Southwest Wisconsin Technical College

District Board Meeting

Board Retreat and Regular Meeting

October 29, 2020

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

Table of Contents

Annotated Agenda

BOARD MEETING NOTICE/AGENDA
Thursday, October 29, 2020

1:00 p.m. –Board Retreat
4:30 p.m. – Light Dinner
5:30 p.m. – Regular Board Meeting
Southwest Tech Campus
Room 110 with a Virtual Option - www.Zoom.us,
Meeting ID: 935 0508 7373
Passcode: 234740

ANNOTATED AGENDA

1:00 p.m. – Board Retreat

OPEN MEETING
The following statement will be read: "The October 29, 2020, Board Retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at www.swtc.edu/about/board/meetings, and posted on campus, at the Fennimore City Clerk's Office, 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

BOARD RETREAT

A. Charger Respect Pledge and Process for New College Value for Diversity, Equity & Inclusivity
During the retreat, Krista Weber - Chief Human Resources Officer, and Chantel Hampton - Diversity, Equity & Inclusivity Coordinator, will review the Charger Respect Pledge and several students will share what the pledge means to them. As requested at previous Board meetings, Ms. Weber and Ms. Hampton will present a process to add a new College Value for Diversity, Equity & Inclusivity to the Board Ends. Their presentation is included in the electronic Board material.

The Respect Pledge will be available for each Board member to sign and Board members will be asked to share what they feel would be important for the staff to incorporate into the proposed value. Included in the electronic Board packet is the Charger Respect Pledge.

B. Review Board Ends
   a. Mission, Vision, Purposes, Values, and Strategic Directions
   Dr. Wood will review the Board Ends including the mission, vision, purposes, values, and strategic directions. The current Ends are included in the electronic board meeting information.

   b. Review College Health Indicators
   The College Health Indicators will be presented for discussion including the two new indicators of 'equity in student learning' and 'economic impact.' Dr. Wood will provide information on the definition and how the indicators affect the goals of the College.

   c. Review Special Population Data
   Camille Chappell, Research Analyst, will present data related to the achievement of special population students compared to non-special population students and how this data ties into the College Health Indicator of Equity in Student Learning. Included in the electronic Board material are the definitions of the Outcomes-based Funding special populations category. Each Board member will have an opportunity to identify areas of priority from their perspective.

C. Presentations from Faculty, Staff, and Students
   1. Charge Forward Students;
   Two student participants in the Charge Forward program (cohort 2) will present, via video, on what it means to be a part of the Charge Forward program.

   2. Community Development, Student Campus Safety Program & Public Safety Civic Engagement
   A video will be shown which incorporates the perspective of Cross Plains Police Chief Tony Ruesga (formerly police officer in Darlington) in incorporating diversity, equity, and inclusivity in what we do as a college and in the communities in southwest Wisconsin.

   Tom Kretschman, Criminal Justice Instructor & Security Coordinator, and Gary Roberts, Criminal Justice Instructor, will share, via video, how Southwest Tech is developing a student security force on campus and how the Criminal Justice students are actively engaging with the community. Included in the electronic Board packet is the development and implementation plan for the Security Officers.

   3. Connection to Board Ends and Goals
   The Board will discuss the proposed College Health Indicators and establish goals for Economic Development and Equity in Student Learning. Each Board member will provide insights into what they would like to see the college accomplish before 2025.

D. President's Goals & Teambuilding Dialogue
   The Board will provide the President with expectations for the College and establish benchmarks for high-priority goals. The Board will discuss their own growth and development considering new Board members, the ongoing pandemic, and broader fiscal uncertainty.

4:30 p.m. – Light Dinner

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

5:30 p.m. – Regular Board Meeting

OPEN MEETING

    A. Reports/Forums/Public Input

CONSENT AGENDA

    A. **Approval of Agenda**
       The October 29, 2020, agenda is included with the electronic Board material.

    B. **Minutes of the Regular Meeting of September 24, 2020**
       Minutes of the September 24, 2020, regular Board meeting are included with the Board packet.

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

    D. **Contract Revenue**
       There were nine contracts totaling $10,021.68 in September 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

    E. **Personnel Items**
       Four employment recommendations are being presented for approval in the Personnel Report.

    F. **American Association of Community Colleges Membership**
       Included in the electronic Board packet is the membership renewal invoice from the American Association of Community Colleges for the College's 2021 membership fees. The cost of the annual membership is $3,538.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Fund & Account Transfers (2019-20 Budget Modifications)
Information on the budget modifications is available electronically with all other Board material. Caleb White will be present a financial review of all six funds followed by a review of the modifications to the General Fund and Capital Fund.

Recommendation: Approve the 2019-20 budget modifications as presented.

B. Resolution for Adoption of 2020 Tax Levy
Included with the electronic Board material is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2020 in the amount $5,421,039 for operational expenses, $5,650,000 for debt retirement for a total tax levy of $11,071,039. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

Recommendation: Approve, as presented, the Resolution Providing for Tax Levy for the Year 2020.

C. Wisconsin Code of Ethics Resolution
A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available electronically with all other material. This is an annual resolution that comes before the Board for approval.

Recommendation: Approve the Code of Ethics Resolution as presented.

D. Board Monitoring Report - Compliance
At the September 24, 2020, Board meeting, the Compliance Board Monitoring Report was presented for approval. The Board tabled the action and asked that it be brought back to the October meeting for approval to provide them with the opportunity to review the report with the lens of approval. Included in the electronic Board material is the Compliance monitoring report that was presented at the September meeting. 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. Foundation Quarterly Board Report
Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 First Quarter report is available with the electronic Board material.

B. Review of Purchasing Activities
A six-year Purchase Card Activity Summary report and a listing of the FY2020 >$50,000 Vendors are available electronically with all other Board material. Caleb White will review this information at the meeting.

C. 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
The 2020-21 Comparison FTE Report and the Fall 2021 Application Report are available with the electronic Board material. The Fall 2021 Application Report includes Open House applications where the Fall 2020 numbers do not reflect the Open House 2019 applications. During the meeting, the Board will also receive Fall 2020 student withdrawal data, compared to Fall 2019 and self-reported enrollment data of the other Wisconsin technical colleges. In November, the Board will receive an update on enrollments for all Wisconsin technical colleges using November's cost allocation submissions.

B. Chairperson's Report
1. District Boards Association Fall Meeting

C. College President's Report
1. Feedback on 2020-21 Employee Compensation Plan Discussed and Approved in July
2. Project RISE
3. College Happenings
4. HR Professional of the Year Award

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda
1. Financial Audit
2. Bid – Building 400 Lecture Hall
3. Board Monitoring Report – Student Access
4. 2021-22 Budget Process

B. Time and Place
Thursday, November 19, 2020, at 7:00 p.m. at Southwest Tech's Campus or virtually via Zoom

ADJOURN TO CLOSED SESSION

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

any person referred to in such histories or data, or involved in such problems or investigations.}.
2. Discussing President's Evaluation per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Discussing President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes of August 27, 2020.

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

ADJOURNMENT

Open Meeting

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A. *Roll Call*

Board Retreat

A. *Charger Respect Pledge and Process for New College Value for Diversity, Equity & Inclusivity*

During the retreat, Krista Weber - Chief Human Resources Officer, and Chantel Hampton - Diversity, Equity & Inclusivity Coordinator, will review the Charger Respect Pledge and several students will share what the pledge means to them. As requested at previous Board meetings, Ms. Weber and Ms. Hampton will present a process to add a new College Value for Diversity, Equity & Inclusivity to the Board Ends. Their presentation is included below.

The Respect Pledge will be available for each Board member to sign and Board members will be asked to share what they feel would be important for the staff to incorporate into the proposed value. Included below is the Charger Respect Pledge.

Diversity encompasses an array of experiences including, but not limited to, age, race, ethnicity, gender, religion, disabilities, socio-economic status, sexual orientation, gender identity, and national origin. An appreciative awareness of diversity provides the foundation for the understanding that individuals are shaped by this array of experiences.

Equity

Equity refers to the intentional practice of identifying the unique needs within our diverse student and employee populations and in turn providing the support necessary for each individual to succeed in their academic and career goals.

THIS IS WHERE **DOORS OPEN**

Inclusion is the degree to which all individuals in a community are welcomed, valued, respected, heard, and able to participate. Creating inclusive college communities requires intentional action to address historical under-representation and exclusion with respect to academic and career success, hiring, promotion and leadership, campus climate, curriculum, and access to resources.

Creating a College Value

The development of this value will be an interactive process with employees, students, and the Board.

Steps of the interactive process will include:

- Form a project team to identify themes in feedback
  - Utilize employee coaching session feedback and Board feedback
  - Obtain student feedback from the Student Senate
  - Utilize the student and employee climate surveys results from 2019-2020

Creating a College Value

Steps of the interactive process include:

- Compile and propose a college value (word and definition) for approval using the council structure

- Have legal review

- Recommend the college value to the Board and ask for feedback

- Share with the Board how the new value will be incorporated into the college culture

Creating a College Value

- Why **Inclusivity**?

- What does **Inclusivity** look like at Southwest Tech?

- What do we want **Inclusivity** to look like at Southwest Tech?

Questions & Feedback

Charger Respect Pledge

- Established in January 2020

#ChargersRespect

Southwest Tech promotes a cohesive culture that is based upon professionalism, fairness, trust and respect.

Electronic Respect Pledge Signing

THIS IS WHERE **DOORS OPEN**

#CHARGERS RESPECT

SOUTHWEST TECH PROMOTES A COHESIVE CULTURE THAT IS BASED UPON PROFESSIONALISM, FAIRNESS, TRUST AND RESPECT.

As a member of the Charger community, I pledge to...

CREATE
a respectful and welcoming environment for all at Southwest Tech.

RESPECT
others' values and ideas even if they are different from my own.

RECOGNIZE
commonalities and shared experiences.

DEFEND
the dignity and humanity of all members of our college community.

I will honor this commitment in my classes, workplace, personal life, and all other pursuits on and off campus. I pledge to make everyone feel respected, valued, and part of our Charger community.

Southwest Tech

SIGNATURE

DATE

B. *Review Board Ends*

1. *Mission, Vision, Purposes, Values, and Strategic Directions*

Dr. Wood will review the Board Ends including the mission, vision, purposes, values, and strategic directions. The current Ends are included below.

Southwest Wisconsin TECHNICAL COLLEGE

Board Ends

4.1 - 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.

THIS IS WHERE **DOORS OPEN**

Southwest Wisconsin TECHNICAL COLLEGE

4.2 - College Mission

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

THIS IS WHERE **YOU BEGIN**

4.3 - College Purposes

Southwest Wisconsin Technical College's purposes are to:

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.

2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.

3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.

THIS IS WHERE **ANYTHING IS POSSIBLE**

4.3 – College Purposes (Continued)

4. Provide career pathways and collegiate transfer ~~opportunities~~ programs that enable graduates to continue their education.

5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.

6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.

7. Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.

8. Provide community services and avocational or self−enrichment activities.

Southwest Wisconsin TECHNICAL COLLEGE

4.4 - College Values

Learning. We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

Integrity. We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.

