.10	16.83	20.47	14.63
10-530-1	Health Information Technology													15.70	23.23	28.30	34.6	24.87	25.37
10-520-3	Human Services Associate	43.50	49.17	46.60	37.10	41.56	46.30	52.90	72.63	62.47	45.20	39.70	37.77	33.90	43.87	38.53	30.33	27.70	31.63
10-154-3	IT-Computer Support Specialist				10.83	20.94	25.70	15.23	19.60	16.13	6.47	3.23	0.63	0.20					
10-150-1	IT-Network Communication Specialist				20.66	25.24	23.07	26.30	29.33	26.53	22.33	25.07	22.80	16.60	34.83	34.27	8.93	0.83	
10-150-2	IT-Network Specialist																14.4	27.83	15.70
10-152-1	IT-Programmer/Analyst				9.97	13.00	3.67												
10-152-4	IT-Web Analyst/ Programmer						1.17	12.66	20.37	25.33	19.53	17.83	4.60						
10-152-7	IT-Web & Software Developer												11.80	7.87	0.60				
10-825-1	Individualized Technical Studies	2.33	3.30	5.00	1.13	1.97	3.97	5.07	2.23	0.50	3.13	1.57	6.87	2.97	2.63	7.23	14.90	0.10	3.27
10-620-3	Instrumentation and Controls Technology															0.43	1.73	5.70	4.27
10-499-5	Journeyworker-Tech Studies									0.33									
10-196-1	Leadership Development	10.30	20.60	16.70	15.90	12.57	13.23	14.13	17.53	10.10	2.33	0.03	1.37	10.49	14.03	16.17	19.67	16.20	11.23
10-104-3	Marketing	21.33	23.90	27.17	27.10	20.03	15.87	0.87				2.10	6.00						
10-606-1	Mechanical Design Technician	20.73	22.46	16.33	20.17	17.80	21.57	21.44	20.26	9.00	2.13	0.57							
10-513-1	Medical Laboratory Technician									13.77	18.10	19.67	11.57	15.83	15.87	12.83	13.37	13.30	16.37
10-543-1	Nursing - Associate Degree	67.90	64.72	109.34	97.00	100.73	109.57	102.46	88.34	77.84	76.24	70.97	102.61	104.64	99.07	122.37	104.27	107.00	106.17
10-531-1	Paramedic															0.57	0.70		
10-524-1	Physical Therapist Assistant									5.37	12.53	24.13	22.33	27.20	29.53	32.10	30.17	28.67	24.07
10-182-1	Supply Chain Management													2.63	7.20	12.77	17.23	22.03	25.43
10-499-5	Technical Studies-Journeyworker													0.20	0.60	0.20	0.27		
	Total Associate Degree	608.07	598.92	611.49	549.43	548.50	609.44	610.66	672.58	701.25	632.96	613.13	645.24	611.35	646.53	694.07	722.60	689.23	668.00