THIS IS WHERE **PURPOSE UNFOLDS**

4.4 – College Values (Continued)

Partnerships. We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

Innovation. We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

Continuous Improvement. We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.

THIS IS WHERE **YOU GROW**

4.5 – College Strategic Directions

2019-2022

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

2. *Review College Health Indicators*

The College Health Indicators will be presented for discussion including the two new indicators of 'equity in student learning' and 'economic impact.' Dr. Wood will provide information on the definition and how the indicators affect the goals of the College.

3. *Review Special Population Data*

Camille Chappell, Research Analyst, will present data related to the achievement of special population students compared to non-special population students and how this data ties into the College Health Indicator of Equity in Student Learning. Included below are the definitions of the Outcomes-based Funding special populations category. Each Board member will have an opportunity to identify areas of priority from their perspective.

SPECIAL POPULATIONS DEFINITIONS

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

TABLE 7: 3-Year Total, Special Populations Served by Wisconsin Technical Colleges

	All Students	Pell Recipients (low income)	Students of Color	Veterans	Incarcerated	Dislocated Workers	Students with Disabilities
Blackhawk	35,212	3,476	3,898	261	314	47	642
Chippewa Valley	57,396	6,288	5,000	505	459	41	1,274
Fox Valley	149,803	7,434	21,629	1,093	2,381	253	1,813
Gateway	112,996	8,696	20,084	656	421	210	2,479
Lakeshore	43,747	2,931	4,578	251	532	124	557
Madison Area	195,960	12,526	24,399	1,305	799	565	3,869
Mid-State	44,127	3,907	2,196	267	343	113	1,062
Milwaukee Area	224,778	24,645	54,763	1,018	698	246	3,586
Moraine Park	143,684	3,307	7,996	296	5,674	171	2,614
Nicolet Area	24,402	1,514	1,597	110	178	76	708
Northcentral	93,645	5,522	5,414	406	2,078	238	1,306
Northeast WI	126,239	10,402	14,360	952	822	219	2,709
Southwest WI	30,461	1,918	1,501	100	527	40	1,160
Waukesha County	92,561	4,506	11,057	687	714	239	1,806
Western	94,531	5,067	5,536	558	2,054	119	2,277
WI Indianhead	45,980	4,086	3,598	288	307	103	1,100
Statewide	1,515,524	106,225	187,606	8,753	18,301	2804	28,962

September 2020 |||

Source: Outcomes-Based Funding – 2019 Report of the WTCS

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

C. *Presentations from Faculty, Staff, and Students*

1. *Charge Forward Students*

Two student participants in the Charge Forward program (cohort 2) will present, via video, on what it means to be a part of the Charge Forward program.

2. *Community Development, Student Campus Safety Program & Public Safety Civic Engagement*

A video will be shown which incorporates the perspective of Cross Plains Police Chief Tony Ruesga (formerly police officer in Darlington) in incorporating diversity, equity, and inclusivity in what we do as a college and in the communities in southwest Wisconsin.

Tom Kretschman, Criminal Justice Instructor & Security Coordinator, and Gary Roberts, Criminal Justice Instructor, will share, via video, how Southwest Tech is developing a student security force on campus and how the Criminal Justice students are actively engaging with the community. Included below is the development and implementation plan for the Security Officers.

Southwest Tech
Security Program
Concept Development Tasks

Policy & Procedures
- Budgeting
- Security Officer
  - Role
  - Authority
    - USE DMI Guidance
  - Tasks and Responsibilities
  - Self-Defense (legal authority)
  - Vehicle Operations
- Records Management
  - Release of Information Procedures
  - Body Camera Policy
  - Media/Image Storage Policy
  - Database entries
- Waivers
  - Security Officer Employee Risk Acknowledgement
  - Vehicle Unlock Waiver
  - Vehicle Jumpstart Waiver

Hiring & Staffing
- Hiring Process
  - Background Investigation Waiver
  - Interview Process
- Qualifications for each position
  - Education
  - Experience
- Job Descriptions
  - Security & Emergency Management Coordinator
  - Student Security Officers

Facilities, Equipment & Technology
- **Uniforms**
- **Facility**
  - Security Office
  - Emergency Operations Center
- **Vehicle**
- **Technology**
  - Website
    - Website Page
    - Online Security Reporting
  - Dispatching
    - Radio System

- Cell Phone Page System for (Similar to IamResponding)
  - Dan
  - Brian
  - Tom
  - CERT?
  - Security
- Database
  - Daily Shift Logs
  - Cases
    - Reports/Incidents
  - Incident Reports
  - Staffing Calendar & Timesheets
  - Property Inventory
- Tablet
  - Remote data entry?
- Body Cameras
- Camera System

Security Functions & Tasks
- Patrol Staffing Plan & Schedule
- Checklists/Flow Charts
  - Daily Shift Specific Tasks
  - Weekly Tasks
  - Monthly Tasks
  - Squad Checks
  - Property Inventory/Lost & Found
  - Equipment Maintenance Checklists
  - Investigation Checklists
  - Medical Report/Care Provided
  - Accident Investigation Checklist

Emergency Operations
- 3 Critical Plans (high risk/low frequency; no planning time or warning)
  - Active Shooter
  - Shelter in Place
  - Evacuation
- Emphasis on Following Areas
  - Medical Emergencies
  - Traffic Crash
  - Fire/Hazmat Emergencies

Training Program
- Initial Training Program
- Field Training Officer Manual/On-the-Job Training
- Annual Training

Security Program Concept Development

Tom Kretschman

August 2020

NOTE: All concepts presented in this presentation are in DRAFT form and subject to change based upon various factors that will be encountered during the research and development phase of the program.

Purpose of Security Program

To provide the following:

- Increased Security & Emergency Preparedness
  - Goal is to always have security present during normal hours of operation
  - Staff will have specialized training related to security and emergency response
- More Efficient Use of Campus Resources
  - Security response lacks unity and is spread across several departments on campus
  - Facilities has an enormous security responsibility, which often competes for time and resources from that department's primary mission
- Student Employment and Leadership Development Opportunities
- A "Community-Policing" Model for Campus Concerns
  - Goal is to build trust and confidence between campus security and the great campus community of students, visitors and staff
  - Focus is professionalism, communication, empathy, customer service and respect

THIS IS WHERE **DOORS OPEN**

What Security is NOT

- Not a Law Enforcement/Police Department
  - No Arrest Authority
  - Basic Self-Defense Training ONLY, no use of force other than self-defense
  - All criminal/ordinance matters will be referred to Fennimore Police Department
- Focus is on customer-service, not enforcement
  - Program will closely model Community Service Officer (CSO) programs
  - Focus is to handle non-law enforcement security concerns internally, rather than refer to law enforcement

Organizational Structure - 2020-21 Academic Year

- Dan Imhoff
  - Director of Facilities, Safety & Security
  - Maintains current role regarding security for 2020-2021 Academic Year

- Brian Kitelinger
  - Campus Safety Manager
  - Maintains current role regarding security for 2020-2021 Academic Year

- Tom Kretschman
  - Temporary Assignment (50%) for 2020-2021 Academic Year
  - Responsible for development of Security Program

- Student Security Interns
  - Report to Tom Kretschman in Spring 2021 Semester
  - Assist in developing program for implementation in Fall 2021 Semester

Security Officer Training

- Robust Hiring Process
  - Interview Panel with Scenario-Based questions
  - Background Checks

- Initial Pre-Service Training
  - Completion of training program (refer to next slide)

- Field Training/On-the-Job
  - Mentor program involving job-shadowing

- Annual Training
  - Legal Update
  - Policy & Procedure Review
  - First Aid Training

Training Topics for Security Personnel
Pre-Service Training Program

- Radio Communication
- Radio Operations
- Report Writing
- Professional Communications & De-escalation
- Basic Crime Scene Security and Preservation
- Basic Fire Safety, Fire Extinguisher, Hazardous Materials
- Basic EVOC (Rules of the Road & Defensive Driving
- Traffic Direction and Control
- Basic Traffic Crash (Reporting and Evidence Preservation)

- Animal Response Calls
- Basic Self Defense and Situational Awareness
- Scene Management & Incident Command
- Evacuation and Shelter-in-Place Concepts
- Roles and Responsibilities
- Legal Considerations
- Drug Identification & Safety
- Basic First Aid and CPR
- Mental Health/Crisis Intervention Awareness

THIS IS WHERE **PURPOSE UNFOLDS**

Implementation Timeline

- Fall 2020
  - Develop Concepts, including Policy & Procedures
  - Consult with DMI & Other WTCS Partners
- Spring 2021
  - Begin Initial Operations using Student Interns
  - Determine Program Viability and Future
  - Develop Staffing Plan
  - Develop Budget
  - Develop Facility Plan to Support Security Services
- Summer 2021
  - Hire Security Coordinator
  - Hiring of Initial Student Security Officers
  - Conduct Initial Training
  - Develop Security Facilities and Emergency Operations Center
- Fall 2021
  - Program is Fully Implemented & Operational

Tentative Coverage Plan & Staffing
Starting Fall 2021

- Patrol Coverage
  - General Coverage
    - 1 Officer per Shift
    - Monday-Thursday (7AM-7PM)
    - Friday (7AM-3PM)
  - As Needed
    - Weekends, Evenings, Special Events, Emergency Incidents

- (4) Hour Shifts
  - 7AM-11AM
  - 11AM-3PM
  - 3PM-7PM

THIS IS WHERE **YOU EXCEL**

3. *Connection to Board Ends and Goals*

The Board will discuss the proposed College Health Indicators and establish goals for Economic Development and Equity in Student Learning. Each Board member will provide insights into what they would like to see the college accomplish before 2025.

D. *President's Goals and Future & Teambuilding Dialogue*

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4:30 p.m. – Light Dinner

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Open Meeting

A. *Reports/Forums/Public Input*

Consent Agenda

A. Approval of Agenda

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Southwest Tech
Here. Now.

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        2. College Health Indicators
        3. Special Population Data
    C. Presentations from Faculty, Staff, and Students
        1. Charge Forward Students

2. Community Development, Student Campus Safety Program & Public Safety Civic Engagement
3. Connection to Board Ends and Goals

D. President's Goals & Teambuilding Dialogue

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Southwest Tech Campus
Room 110

OPEN MEETING

A. Reports/Forums/Public Input

CONSENT AGENDA

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C. Financial Reports
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2. Treasurer's Cash Balance
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D. Contract Revenue
E. Personnel Items
F. American Association of Community Colleges Membership

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B. Resolution for Adoption of 2020 Tax Levy
C. Wisconsin Code of Ethics Resolution
D. Board Monitoring Report - Compliance

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Board Report
B. Review of Purchasing Activities
C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

    A. Agenda
    B. Time and Place

ADJOURN TO CLOSED SESSION

    A. Consideration of adjourning to closed session for the purpose of
        1. Discussing Personnel Updates per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
        2. Discussing President's Evaluation per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
        3. Discussing President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
    B. Approval of Closed Session Minutes of August 27, 2020.

RECONVENE TO OPEN SESSION

    A. Action, if necessary, on Closed Session Items

ADJOURNMENT

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

B. *Minutes of the Regular Board Meeting of September 24, 2020*

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:08 p.m. on September 24, 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, Jeanne Jordie, Donald Tuescher, Crystal Wallin, Jane Wonderling
>
> Absent: Melissa Fitzsimons, Chris Prange

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Cynde Larsen, Kim Maier, Barb Tucker, and Krista Weber. Others present included Sarah Delegge, Campus Works.

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, 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

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."

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

CONSENT AGENDA
- G. Approval of Agenda
- H. Minutes of the Regular Board Meeting of August 27, 2020
- I. Financial Reports
    - 4. Purchases Greater than $2,500
    - 5. Treasurer's Cash Balance
    - 6. Budget Control
- J. Contract Revenue
- K. 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
- D. Project RISE (ERP) Update
- E. Diversity & Inclusivity Round Robin
- F. October Board Retreat
- G. Staffing Update

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING
- C. Agenda
- D. Time and Place

ADJOURNMENT

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

After a review of the Consent Agenda, including the September 24, 2020 agenda; August 27, 2020, Board minutes; financial reports; three contracts totaling $1,524.00 in August 2020; and an employment recommendation for Stephanie Evanchik – Limited-term Administrative Assistant, Mr. Tuescher moved to approve the Consent Agenda. Ms. Wallin seconded the motion; motion carried on a unanimous roll call vote.

Kim Maier, Director of Innovative and Alternative Learning, presented a Concept Review for a Data Analytics, 10-102-1, associate degree program. Dr. Maier explained this is the first step in the approval process. Data Analytics encompasses 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 healthcare, manufacturing, insurance, and finance. The programming will consist of shared courses from Business Management Leadership Development, Accounting, and other programs as appropriate. Mr. Tuescher motioned to 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. Ms. Fillback seconded the motion, and upon a roll call vote with all board members voting affirmatively, the motion was approved.

Dr. Wood presented a parking lease for parking spaces located across the road from the Platteville Outreach Site in McGregor Plaza, Platteville, WI, at a cost of $400 per month. The parking lease will be aligned with the outreach site lease. Mr. Tuescher moved to approve the McGregor Plaza Parking Lease, with Ms. Jordie seconding the motion. Upon a roll call vote where all board members voted affirmatively, the motion carried.

The Board members were presented with a new lease for the Boscobel Outreach Site. The outreach site, located at 1033 Wisconsin Avenue, Boscobel, WI, is in the public library and more visible than it had been. Previously, the outreach site was located within the basement of the public library. The cost of the new lease is $2,000 annually and will expire on June 30, 2021. Mr. Tuescher moved to approve the lease for space for the Boscobel Outreach Site located at 1033 Wisconsin Avenue, Boscobel, WI, for $2,000 per year. Mr. Blume seconded the motion; the motion carried on a unanimous roll call vote.

Barb Tucker, Accreditation Liaison Officer, presented the Compliance Board Monitoring Report, which was focused on the Higher Learning Commission (HLC) accreditation. Included in the report were an explanation of the five Criterion, an alignment of the Higher Learning Commission accreditation criteria to college governance and college operations. Explanation of how the HLC accreditation aligns with the mission, vision, values and purposes; strategic initiatives, college programming, college operations, and college monitoring were presented. Ms. Tucker shared that the assurance argument is in the process of being written and is the next step in the 10-year cycle of accreditation. The next review by the HLC will be April 25-27, 2022. The Board was asked to approve the monitoring report with a confidence level. As this was the first time the Board was asked to approve a monitoring report, Mr. Tuescher made a motion to table the approval motion for the report until the October Board meeting. This will give the Board members the opportunity to review the report with the intent of approving the report. Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the approval motion was tabled until the October 29, 2020, Board meeting.

Matthew Baute, Director of Enterprise Applications, and Heath Ahnen, Director of Information Technology Services, provided an update on Project RISE, the Enterprise Resource Planning (ERP) implementation. Included in the presentation was the timeline, overview of work estimates by department, and internal staffing update. An update on several issues that have presented were reviewed with the Board, include the vendor not being prepared the first day of the blueprinting process, extension of several LTE positions by several months, and looking at hiring two LTEs for the finance/marketing position because it is difficult to find one person with both skill sets. Dr. Wood gave kudos to Mr. Baute and Mr. Ahnen for the work of the

blueprinting and assured the board that the blueprinting is on the right track now. Dr. Wood also thanked Danielle Seippel, Registrar, for her leadership in the blueprinting sessions.

Each Board member was asked to provide insight on strengthening a culture of inclusivity and creating more opportunities for diversity. The Board had previously asked College administration to work on developing a college value for diversity, equity, and inclusivity. Board members noted:
- the students they met prior to the Board meeting felt they were very welcomed to campus;
- mentoring between students and staff or just different groups would provide opportunities for individuals to realize what it is like to be in others shoes;
- the difficulties with the lack of racial diversity in southwest Wisconsin;
- framing is the key to individuals accepting and embracing diversity;
- there are a lot of Hispanic/Latinx individuals that have integrated into some of the district's communities;
- what areas are the district and college underrepresented in people of color;
- need to be sensitive to all diverse groups of people and not all disabilities are visible; and
- there are Caucasian families that have raised minority children in the district

Dr. Wood reviewed the agenda for the October 29 Board Retreat. Agenda topics include the Respect Pledge, review Board Ends including a process to develop a new College Value focused on diversity, equity, and inclusion, and presentations from faculty, staff, and students. Dr. Wood reminded the Board their ultimate responsibility is related to a fiduciary aspect and diversity, equity, and inclusion can go hand in hand with that aspect.

Krista Weber, Chief Human Resources Officer, updated the Board on College staffing. Interviews have been scheduled for a Multi-Cultural Success Coach, and an LTE position for a Human Resources/Payroll Assistant has been posted.

Dr. Wood reviewed the 2020-21 Comparison FTE Report with the board noting a decrease of 2.36 percent in FTEs compared to one year ago. Dr. Wood also noted there was a 18-year historical FTE report included in the Board information. Katie Glass, Executive Director of Marketing, provided an update on recruitment efforts. Ms. Glass noted there has been a recruitment focus on the mid-term start classes, Business & Industry Services, Colledge Up, and the Open House.

Under the Chairperson's Report, Mr. Bolstad noted the District Boards Association meetings, including the executive team meetings and the quarterly association meetings will be held virtually this year. He shared with the Board members that Covid-19 response efforts and issues are shared with him by Dr. Wood instead of the entire Board. If there is something that needs to be brought to the level of the entire Board, that will happen.

Included in the College President's Report was the following:

- A Three-year Academic Plan is being developed; at the October retreat, the Board will review the Student Learning College Health Indicator, which will provide a framework for the academic plan;

- Six programs are entirely or partially online due to the COVID-19 pandemic; several faculty and staff have tested positive for the virus;
- Kudos to Faculty and Staff for being adaptable and flexible with issues raised due to the pandemic; and
- A mini-college satisfaction survey for employees will be conducted this fall.

Under other information items, Ms. Wonderling gave a shout out to Southwest Tech and the Board for the work on the academies. She shared that the Welding Academy has had a tremendous impact on Fennimore High School students.

With no further business to come before the Board, Ms. Wallin moved to adjourn the meeting. Ms. Jordie seconded the motion. The motion carried on a roll call vote and the meeting adjourned at 8:51 p.m.

_____
Chris J. Prange, Secretary

C. Financial Reports

1. Purchases Greater than $2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN $2,500				
FOR THE PERIOD 09/01/2020 - 09/30/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
CORPORATE LEASING ASSOCIATES	2702	annual l lease RFP 1920-09	$296,208.39	
VANGUARD COMPUTERS INC	50895	Laptop program	$63,000.00	
NORTHCENTRAL TECHNICAL COLLEGE	MSC-005367	Adobe ELA payment	$22,135.69	
FIVE STAR TELECOM INC.	48868	Fiber Cleaning	$10,214.42	
FRANKLIN COVEY CLIENT SALES INC	IS10337907	All Access Pass	$9,900.00	
NORTHCENTRAL TECHNICAL COLLEGE	MSC-005381	Adobe ELA	$8,928.00	
DIGITALBARN.US	SWTC230820	Site Retargeting	$8,350.00	
MIDWIFERY EDUCATION	3573	Annual Accreditation Fee	$7,262.00	
BASS/SCHULER ENTERTAINMENT	68277	2 trivia shows	$6,580.00	
WPS HEALTH INSURANCE	080320009835	Medicare Prem S Graveley	$4,695.77	
CENGAGE LEARNING	71125695	Textbooks	$4,387.50	
WPS HEALTH INSURANCE	080320017922	D Knox Medicare Prem	$4,110.95	
WPS HEALTH INSURANCE	080320007441	Medicare Prem D Tucker	$3,969.57	
LAMAR COMPANIES	111690193	Billboards	$3,804.00	
WISCONSIN LIBRARY SERVICES	493113	ProQuest Academic video	$3,750.00	
FENNIMORE TIMES	248863	Newspaper Campaign PREPAID	$3,688.15	
PARTNERSHIP LLC	PS00439682	UPS Freight shipping store fix	$3,296.11	
CONSCIOUS TEACHING LLC	10356	Professional Development	$3,000.00	
BRAND L EMBROIDERY	44056	Reusable bags	$2,985.00	
ACCREDITATION COMMISSION FOR	201157	Annual Accreditation fee	$2,875.00	
CREATIVE SOLUTIONS	C-012524	Stairway Safety Project	$2,811.72	
4IMPRINT INC	8404188	Scrapers & spatulas and ice	$2,677.64	
FENNIMORE TIMES	245177	Fast Track	$2,646.00	
Total Invoices				**$481,275.91**

Purchase Orders			
Vendor	**PO #**	**Description**	**Amount**
SLOAN IMPLEMENT COMPANY, INC.	6952	John Deere Gator 835M with auto steer and sprayer	$25,300.00
AT&T	6948	Blanket PO: Internet	$12,024.00
BIOMERIEUX	6951	ITS: New Computer for Lab Equipment	$4,500.00
NATIONAL INSTRUMENTS CORP	6953	Multisim Software License for Electro Mech	$2,764.25
Total Purchase Orders			**$44,588.25**

Bank Withdrawals			
Vendor	**Transaction #**	**Audit Trail**	**Amount**
WI Tech EE Benefit Sept 2020	CMTRX00002790	WDL000007492	$297,938.90
WI EE Trust Fund #234759	CMTRX00002812	WDL000007547	$121,901.18
941 ER Tax #94484871	CMTRX00002790	WDL000007493	$116,067.74
941 ER Fed Tax #92190188	CMTRX00002801	WDL000007525	$113,055.57
WI DOR Sales Tax Aug 2020	CMTRX00002804	WDL000007532	$23,939.58
WI DOR EE PR Tax #373-177-63	CMTRX00002790	WDL000007494	$23,501.91
WI DOR PR Tax #1-672-610-592	CMTRX00002801	WDL000007523	$22,836.08
Symetra Life Ins #1491809	CMTRX00002801	WDL000007524	$10,376.39
DeltaDental #393102	CMTRX00002789	WDL000007491	$7,671.88
Merchant Service Aug 2020 Fe	CMTRX00002789	WDL000007489	$7,505.56
Delta Dental #394249	CMTRX00002803	WDL000007529	$6,462.57
Gret-West Trust #857511574	CMTRX00002804	WDL000007533	$6,158.00
Great-West Trust #854919197	CMTRX00002791	WDL000007501	$6,083.00
Delta Dental #399353	CMTRX00002806	WDL000007538	$5,436.40
Hasler Postage Fund Sept 202	CMTRX00002801	WDL000007526	$5,000.00
Delta Dental #400507	CMTRX00002812	WDL000007546	$3,231.46
WI UI August 2020	CMTRX00002790	WDL000007495	$3,067.63
Total Bank Withdrawals			**$780,233.85**