Program Type	Program Title	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
31-101-1	Accounting Assistant	17.10	13.73	19.10	10.27	7.57	7.80	7.24	9.07	6.97	11.07	9.30	4.03	10.13	6.30	0.20	4.30	4.10	4.63
32-070-1	Agricultural Power & Equipment Tech	22.17	25.47	26.77	29.73	28.97	30.36	33.64	34.17	37.20	43.24	41.27	42.20	41.17	40.33	36.03	28.80	31.07	32.10
31-405-1	Auto Collision Repair & Refinish Tech	18.20	20.30	20.63	20.53	20.73	21.77	18.50	18.67	23.93	18.77	17.77	15.83	12.97	14.50	13.73	9.07	9.97	5.87
32-404-2	Automotive Technician	36.47	39.63	33.90	30.73	23.97	30.13	27.70	28.74	50.00	49.00	34.84	23.30	24.94	33.10	27.70	26.47	26.43	24.30
31-502-1	Cosmetology				27.33	40.36	32.70	23.54	31.70	33.71	32.31	35.97	35.37	37.64	33.83	17.67	19.60	21.90	19.83
31-408-1	Bricklaying and Masonry	25.90	27.74	28.27	17.00	18.10	10.40	14.84	14.60	18.20	6.77		8.07	0.63		1.60	0.87		1.33
30-443-1	Building Maint & Construct									1.60	1.57	1.23	0.73	0.27				3.43	1.33
31-475-1	Building Trades - Carpentry	0.00	0.40	18.07	16.00	19.83	11.47	16.97	15.04	14.24	13.74	11.90	13.80	18.57	8.70	12.87	7.27	6.83	9.27
31-307-1	Child Care Services	6.06	11.53	9.47	9.33	7.73	11.73	7.23	10.40	8.63	12.37	7.80	6.03	9.20	15.50	9.30	2.80	6.30	4.73
30-420-2	CNC Setup/operation										3.53	4.93	3.87	7.77	4.97	2.13	0.70	4.97	7.97
31-154-6	Computer Support Technician												2.80	15.27	13.10				
30-504-1	Criminal Justice - Law Enforcement 720 Academy						11.80	10.00	7.90	14.90	7.90	7.97	11.80	7.80	9.60	7.10	3.43	8.73	12.23
31-317-1	Culinary Specialist								10.37	7.95	9.97	12.90	4.87	14.34	5.60	2.90	0.77	2.00	1.47
31-091-1	Dairy Herd Management	12.90	13.04	13.87	14.17	12.87	12.30	17.07	30.63	21.27	18.70	14.37	18.27	18.97	20.87	19.53	1.30		
30-508-2	Dental Assistant	6.53	8.67	9.40	9.20	9.10	8.54	8.13	8.00	8.20	9.07	16.97	15.77	14.40	7.30	9.57	7.80	8.97	8.87
30-312-9	Dietary Manager	0.00	0.50																
30-812-1	Driver and Safety Education Certification															2.30	5.40	3.40	5.80
31-413-2	Electrical Power Distribution									21.93	19.73	22.93	25.73	22.93	23.23	22.73	26.33	24.47	43.87
50-413-2	Electricity (Construction)	1.84	1.93	1.33	1.69	1.13	1.90	1.73	1.33	1.20	1.00	1.73	2.85	2.57	3.13	3.50	2.87	2.93	2.47
30-531-3	Emergency Medical Technician															9.57	15.33	16.90	9.07	9.70
30-531-6	Advanced EMT															0.93	1.07	1.93	2.27	1.33
31-404-4	Engine Machining Technician	18.57	15.30	19.53	14.10	5.20	16.33	11.40											
30-502-2	Esthetician	5.43	9.17	9.07	8.40														
31-502-2	Esthetician					11.10	9.13	8.50	9.14	13.34	5.80	10.80	9.77	0.53					
30-090-1	Farm Business & Production Manage	23.31	25.06	26.63	25.86	25.50	21.43	16.84	11.13	18.10	19.51	19.56							
32-080-4	Farm Operations & Management - Ag Mechanics																0.33	4.13	1.67
32-080-5	Farm Operations & Management - Crops																		
31-080-6	Farm Operations & Managenent - Crop Operations																	1.07	0.37
32-080-3	Farm Operations & Management - Dairy																0.43	2.47	14.53	16.10
31-080-3	Farm Operations & Management - Dairy Technician																0.40	2.47	4.93	1.73
31-080-2	Farm Operations & Management - Farm Ag Maintenance																		8.17	3.40
32-080-6	Farm Operations & Management - Livestock																0.33			0.93
31-080-7	Farm Operations & Management - Livestock Tech																0.93	1.70	1.70
30-317-1	Food Production Assistant																0.60		1.03
50-413-1	Industrial Electrician Apprentice	1.00	1.07	1.00	1.27	1.47	1.13	0.87	0.70	0.43	2.07	2.13	2.47	1.47	2.07	1.60	1.10	0.67	1.40
31-620-1	Industrial Mechanic													2.17	8.20	5.03	4.20	1.83	4.53
31-154-6	IT-Computer Support Technician															14.13	11.23	7.80	16.90
31-513-1	Laboratory Science Technician															3.63	4.17	2.40	2.30	2.13
31-420-1	Machine Tool Operation	13.84	11.27	10.60	14.03	8.83	14.97	9.17	12.43										
50-423-1	Maintenance Mechanic/Millwright	1.67	1.60	1.67	1.60	0.60	0.27	0.47	0.27										
50-620-1	Mechatronics Technician Apprentice																	1.93	1.60
31-509-1	Medical Assistant	14.00	22.83	30.90	33.57	40.36	42.66	33.53	40.33	36.84	35.87	30.74	34.37	34.44	31.70	28.90	28.20	28.57	24.57
31-530-2	Medical Coding Specialist		7.70	15.85	15.47	21.97	23.80	19.13	22.87	23.30	25.37	29.10	22.17	17.43	16.37	23.67	27.93	29.00	30.97
31-106-7	Medical Transcription	11.94	18.06	12.40	15.46	20.80	22.80	23.20	17.90	19.30	14.50	8.63	1.27						
30-502-4	Nail Technician																		0.37
30-543-1	Nursing Assistant	20.13	25.88	24.17	25.07	25.24	23.53	24.10	17.60	29.15	27.30	35.58	28.57	27.10	23.97	26.30	26.10	33.60	26.77
30-106-9	Office Aide				10.90	6.27	13.46	16.73	6.13	13.97	5.03								
31-106-1	Office Assistant	22.23	19.87	17.40	2.37														
31-106-8	Office Support Specialist	3.63	0.60		4.27	5.44	10.00	17.87	19.70	11.00	8.23	2.80	10.93	8.00	6.57	5.73	0.70		