51

Payroll

Payroll Date		Transaction #	Audit Trail	Amount	
Direct Deposit	9/18/2020	UPRCC00001138	WDL000007515	$295,409.54	
Direct Deposit	9/4/2020	UPRCC00001130	WDL000007476	$293,624.16	
Direct Deposit	9/4/2020	UPRCC00001134	WDL000007480	$40,611.94	
Direct Deposit	9/18/2020	UPRCC00001141	WDL000007518	$40,180.00	
Direct Deposit	9/4/2020	UPRCC00001133	WDL000007479	$12,251.72	
Direct Deposit	9/4/2020	UPRCC00001131	WDL000007477	$7,830.15	
Direct Deposit	9/18/2020	UPRCC00001142	WDL000007519	$6,631.86	
Total Payroll					**$696,539.37**

Purchase Cards

Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 09.01.2020	CMTRX00002799	WDL000007520	$138,301.66	
US Bank ending 09.15.2020	CMTRX00002812	WDL000007545	$127,022.02	
US Bank ending 08.18.2020	CMTRX00002789	WDL000007488	$107,800.08	
Total Purchase Cards				**$373,123.76**
Total Purchases >= $2,500				**$2,375,761.14**

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 09/30/2020			
Receipts			
Fund			
1 General	544,131.38		
2 Special Revenue			
3 Capital Projects	3,036.00		
4 Debt Service	-		
5 Enterprise	69,134.86		
6 Internal Service	321,444.52		
7 Financial Aid/Activities	900,190.89		
Total Receipts		**1,837,937.65**	
Expenses			
Fund			
1 General	1,831,553.84		
2 Special Revenue			
3 Capital Projects	423,886.48		
4 Debt Service	-		
5 Enterprise	621,229.14		
6 Internal Service	346,166.47		
7 Financial Aid/Activities	1,641,729.10		
Total Expenses		**4,864,565.03**	
Net cash change - month			**(3,026,627.38)**
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	15,456,410.34		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,231,996.42		
Ending Cash/Investment Balance		**16,691,346.76**	

3. Budget Control

Southwest Wisconsin Technical College
YTD Summary for Funds 1-7
For 3 Months ended September 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	4,837,052.25	20.91	19.70	20.12	20.63	19.36
General Fund Expenditures	23,782,100.00	5,379,498.17	22.62	22.42	22.19	22.09	22.46
Capital Projects Fund Revenue	4,020,000.00	3,359.00	0.08	0.07	0.31	99.12	100.69
Capital Projects Fund Expenditures	5,862,000.00	392,627.71	6.70	3.67	6.99	24.41	17.93
Debt Service Fund Revenue	5,690,500.00	-	-	-	-	0.66	1.29
Debt Service Fund Expenditures	6,767,500.00			-	0.21	0.62	0.60
Enterprise Fund Revenue	1,336,000.00	600,164.82	44.92	40.12	34.31	31.46	31.65
Enterprise Fund Expenditure	1,706,000.00	889,769.97	52.16	33.66	23.66	28.31	24.50
Internal Service Fund Revenue	4,427,000.00	955,912.54	21.59	21.00	21.98	22.95	24.39
Internal Service Fund Expenditures	4,427,000.00	1,037,038.66	23.43	22.64	24.32	24.23	24.27
Trust & Agency Fund Revenue	8,000,000.00	1,139,767.33	14.25	6.28	23.41	24.02	28.14
Trust & Agency Fund Expenditures	8,000,000.00	1,826,518.13	22.83	24.43	24.92	25.80	28.26
Grand Total Revenue	**46,603,600.00**	**7,536,255.94**	**16.17**	**14.37**	**17.33**	**24.00**	**24.34**
Grand Total Expenditures	**50,544,600.00**	**9,525,452.64**	**18.85**	**18.58**	**19.15**	**20.89**	**20.90**

D. Contract Revenue

There were nine contracts totaling $10,021.68 in September 2020 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS
9/1/2020 - 9/30/2020

							INDIRECT COST FACTOR		
Contract Holder	Contract #	Service Provided	Contact	Number Served	Price	Exchange of Services (Instructional Fees Waived)	On-Campus	Off-Campus	Waiver
WAT Grant - JG Development	03-2021-0063-I-47	Leadership Academy - Complete	Amy Charles	22	$ 1,494.45	No		X	
WAT Grant - Lactalis	03-2021-0065-I-47	Workplace Spanish	Amy Charles	19	$ 1,966.47	No		X	
WAT Grant - Cabela's	03-2021-0066-I-47	Strengths Finder	Amy Charles	20	$ 477.31	No		X	
WAT Grant - Cabela's	03-2021-0066-I-47	5 Behaviors of a Cohesive Team	Amy Charles	20	$ 947.41	No		X	
WAT Grant - Rockwell	03-2021-0067-I-47	Leadership Academy - Complete	Amy Charles	29	$ 995.00	No		X	
Centrifuge Training LLC	03-2021-0079-I-41	Vehicle Close Quarter Battle	Kris Wubben	9	$ 550.44	Yes	X		
Centrifuge Training LLC	03-2021-0080-I-41	Vehicle Close Quarter Battle Instructor Course	Kris Wubben	10	$ 1,529.00	Yes	X		
Centrifuge Training LLC	03-2021-0081-I-41	Vehicle Close Quarter Battle Instructor Workshop	Kris Wubben	10	$ 611.60	Yes	X		
Latitude Corporation	03-2021-0086-I-41	Heartsaver CPR/AED with First Aid	Kris Wubben	12	$ 1,350.00	No		X	
USA Clay Target League	03-2021-0089-T-42	League Director Duties-September	Caleb White		$ 100.00	No		X	

TOTAL of all Contracts	151	$ 10,021.68
Exchange of Services	29	$ 2,691.04
For Pay Service	122	$ 7,330.64

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E. *Personnel Items*

Four employment recommendations are being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT
October 29, 2020

Employment: NEW HIRES

Name	Darwyn Wolfe
Title	Systems Analyst – Student Services/Financial Aide/Business Office
Number of Applicants and Number Interviewed	8 applicants; 2 interviews
Start Date	09/28/2020
Salary/Wages	$32.25
Classification	Full-Time
Education and/or Experience	Associate's degree in Data Processing/ Programming from SWTC with 30 years of IT experience

Name	Guilio Reyes
Title	Multi-Cultural Success Coach
Number of Applicants and Number Interviewed	13 applicants; 3 interviews
Start Date	10/19/2020
Salary/Wages	$58,000
Classification	Full-Time
Education and/or Experience	Master's degree in College Student Personnel Administration with 3 years of experience in student services positions

Name	Demi Vetesnik
Title	Human Resources & Payroll Specialist LTE
Number of Applicants and Number Interviewed	12 applicants; 4 interviews
Start Date	11/01/2020
Salary/Wages	$21.25
Classification	Full-Time LTE
Education and/or Experience	Bachelor's Degree in Human Resources and Marketing from UW-Milwaukee with 7 years of recruitment/human resources experience

Name	Holly Straka
Title	Marketing/Recruiting Assistant LTE
Number of Applicants and Number Interviewed	11 applicants; 4 interviews
Start Date	11/02/2020
Salary/Wages	$22.00
Classification	Full-Time LTE
Education and/or Experience	Bachelor's degree in Marketing from UW-LaCrosse with 13 years of insurance sales/marketing experience

PROMOTIONS / TRANSFERS

None	

RETIREMENTS / RESIGNATIONS

None	

F. *American Association of Community Colleges Membership*

Included below is the membership renewal invoice from the American Association of Community Colleges for the College's 2021 membership fees. The cost of the annual membership is $3,538.

Recommendation: Approve the Consent Agenda as presented.

September 1, 2020

Thank you for your membership in the American Association of Community Colleges (AACC). For a century, AACC has been proud to represent you, the leaders of the nation's community colleges. We know that the strength of our organization lies with our members and we are happy to be a part of the work you do to ensure the success of the nation's 12 million community college students.

We are grateful for your continued participation in AACC. Lending your voice to our advocacy efforts in Washington, DC has proven invaluable in securing access to the people and policies that effect our colleges. We have built strong relationships in the Nation's Capital and will continue to work across the aisle and across sectors to ensure that your voice is included in legislative and policy discussions. Advocacy has always been, and will continue to be, a major focus for AACC, but I encourage you to take advantage of all we have to offer.

- **AACC Events** are the best way to connect with colleagues. Whether attending one of our issue-specific convenings, Advocates in Action, Workforce Development Institute, or AACC's Annual Convention, we welcome your participation.
- **AACC's Leadership Suite** is designed to provide talent development for you and your team. With a variety of programs that focus on critical skills and timely topics, leaders are better prepared to take on the opportunities and challenges of our complex institutions.
- AACC's award winning communications provide you with the news that you need to lead.
    - The **Community College Daily** is a great way to start your day with the news that impacts community colleges. (www.ccdaily.com)
    - The **Community College Journal** provides a deeper dive into the topics that are important to you.
    - **CC Voice** podcast is the only podcast about the power of the nation's community colleges. Designed to bring you up to speed on the issues that matter.
    - Participate in a national conversation on the topics that are important to you at the **AACC 21st Century Center** (www.aacc21stcenturycenter.org).
- **Voluntary Framework of Accountability** (VFA) is the data collection system designed by community colleges, for community colleges. Existing accountability measures in higher education do not adequately measure the unique mission of community colleges. VFA data, however, provides you with an improved ability to assess student and institutional performance and create pathways to student success. Best of all, participation in VFA is included as a part of your AACC membership.

The current semester brings with it multiple challenges and opportunities. We understand that declining enrollments can lead to decreased apportionment for some of our colleges. Fiscal instability is a challenge for any leader, and we recognize that the financial health of your college is priority. Because of that, we are freezing your membership dues calculation at the 2020 rate in order to ensure that you can plan appropriately as you move forward with your budget plans. If you have any questions, please contact our Membership Services team at membership@aacc.nche.edu or by calling (202) 728-0200.

Thank you, again for your membership. Your continued engagement with AACC helps to ensure that our collective voice remains strong on Capitol Hill and throughout the nation.

Sincerely,

Membership Services Department

American Association of Community Colleges
One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 03-Sep-2020
Ship-To: 000000001102-0

Order Number: 1000173148
Order Date: 31-Aug-2020
Invoice Number :

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

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2021 to 31-Dec-2021	Active	Proforma	1	3,463.00	0.00	0.00	0.00	3,463.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2021 to 31-Dec-2021	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00

Shipping:	0.00
Total :	3,538.00
Paid To Date	0.00
Current Amount Due :	3,538.00

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

Customer:	000000001102-0	Southwest Wisconsin Technical College		
Order No.:	1000173148	Invoice No:	Balance Due(USD):	3,538.00

Federal Tax ID: 53 0196569   Amount:

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

60

Other Items Requiring Board Action

A. Fund & Account Transfers (2019-20 Budget Modifications)

Information on the budget modifications is available below. Caleb White will present a financial review of all six funds followed by a review of the modifications to the General Fund and Capital Fund.

Recommendation: Approve the 2019-20 budget modifications as presented.

Resources, Uses, and Changes in Fund Balance				
	2018-19	2019-20		2020-21
	Actual	**Budget**	**Actual**	**Budget**
REVENUES				
Local Government	5,416,844	5,343,000	5,305,000	5,366,000
State Aids	10,014,879	10,451,100	10,762,965	10,310,500
Program Fees	4,441,995	4,551,400	4,498,373	4,546,600
Material Fees	289,212	291,000	282,343	286,000
Other Student Fees	575,649	567,700	522,807	433,100
Institutional	2,145,015	1,654,600	1,775,918	1,808,400
Federal	715,192	647,200	799,525	379,500
Total Revenues	23,598,786	23,506,000	23,946,931	23,130,100
EXPENDITURES				
Instruction	15,020,315	14,907,000	13,974,073	14,811,600
Instructional Resources	149,622	173,000	126,998	143,900
Student Services	2,162,174	1,999,000	2,043,777	2,140,400
General Institutional	4,868,969	4,994,000	4,987,213	4,615,900
Physical Plant	2,023,329	2,092,000	1,878,757	2,070,300
Total Expenditures	24,224,409	24,165,000	23,010,818	23,782,100
Net Revenue (Expenditures)	(625,623)	(659,000)	936,113	(652,000)
OTHER SOURCES (USES)				
Operating Transfer In	172,292	310,000	218,244	53,000
Operating Transfer Out	(44,436)	(45,000)	(48,044)	(47,000)
Total Resources (Uses)	127,856	265,000	170,200	6,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	(497,767)	(394,000)	1,106,313	(646,000)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	(497,767)	(394,000)	1,106,313	(646,000)
Beginning Fund Balance	9,428,904	8,528,904	8,931,137	9,446,137
Ending Fund Balance	8,931,137	8,134,904	10,037,450	8,800,137

The General Fund is used to account for all financial activities except those required to be accounted for in another fund.

Southwest Wisconsin Technical College				
Special Revenue - Non-Aidable Fund				
2019-20 Financial Results				
Resources, Uses, and Changes in Fund Balance				
	2018-19	**2019-20**		**2020-21**
	Actual	**Budget**	**Actual**	**Budget**
REVENUES				
State Aids	548,676	600,000	520,445	547,000
Other Student Fees	263,576	260,000	267,324	250,000
Institutional	189,739	250,000	165,778	245,000
Federal	5,129,130	6,910,000	5,287,211	6,958,000
Total Revenues	6,131,121	8,020,000	6,240,758	8,000,000
EXPENDITURES				
Student Services	6,117,342	8,075,000	6,267,783	8,000,000
Total Expenditures	6,117,342	8,075,000	6,267,783	8,000,000
Net Revenue (Expenditures)	13,779	(55,000)	(27,025)	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	44,436	45,000	48,044	47,000
Total Resources (Uses)	44,436	45,000	48,044	47,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Student Organizations	58,215	(10,000)	21,019	47,000
Total Transfers To (From) Fund Balance	58,215	(10,000)	21,019	47,000
Beginning Fund Balance	402,017	378,017	460,232	567,232
Ending Fund Balance	460,232	368,017	481,251	614,232

Special Revenue - Non-Aidable Fund is used to account for assets held by a district in a trustee
capacity or as an agent for individuals, private organizations, other government units, or other funds.

63

Southwest Wisconsin Technical College				
Capital Projects Fund				
2019-20 Financial Results				
Resources, Uses, and Changes in Fund Balance				
	2018-19	**2019-20**		**2020-21**
	Actual	**Budget**	**Actual**	**Budget**
REVENUES				
Institutional	81,849	20,000	31,611	20,000
Total Revenues	81,849	20,000	31,611	20,000
EXPENDITURES				
Instruction	728,336	599,000	584,841	819,800
Instructional Resources	29,526	50,000	56,429	18,000
General Institutional	1,092,640	2,512,000	418,263	2,760,000
Physical Plant	1,594,635	1,939,000	2,246,556	2,264,200
Total Expenditures	3,445,137	5,100,000	3,306,089	5,862,000
Net Revenue (Expenditures)	(3,363,288)	(5,080,000)	(3,274,478)	(5,842,000)
OTHER SOURCES (USES)				
Proceeds from Debt	4,000,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(172,292)	(310,000)	(218,244)	(53,000)
Total Resources (Uses)	3,827,708	3,690,000	3,781,756	3,947,000
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Capital Projects	464,420	(1,390,000)	507,278	(1,895,000)
Total Transfers To (From) Fund Balance	464,420	(1,390,000)	507,278	(1,895,000)
Beginning Fund Balance	898,264	1,485,264	1,362,684	2,042,684
Ending Fund Balance	1,362,684	95,264	1,869,962	147,684
Capital Projects Funds are used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisition, construction, equipping, and renovation of buildings.				

	2018-19	2019-20		2020-21
	Actual	**Budget**	**Actual**	**Budget**

Southwest Wisconsin Technical College
Debt Service Fund
2019-20 Financial Results
Resources, Uses, and Changes in Fund Balance

	2018-19	2019-20		2020-21
	Actual	**Budget**	**Actual**	**Budget**
REVENUES				
Local Government	5,345,000	5,345,000	5,345,000	5,650,000
State Aids	20,530	20,000	20,283	20,500
Institutional	43,804	60,000	42,520	20,000
Federal Aids	298,603	-	-	-
Total Revenues	5,707,937	5,425,000	5,407,803	5,690,500
EXPENDITURES				
Physical Plant	13,865,022	5,724,600	4,805,713	6,767,500
Total Expenditures	13,865,022	5,724,600	4,805,713	6,767,500
Net Revenue (Expenditures)	(8,157,085)	(299,600)	602,090	(1,077,000)
OTHER SOURCES (USES)				
Refunding Debt Issued	7,775,000		-	
Premium on Issuance of Debt	572,411	-	199,744	-
Total Resources (Uses)	190,326	-	199,744	-
TRANSFERS TO (FROM) FUND BALANCES				
Reserve for Debt Service	190,326	(299,600)	801,834	(1,077,000)
Total Transfers To (From) Fund Balance	190,326	(299,600)	801,834	(1,077,000)
Beginning Fund Balance	1,407,409	1,407,409	1,597,735	2,163,265
Ending Fund Balance	1,597,735	1,107,809	2,399,569	1,086,265

Debt Service Funds are used to account for the accumulation of resources for, and payment of,
general long-term debt and long-term lease purchase principal and interest.

Enterprise Fund				
2019-20 Financial Results				
Resources, Uses, and Changes in Fund Balance				
	2018-19	**2019-20**		**2020-21**
	Actual	**Budget**	**Actual**	**Budget**
REVENUES				
Institutional	1,534,927	1,768,000	1,455,756	1,336,000
Total Revenues	1,534,927	1,768,000	1,455,756	1,336,000
EXPENDITURES				
Auxiliary Services	1,273,412	1,636,000	1,571,105	1,706,000
Total Expenditures	1,273,412	1,636,000	1,571,105	1,706,000
Net Revenue (Expenditures)	261,515	132,000	(115,349)	(370,000)
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	261,515	132,000	(115,349)	(370,000)
Total Transfers To (From) Fund Balance	261,515	132,000	(115,349)	(370,000)
Beginning Fund Balance	3,562,176	3,664,176	3,823,691	3,761,691
Ending Fund Balance	3,823,691	3,796,176	3,708,342	3,391,691

Enterprise Funds are used to account for operations where the costs of providing goods or services
to the student body, faculty and staff, or the general public are financed primarily through user fees.

| | 2018-19 | 2019-20 | | 2020-21 |
	Actual	Budget	Actual	Budget
Southwest Wisconsin Technical College				
Internal Service Fund				
2019-20 Financial Results				
Resources, Uses, and Changes in Fund Balance				

| | 2018-19 | 2019-20 | | 2020-21 |
	Actual	Budget	Actual	Budget
REVENUES				
Institutional	3,833,084	4,427,000	2,674,389	4,427,000
Total Revenues	3,833,084	4,427,000	2,674,389	4,427,000
EXPENDITURES				
Auxiliary Services	3,639,408	4,427,000	2,462,407	4,427,000
Total Expenditures	3,639,408	4,427,000	2,462,407	4,427,000
Net Revenue (Expenditures)	193,676	-	211,982	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	193,676	-	211,982	-
Total Transfers To (From) Fund Balance	193,676	-	211,982	-
Beginning Fund Balance	1,305,711	1,155,711	1,499,387	1,415,987
Ending Fund Balance	1,499,387	1,155,711	1,711,369	1,415,987

Internal Service Funds are used to account for the financing and related financial activity of goods and services provided by one department to other departments of the District on a cost reimbursement basis.

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2019-20

General Fund - 100

	Current Budget Adopted 6/20/2019	Modified Budget Adopted 10/29/2020	Amount of Change
Resources			
Local Government	5,343,000	5,343,000	-
State Aids	10,451,100	10,451,100	-
Program Fees	4,551,400	4,551,400	-
Material Fees	291,000	291,000	-
Other Student Fees	567,700	567,700	-
Insitutional	1,654,600	1,654,600	-
Federal	647,200	647,200	-
Transfers from Reserves and Designated Fund Balances	265,000	265,000	-
Total Resources	23,771,000	23,771,000	-
Uses			
Instructional	14,907,000	14,807,000	(100,000)
Instructional Resources	173,000	173,000	-
Student Services	1,999,000	2,099,000	100,000
General Institutional	4,994,000	4,994,000	-
Physical Plant	2,092,000	2,092,000	-
Total Uses	24,165,000	24,165,000	-

Caleb J. White
Vice President for Administrative Services

BUDGET MODIFICATION
District: Southwest Wisconsin Technical College
Fiscal Year: 2019-20

Capital Fund - 300

	Current Budget Adopted 6/20/2019	Modified Budget Adopted 10/29/2020	Amount of Change
Resources			
Insitutional	20,000	20,000	-
Proceeds from Debt	4,000,000	4,000,000	-
Transfer	(310,000)	(310,000)	-
Total Resources	3,710,000	3,710,000	-
Uses			
Instructional	599,000	599,000	-
Instructional Resources	50,000	100,000	50,000
General Institutional	2,512,000	2,112,000	(400,000)
Physical Plant	1,939,000	2,289,000	350,000
Total Uses	5,100,000	5,100,000	-

Caleb J. White
Vice President for Administrative Services

B. *Resolution for Adoption of 2019 Tax Levy*

Included below is a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2020 in the amount $5,421,039 for operational expenses, $5,650,000 for debt retirement for a total tax levy of $11,071,039. This resolution will be presented for Board approval. Caleb White will present the tax levy at the Board meeting.

<u>Recommendation:</u> Approve, as presented, the Resolution Providing for Tax Levy for the Year 2020.