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Program Type	Program Title	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
31-543-1	Practical Nursing	31.23	27.63	10.02	19.43	9.50	1.20	1.30	13.20	25.64	21.04	35.84	26.00	37.54	7.30				
31-420-7	Precision Machining Technology																1.03	8.00	
32-502-1	Salon Services-Hair & Nail Design	27.96	37.93	31.86	9.43														
31-504-5	Security Operations																1.20	1.00	1.20
31-182-1	Supply Chain Assistant														0.50	0.43	2.33	2.87	0.37
50-427-3	Plumbing Apprentice	4.90	4.93	5.13	3.88	4.47	3.68	3.43	3.72	2.67	2.37	2.40	2.23	2.15	3.57	3.06	3.40	3.28	3.52
31-442-1	Welding	17.33	17.20	13.37	17.97	18.20	33.34	31.60	34.73	20.27	39.60	40.90	41.00	44.43	47.03	53.43	51.20	35.00	32.57
	Total Technical Diploma	2367.34	2413.04	2415.41	2415.06	2402.31	2436.63	2413.73	2440.47	2498.45	2478.81	2472.31	2432.00	2447.03	2414.64	2390.09	2358.10	2379.25	2389.88
10-30-31-32	Undeclared Majors	159.03	218.55	233.27	241.07	246.97	255.80	309.22	333.22	293.90	277.77	286.63	310.44	267.59	135.18	53.37	90.57	95.83	96.07
10	Liberal Arts												5.87	11.07	5.83	12.17	16.10	13.43	13.23
42-47	Voc Adult	113.37	125.15	123.77	117.89	110.10	106.00	94.00	96.79	94.28	102.36	102.72	114.99	89.06	86.21	69.97	76.28	64.67	62.28
73-74-75-76	Basic Skills	106.72	105.93	116.30	127.70	173.47	195.55	198.02	206.54	73.27	61.95	59.98	47.09	39.90	56.27	47.00	46.93	47.33	41.43
77/78	Basic Skills Remedial									117.58	101.22	114.41	111.57	81.86	114.27	81.80	60.87	61.17	45.87
60	Community Services										0.58	1.31	0.93	0.27	0.29	0.35	0.20	0.41	
	Total	3,355	3,462	3,500	3,451	3,481	3,603	3,626	3,750	3,779	3,656	3,650	3,668	3,548	3,459	3,349	3,372	3,351	3,317

<u>Recruitment Update</u>

Southwest Wisconsin
TECHNICAL COLLEGE

More Students Learning More

College Health Indicator Alignment:
Increase enrollment headcount

Recruitment: Virtual Events Events

Recruitment Events

- September 17 - Discover Southwest Tech
  Facebook LIVE – FREE APPS

- September 24 - Ask A Charger
  Supply Chain Management - Facebook LIVE
  December Start- Face-to-Face or Online