**RESOLUTION PROVIDING FOR TAX LEVY
FOR THE YEAR 2020**

BE IT RESOLVED BY THE BOARD OF THE SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT that there exists and there is hereby levied upon all of the taxable property of the Southwest Wisconsin Technical College District for the year 2020, a tax for operational expenses in the amount of $5,421,039, a tax for debt retirement in the amount of $5,650,000 for a total tax of $11,071,039, and that the District Secretary of the Southwest Wisconsin Technical College District is hereby directed to extend said tax levy to the cities affected, and villages affected, and various towns affected in accordance with proportionate valuation in each municipality determined in the manner as provided by the Wisconsin Law and to certify the amount for each municipality at the time and in the manner provided by Wisconsin Law by said cities, by said villages, and by said towns, in the same manner and at the same time as taxes for general city, general village, and general town purposes are extended and collected.

Adopted and approved this 29th day of October 2020.

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Charles J. Bolstad, Chairperson

ATTEST:

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Chris J. Prange, Secretary

C. *Wisconsin Code of Ethics Resolution*

A resolution indicating college employees to whom the Wisconsin Code of Ethics for Public Officials and Employees applies is available below. This is an annual resolution that comes before the Board.

Recommendation: Approve the Code of Ethics Resolution as presented.

RESOLUTION
CODE OF ETHICS FOR PUBLIC OFFICIALS AND EMPLOYEES

Resolved that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Southwest Wisconsin Technical College District Board has designated the following positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies:

Jason S. Wood	College President
Holly Clendenen	Executive Director of College Advancement
Derek Dachelet	Executive Dean of Industry, Trades & Agriculture
Kathleen E. Garrity	Chief Academic Officer
Krista M. Weber	Chief Human Resources Officer
Caleb J. White	Vice President for Administrative Services

Approved this 29th day of October, 2020.

_____
Charles J. Bolstad, Chairperson

ATTEST:

_____
Chris J. Prange, Secretary

October 2020

D. Board Monitoring Report - Compliance

At the September 24, 2020, Board meeting, the Compliance Board Monitoring Report was presented for approval. The Board tabled the action and asked that it be brought back to the October meeting for approval to provide them with the opportunity to review the report with the lens of approval. Included in the electronic Board material is the Compliance monitoring report that was presented at the September meeting. 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.

i

ALIGNMENT OF HIGHER LEARNING COMMISSION (HLC) ACCREDITATION CRITERIA TO COLLEGE GOVERNANCE & COLLEGE OPERATIONS
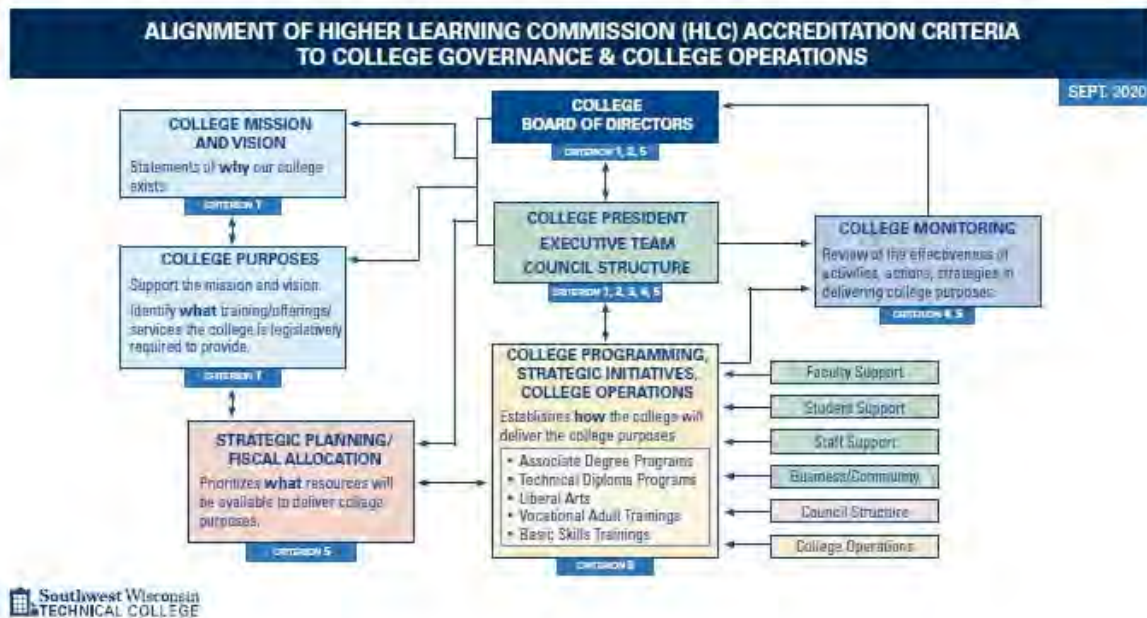
Alignment with Mission, Vision, Values, and Purposes

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

2

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.

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

4

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:

5

- 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!***

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

<u>Items of note:</u>
- 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.

6

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

7

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:

Board Monitoring Report
Compliance/Accreditation – September 2020

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	

Board Monitoring Report
Compliance/Accreditation – September 2020

	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											

Criterion 4											
Criterion 5											
Assurance Argument narrative finalized											
Evidence Documents Finalized											

Assurance Argument Completion Timeline (2021-2022)

Tasks to Complete	2021						2022			
	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

11

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.												

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.

14

- 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

15

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.

2019-20 Strategic Initiatives

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	Goals: 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; Outcomes: 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	Goals: 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% Outcomes: 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	Goal: Improve course completion and retention of Charge Forward program participants to 80% (25 low income, minority, and/or disabled students per year) Outcome: In year 1, 25 students enrolled. 5 students left college

				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

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

<u>College Health Indicators</u>:

 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

Board Monitoring Report
Compliance/Accreditation – September 2020

<u>Instructional/Institutional Vitality Process - IVP</u>

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

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

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. Foundation Quarterly Board Report

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 First Quarter report is available below.

Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY21 First Quarter Report to District Board
October 29, 2020

- FY21 Fundraising Totals 7/1/20-9/30/20
  - $311,296.51 total gifts received *(FY21 goal is $1,000,000)*
    - $298,065.56 cash received *(FY21 goal is $800,000)*
    - $13,230.95 Gift In-Kind total
  - 1,175 total gifts *(FY21 total was 6,427)*
  - 250 total donors *(FY21 total was 1,074)*

- Appeals/Requests as of 9/30/20
  - Phonathon – $540.13 received (*FY21 goal is $65,000).* Started calling in mid-September.
  - Supporting Our Students (S.O.S. Fund) – $13,470 received as of 10/20. $5,426.23 awarded in emergency grants as of 8/31.

- Gift Highlights – Thank you!
  - $152,000 from Patrick Thiele for the James and Grace Thiele Scholarship
  - $18,000 from Madison Community Foundation for the Garrison L. Lincoln Scholarship
  - $12,500 from Diane Holmes for the Jane Dawkins Midwifery Scholarship
  - $10,519.43 from Sue Lewison for Suzann (Sue) Lewison Scholarship and Vern Lewison Memorial Scholarship
  - $8,360 from Debra Wehrle and memorial gifts for Greg Wehrle Memorial Scholarship
  - $7,000 from MidWestOne Bank for MidWestOne Bank Scholarship, Charger Dream Fund and Charger Annual Fund
  - $6,000 from Alliant Energy for Alliant Energy Scholars Scholarship
  - $6,000 from Compeer Financial for Agriculture Development Fund

- o $5,000 from Hartung Brothers, Inc for Hartung Brothers Inc, Scholarship
- o $5,000 from donor-advised fund at Goldman Sachs Philanthropy for Southwest Tech Foundation Scholarship
- o $4,250 from Family of Chester Nowak for Chester C. Nowak Memorial Scholarship
- o $4,000 gift-in-kind from Anthony Redington for Industry, Trades and Ag Development Fund
- o $3,880 gift-in-kind from Larry's Welding and Manufacturing for Industry, Trades and Ag Development Fund
- o $3,513 gift-in-kind from QueenB Radio for Charger Annual Fund
- o $3,500 from Community First Bank for Charger Annual Fund and Community First Bank Scholarship
- o $2,500 from Boardman & Clark LLP for Charger Annual Fund
- o $2,500 from David O. Martin for Charger Scholarship
- o $2,500 from Sorrento Lactalis Inc. for Lactalis Sponsor a Scholar Scholarship

- FY20 Gift Fund Designation

FY20 Gift Designation - by fund

- Academic Program Support — 63%
- Scholarship Support — 28%
- Student Support Funds — 6%
- Other — 3%
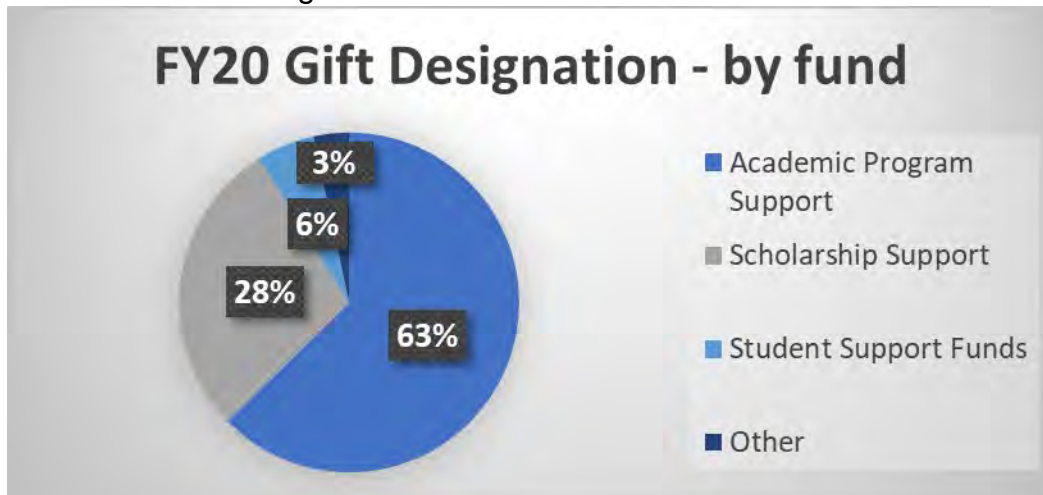
- Campaigns
  - o Employee Giving – kick off on Nov. 17 with request for gifts to endowments
  - o Giving Tuesday – Tues, Dec 1 with online giving focus
  - o Planned Giving –targeted mailer sent in Nov, workshops in Dec
  - o Retirees – focus of Foundation staff this year with goal of increasing gifts to endowments
- Scholarships
  - o NEW – Wauzeka-Steuben High School added to James and Grace Thiele STEP Scholarship Program – up to $3,000 in guaranteed scholarships for any W-S HS graduate that attends
  - o Scholarship application for 2021-22 – open now through March 31, 2021
  - o 2020-21 projected scholarship awards = $352,500 to 443 students. (Nearly 40% of total headcount taking at least 6 credits)

(second attachment).

Total Scholarship $ Awarded

- 2011-12, $96,000
- 2012-13, $102,250
- 2013-14, $133,000
- 2014-15, $133,600
- 2015-16, $144,500
- 2016-17, $165,700
- 2017-18, $165,839
- 2018-19, $200,245
- 2019-20, $298,954
- 2020-21, $352,500
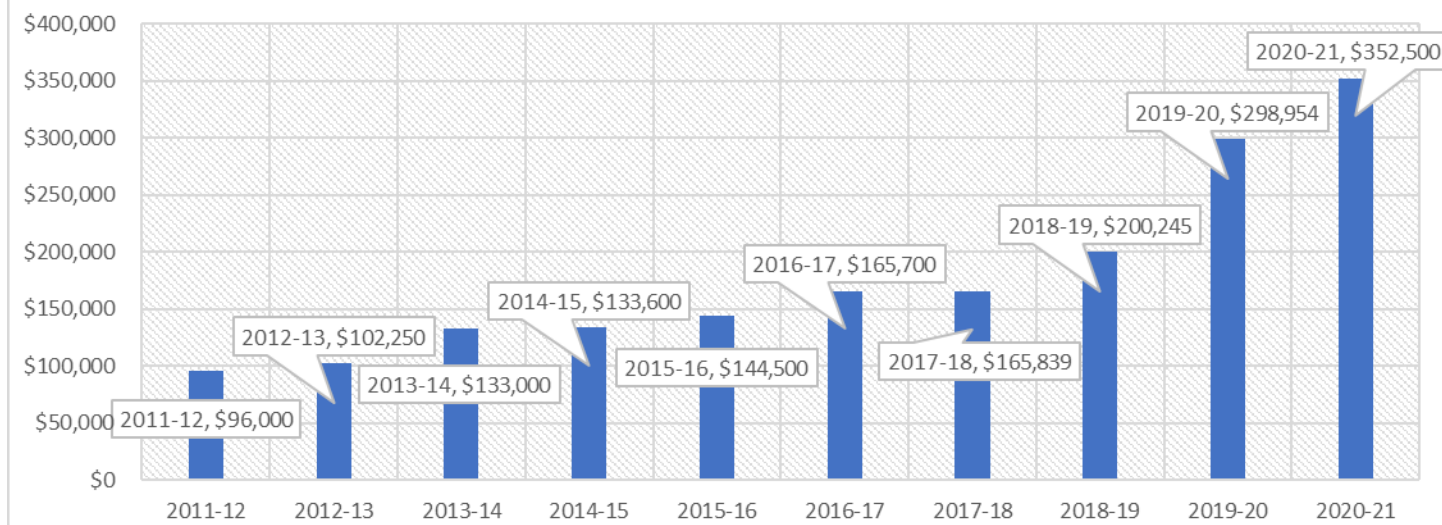
- FY21 Fundraising Priorities
    - Funding for Diversity, Equity, and Inclusivity – increase the number/percentage of students/faculty/staff of color
    - Funding for Diversity, Equity, and Inclusivity – increase programming to sustain the conversation, learning moments, and policy development
    - 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
    - Create operating flexibility in case the financial situation worsens considerably

- Real Estate Foundation
    - 116 leases for 2020-21 as of 10/16. (Compared to 139 last fall semester.)
    - No new construction this year.
    - Working on refinancing current loan with Mound City Bank (MidWestOne Bank and Community First Bank as participating banks).

- News Releases
    - James Earns Success through Supply Chain Management online program
    - Wehrle remembered with endowed scholarship for Southwest Tech ag students
    - Crawford County Community Fund supports Southwest Tech students
    - Lewison pays it forward by endowing two scholarships for Southwest Tech students
    - Southwest Tech students from two United Fund of Iowa County grants

96

B. Review of Purchasing Activities

A six-year Purchase Card Activity Summary report and a listing of the FY2020 >$50,000 Vendors follow. Caleb White will review this information at the meeting.

Purchase Card Activity Summary						
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
July	240,141	199,261	164,833	316,607	169,475	254,601
August	216,572	193,660	325,380	213,001	237,810	319,803
September	199,384	140,259	241,629	123,426	172,818	186,059
October	134,571	152,028	113,389	113,644	142,312	86,061
November	132,616	157,620	174,565	116,801	148,678	136,674
December	273,797	172,783	159,040	272,740	261,246	157,592
January	304,595	179,975	151,655	162,582	142,566	121,420
February	124,918	194,093	142,097	127,798	148,754	142,644
March	136,164	168,903	157,981	141,797	133,258	67,491
April	147,554	131,686	128,834	132,454	110,320	46,525
May	120,566	139,389	163,685	163,957	136,466	81,218
June	348,831	136,481	138,448	92,643	98,439	129,963
Totals	**2,379,707**	**1,966,139**	**2,061,536**	**1,977,451**	**1,902,141**	**1,730,052**
Rebates	26,367	40,107	43,361	42,870	41,438	38,105
No. of Transactions	7,541	7,259	7,106	7,217	6,904	6,949
Average Number of Transactions per Month	628	605	592	601	575	579
Average Transaction	316	271	290	274	276	249
Monthly Average	198,309	163,845	171,795	164,788	158,512	144,171
Points of Interest:						
*Currently 153 staff and district board members have purchase cards						
* 6949 transactions in the prior fiscal year were processed without the paperwork of requisitions, purchase orders, and voucher sign-offs. As a result, the number of accounts payable checks being issued is significantly reduced. Purchase card transactions are processed more efficiently, saving time and money for the College and increasing vendor satisfaction with payment timing.						
*No material issues or problems have occurred with purchase card activity audits.						

$50,000 and Greater Vendors for 2019-20

Vendor	General	Capital Equipment	Capital Construction	Enterprise	Internal Serv/ Trust/Agency	Comments
ACTION TARGET INC. Total		$ 105,639				Bullet Trap
AMAZON Total	$ 201,540					Individual purchasing supplies throughout the year
ANATOMAGE INC Total		$ 79,298				Anatomage Table
BADGER WELDING SUPPLIES, INC. Total	$ 20,571	$ 57,967				Welding Table, welders, welding supplies
BUCKINGHAM MANUFACTURI Total				$ 64,646		Textbooks
CAMPUS WORKS INC Total		$ 156,777				ERP Evaluation/Needs Assessment/Consulting Project
CDW GOVT Total	$ 33,556	$ 31,142			$ 38,962	Grant #184 networks equipment, LockinCharge, VMWare
CENGAGE LEARNING Total				$ 113,515		Books & Testing
DIGITALBARN.US Total	$ 50,948					Online Advertising
DISTRICTS MUTUAL INSURANCE Total				$ 202,735		Property/Casual Insurance
ELSEVIER Total				$ 82,780		Textbooks and learning materials
EPA AUDIO VISUAL INC Total		$ 106,044				Computer equipment for various rooms, recording studio, Platteville & Richland Center Outreach sides
EPIC CONSTRUCTION INC Total			$ 225,572			Caulking & Cold Storage Construction
FENNIMORE MUNICIPAL UTILITIES Total	$ 229,355					College Utilities
FENNIMORE TIMES Total	$ 72,323					General and Event Advertising
FLIGHTPATH AGENCY Total	$ 50,835					Youtube & Hulu advertising
GENERAL CAPITAL DEVELOPMENT LLC Total	$ 6,000	$ 50,000				Tenant Contribution and rent for Platteville Outreach Site
GORDON FLESCH CO., INC. Total					$ 77,278	Monthly Copier charges and new printers and a new color copier
GRAPHIC HOUSE INC Total		$ 374,033				New Signage
HEARTLAND BUSINESS SYSTEMS Total		$ 270,124				Equipment for Cisco System, New Firewall and SQL Servers
HSR ASSOCIATES INC Total			$ 158,531			Cold Storage, Bookstore, Platteville Outreach, & Lecture Hall Professional Fees
KSW CONSTRUCTION CORPORATION Total			$ 534,800			Bookstore Construction
LAB MIDWEST Total		$ 82,494			$ 1,223	Trainers & Student Reference Material
LAMAR COMPANIES Total	$ 56,219					Billboard Advertsing
MARYVILLE CONSTRUCTION CO INC Total			$ 244,535			Platteville Outreach construction
MIDWEST TITLE CORPORATION Total			$ 222,916			County F Property
NATIONAL BUSINESS FURNITURE Total		$ 68,100				Furniture for Platteville Outreach, Soft Seating, 300 offices, and room 110

Vendor					Description
PEARSON EDUCATION INC. Total				$ 64,936	Books & Learning Materials
SHI INTERNATIONAL CORP Total	$ 7,492	$ 126,663			Camera Systems, Servers
SYSCO FOODS OF BARABOO Total				$ 62,469	Cafeteria Food/Supplies
TIERNEY BROTHERS Total		$ 57,081			Main Entrance Video Wall
TRANE U.S. INC. Total	$ 30,960	$ 39,600			New Trane System, Svs Contract, Misc parts and repairs
UNIT4 EDUCATION SOLUTIONS INC Total	$ 104,751				Annual Maintenance for CAMS
VANGUARD COMPUTERS INC Total		$ 214,904			Computer equipment for various rooms, including Richland Center Outreach
WISCONSIN TECHNICAL COLLEGE SYSTEM FOUNDATION Total				$ 51,300	WIDS Consulting 19/20 Grant #109
WPS HEALTH INSURANCE Total				$ 124,197	Retiree Medicare Supplement Coverage
Totals	$864,550	$1,819,866	$1,386,353	$591,081	$292,960
Grand Total				$4,954,811	

Some purchases that accumulated to over $50,000 for the entire fiscal year with any single
supplier that did not receive formal bidding attention were sporadic or emergent in nature, where
it was not possible at the time to predict or forecast these requirements for grouping and
consolidation into a formal bid or RFP.

C. Staffing Update

Krista Weber, Chief Human Resources Officer, 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 - $32.8 Hired at $32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Hired - Darwyn Wolfe	8/24/2020	Salary Band C42 Hourly- $23.46 - $32.84 Hired at $32.25
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	Hired - Guilio Reyes	10/19/2020	Salary Band C42 $48,795 - $68,313 Hired at $58,000

101

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Marketing/Recruitment Assistant (LTE)	Holly Straka	11/2/2020	Hourly Band B22 $18.26 - $23.74 Hired at $22.00
14	New Position	Human Resources/Payroll Assistant (LTE)	Demi Vetesnik	11/1/2020	Hourly Band B24 $20.75 - $26.98 Hired at $21.25
15	New Position	Budget & Finance Assistant (LTE)	Posted	11/15/2020	Hourly Band B22 $18.26 - $23.74

Information and Correspondence

A. Enrollment Report

The 2020-21 Comparison FTE Report and the Fall 2021 Application Report are available below. The Fall 2021 Application Report includes Open House applications where the Fall 2020 numbers do not reflect the Open House 2019 applications. During the meeting, the Board will also receive Fall 2020 student withdrawal data, compared to Fall 2019 and self-reported enrollment data of the other Wisconsin technical colleges. In November, the Board will receive an update on enrollments for all Wisconsin technical colleges using November's cost allocation submissions.