- October 7 - Discover Southwest Tech
  Facebook LIVE

- October 14 Open House
  FREE APPS – all program represented

- November 10 - Ask A Charger
  Accounting - Facebook LIVE
  December Start- Face-to-Face or Online

ASK A CHARGER
SUPPLY CHAIN
MANAGEMENT

THIS IS WHERE **YOU BEGIN**

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Marketing>Leads>new FTEs

Eight Week Classes – beginning October 12

Courses beginning Oct. 12

- Intro to Diversity
- Written Communication
- Intro to Psychology
- QuickBooks
- Beginning Microsoft Excel

Southwest Wisconsin
TECHNICAL COLLEGE
THIS IS WHERE YOU BEGIN

MID-TERM CLASSES START OCT 12

GENERAL EDUCATION
ONLINE 8-WEEK CLASSES:

Intro to Diversity • Written Communication
Intro to Psychology • QuickBooks
Beginning Microsoft Excel (Four weeks)
Intermediate Microsoft Excel
Starts Nov. 9. (Four weeks)

Contact an advisor for specific class details and financial aid information.
www.swtc.edu/advising

SOUTHWEST WISCONSIN TECHNICAL COLLEGE | 1800 BRONSON BLVD. | FENNIMORE, WI 53809
Accommodations: 608.822.2632 (tdd: 608.822.2072) | disabilityservices@swtc.edu

Southwest Tech is committed to legal affirmative action, equal opportunity access, and diversity of its campus community. www.swtc.edu/equality

THIS IS WHERE YOU BEGIN

Marketing>Leads>new FTEs

Business and Industry Services – Fall Semester

- DiSC Work of Leaders
- Everything DiSC
- Emotional Intelligence
- Leadership Academy-Person
- Leadership Academy-Team
- Leadership Academy-Leader
- Strengths Finder

- Lean-White Belt
- Lean-Yellow Belt
- Productive Conflict
- Safety NFPA 70E Arc Flash
- Spanish for the Workplace 1

THIS IS WHERE **YOU BEGIN**

Marketing>Leads>new FTEs
Adult Basic Education – Outreach Sites

Marketing>Leads>new FTEs

CollEDGE Up – October 1, 2020 deadline

CollEDGE UP
EARN HIGH SCHOOL AND COLLEGE CREDITS

Registration deadline for spring semester is Oct. 1.
www.swtc.edu/academics/colledge-up

Register to apply for the spring CollEDGE Up courses at Southwest Tech. These courses, offered through a partnership between Southwest Tech and CESA 3, allow high school students to earn high school and college credit. Application deadline for the spring session is Oct. 1. Learn more at https://www.swtc.edu/academics/colledge-up/.

Open House

2017: 271 applications
2018: 213 applications
2019: 228 applications
2020 Goal: 250 applications

o Alumni speakers
o Current students speaking with prospective students in a breakout session
o Classroom tours and meeting the instructor
o Activity they can watch – you or a student would facilitate – not a video
o Kahoot or other type of web-based game
o Polling feature or other interactive feature used on Zoom

Southwest Wisconsin
TECHNICAL COLLEGE

VIRTUAL

open house

WED » OCT 14 » 3PM-7PM

THIS IS WHERE YOU BEGIN

B. Chairperson's Report

C. College President's Report

1. 3-year Academic Plan: Input from Board on Expected Outcomes
2. COVID Response Update
3. Kudos to Faculty and Staff
4. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. *Agenda for Next Board Meeting*

1. Board Retreat
2. Resolution for Adoption of 2020 Tax Levy
3. Fund & Account Transfers (2019-20 Budget Modifications)
4. Review of Purchasing Activity
5. WI Code of Ethics Resolution
6. Foundation Quarterly Report
7. Student Access Monitoring Report

B. *Time and Place*

The October 29, 2020, Board Retreat and Board Meeting will be held on Southwest Tech's Campus in Fennimore, WI. The Board Retreat will commence in the afternoon.

Adjournment