		2019-2020 and 2020-2021 FTE Comparison					
Program Code	Program Title	10-21-19 Students	10-19-20 Students	Student Change	10-21-19 FTE	10-19-20 FTE	FTE Change
10-101-1	Accounting	45	56	11	19.17	22.83	3.67
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	8	(8)	9.03	3.53	(5.50)
10-006-5	Agribusiness Science & Technology - Agronomy	14	18	4	7.70	9.90	2.20
10-006-6	Agribusiness Science & Technology - Animal Science	28	16	(12)	16.50	8.40	(8.10)
10-102-3	Business Management	109	115	6	44.23	46.47	2.23
10-530-5	Cancer Information Management	86	91	5	27.20	29.80	2.60
10-504-5	Criminal Justice Studies	39	47	8	17.13	20.60	3.47
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	58	9	15.67	18.50	2.83
10-307-1	Early Childhood Education	43	52	9	17.27	20.83	3.57
10-620-1	Electro-Mechanical Technology	36	33	(3)	16.73	16.73	-
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	12.80	(3.33)
10-520-3	Human Services Associate	36	30	(6)	16.83	14.63	(2.20)

Program Code	Program Title	10-21-19 Students	10-19-20 Students	Student Change	10-21-19 FTE	10-19-20 FTE	FTE Change
10-825-1	Individualized Technical Studies	1	3	2	0.30	1.13	0.83
10-620-3	Instrumentation and Controls Technology	9	4	(5)	3.40	0.63	(2.77)
10-150-2	IT-Network Specialist	30	23	(7)	12.83	9.57	(3.27)
10-196-1	Leadership Development	23	7	(16)	7.27	1.40	(5.87)
10-513-1	Medical Laboratory Technician	21	19	(2)	8.90	6.93	(1.97)
10-543-1	Nursing-Associate Degree	192	217	25	54.87	69.60	14.73
10-524-1	Physical Therapist Assistant	31	27	(4)	11.63	9.27	(2.37)
10-182-1	Supply Chain Management	43	26	(17)	14.80	8.27	(6.53)
	Total Associate Degree	**951**	**922**	**(29)**	**360.37**	**347.27**	**(13.10)**
31-101-1	Accounting Assistant	3	10	7	0.83	2.57	1.73
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	18.63	1.00
31-405-1	Auto Collision Repair & Refinish Technician	10	11	1	3.47	5.07	1.60
32-404-2	Automotive Technician	26	33	7	12.47	13.00	0.53
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)	4.93	4.73	(0.20)
31-307-1	Child Care Services	8	5	(3)	2.90	2.00	(0.90)
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	3.90	0.83	(3.07)
31-502-1	Cosmetology	26	18	(8)	12.63	8.80	(3.83)
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)	8.23	5.67	(2.57)
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	45	-	6.83	6.50	(0.33)

Program Code	Program Title	10-21-19 Students	10-19-20 Students	Student Change	10-21-19 FTE	10-19-20 FTE	FTE Change
10-825-1	Individualized Technical Studies	1	3	2	0.30	1.13	0.83
10-620-3	Instrumentation and Controls Technology	9	4	(5)	3.40	0.63	(2.77)
10-150-2	IT-Network Specialist	30	23	(7)	12.83	9.57	(3.27)
10-196-1	Leadership Development	23	7	(16)	7.27	1.40	(5.87)
10-513-1	Medical Laboratory Technician	21	19	(2)	8.90	6.93	(1.97)
10-543-1	Nursing-Associate Degree	192	217	25	54.87	69.60	14.73
10-524-1	Physical Therapist Assistant	31	27	(4)	11.63	9.27	(2.37)
10-182-1	Supply Chain Management	43	26	(17)	14.80	8.27	(6.53)
	Total Associate Degree	**951**	**922**	**(29)**	**360.37**	**347.27**	**(13.10)**
31-101-1	Accounting Assistant	3	10	7	0.83	2.57	1.73
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	18.63	1.00
31-405-1	Auto Collision Repair & Refinish Technician	10	11	1	3.47	5.07	1.60
32-404-2	Automotive Technician	26	33	7	12.47	13.00	0.53
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)	4.93	4.73	(0.20)
31-307-1	Child Care Services	8	5	(3)	2.90	2.00	(0.90)
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	3.90	0.83	(3.07)
31-502-1	Cosmetology	26	18	(8)	12.63	8.80	(3.83)
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)	8.23	5.67	(2.57)
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	45	-	6.83	6.50	(0.33)
32-080-4	Farm Operations & Management - Ag Mechanics	2	7	5	0.87	3.17	2.30
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	3.37	(6.27)
31-080-3	Farm Operations & Management - Dairy Technician	4	2	(2)	1.00	0.27	(0.73)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	(9)	3.57	1.53	(2.03)

Program Code	Program Title	10-21-19 Students	10-19-20 Students	Student Change	10-21-19 FTE	10-19-20 FTE	FTE Change
32-080-6	Farm Operations & Management - Livestock	1	1	-	0.53	0.60	0.07
31-080-7	Farm Operations & Management - Livestock Tech	2		(2)	0.77		(0.77)
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	18	10	(8)	8.07	4.83	(3.23)
31-513-1	Laboratory Science Technician	4	4	-	1.07	1.20	0.13
50-620-1	Mechatronics Technician Apprentice	6	6	-	0.80	0.73	(0.07)
31-509-1	Medical Assistant	30	37	7	15.40	19.03	3.63
31-530-2	Medical Coding Specialist	45	52	7	14.70	16.57	1.87
30-504-4	Nail Technician	2	2	-	0.27	0.53	0.27
30-543-1	Nursing Assistant	106	170	64	13.10	17.60	4.50
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	1	(2)	0.37	0.20	(0.17)
31-442-1	Welding	36	43	7	16.10	20.83	4.73
	Total Technical Diploma	**609**	**651**	**42**	**204.30**	**197.10**	**(7.20)**
20-800-1	Liberal Arts - Associate of Arts	21	28	7	4.20	6.53	2.33
20-800-2	Liberal Arts - Associate of Science	9	10	1	3.07	2.27	(0.80)
	Undeclared Majors	380	379	(1)	50.97	54.93	3.97
	Total Liberal Arts & Undeclared Majors	**410**	**417**	**7**	**58.23**	**63.73**	**5.50**
	Total	**1,970**	**1,990**	**20**	**622.90**	**608.10**	**(14.80)**
	Percent of Change						**-2.38%**
	Vocational Adult (Aid Codes 42-47)	1,841	1,837	(4)	38.57	38.92	0.36
	Community Services (Aid Code 60)	-	48	48	-	0.16	0.16
	Basic Skills (Aid Codes 73,74,75,76)	191	106	(85)	15.60	11.20	(4.40)
	Basic Skills (Aid Codes 77 & 78)	89	60	(29)	2.73	-	(2.73)
	Grand Total	4,091	4,041	(50)	679.80	658.38	(21.42)
	Total Percent of Change						**-3.15%**

Fall 2020 Application Report
Open House Applications include in 10/20/20, not included in 10/15/19 Numbers

Program Application Comparison 2020/21 vs. 2021/22								
Fall 2021 Start			10/15/19			10/20/20		
PROGRAM	**CAP**	**IP**	**ACCEPT**	**TOTAL**	**IP**	**ACCEPT**	**TOTAL**	**YOY**
Accounting			3	3	4	1	5	2
Accounting Assistant			0	0		0	0	0
Agribusiness Science & Technology - Agbus Mgmt	20		0	0		4	4	4
Agribusiness Science & Technology - Agronomy	20		0	0		5	5	5
Agribusiness Science & Technology - Agronomy Tech	20		0	0		0		0
Agribusiness Science & Technology - Animal Science	20		5	5		12	12	7
Agricultural Power & Equipment Technician	22		15	15		12	12	-3
Auto Collision Repair & Refinish Technician	22		1	1		6	6	5
Automotive Technician	22		12	12		9	9	-3
Building Trades-Carpentry	20		3	3		6	6	3
Business Management			5	5	8	4	12	7
Cancer Information Management	30	2	31	33	6	29	35	2
Child Care Services	13		0	0	5	0	5	5
CNC Machine Operator/Programmer	5		0	0		0	0	0
Cosmetology	24		0	0		12	12	12
Criminal Justice Studies	70		6	6		11	11	5
Criminial Justice-Law Enforcement 2						4	4	4
Culinary Arts			1	1				-1
Culinary Management			0	0				0
Dental Assistant	18		8	8		3	3	-5
Early Childhood Education	28		7	7	8	5	13	6
Electrical Power Distribution	44		34	34		51	51	17
Electro-Mechanical Technology	24		6	6		12	12	6
Farm Operations & Management - Ag Mechanics	20		0	0		5	5	5
Farm Operations & Management - Crops Operations	20		1	1		0	0	-1
Farm Operations & Management - Crops	20		0	0		0	0	0
Farm Operations & Management - Dairy	20		0	0		1	1	1
Farm Operations & Management - Dairy Technician	20		0	0		1	1	1
Farm Operations & Management - Farm Ag Mntc	20		1	1		0	0	-1
Farm Operations & Management - Livestock	20		0	0		3	3	3
Farm Operations & Management - Livestock Tech	20		0	0		1	1	1
Golf Course Management			2	2		2	2	0
Graphic and Web Design	25		3	3		5	5	2
Health Information Technology	22	1	6	7	6	8	14	7
Human Services Associate	31		3	3	1	12	13	10
Industrial Mechanic	6		1	1		0	0	-1
Instrumentation and Controls Technology	6		0	0		0	0	0
IT-Computer Support Technician			2	2		6	6	4
IT-Network Specialist			3	3		8	8	5
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts		1	0	1	6	3	9	8
Liberal Arts - Associate of Science		1	0	1	3	0	3	2

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Medical Assistant	32		9	9		10	10	1
Medical Coding Specialist	23		10	10	20	21	41	31
Medical Laboratory Technician	16	4	0	4	4	1	5	1
Nail Technician Certificate			1	1		0	0	-1
Nursing-Associate Degree	54	44	32	76	76	39	115	39
Nursing-Associate Degree-Part-time	28		15	15		16	16	1
Pharmacy Tech (shared)			0	0		1	1	1
Physical Therapist Assistant	18	8	0	8	5	1	6	-2
Supply Chain Assistant			0	0	1	0	1	1
Supply Chain Management			0	0		0	0	0
Technical Studies-Journeyworker			0	0	2	0	2	2
Undecided		8	0	8	30	0	30	22
Welding	40		10	10		14	14	4
TOTAL		69	236	305	185	344	529	224

January 2021 Start

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting						12	12	12
Accounting Assistant						3	3	3
Business Management						10	10	10
Direct Entry Midwife	32	32	36	68	46	77	123	55
Driver and Safety Education Certification						1	1	1
Leadership Development					8	4	12	12
Liberal Arts - Associate of Science					1	1	2	2
Supply Chain Management					1	1	2	2
Welding (January Start)	20		7	7	0	11	11	4
TOTAL		32	43	75	56	120	176	101

B. Chairperson's Report

1. District Boards Association Fall Meeting

C. College President's Report

1. Feedback on 2020-21 Employee Compensation Plan Discussed and Approved in July
2. Project RISE
3. College Happenings
4. HR Professional of the Year Award

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Financial Audit
2. Bid – Building 400 Lecture Hall
3. Board Monitoring Report – Student Access
4. 2021-22 Budget Process

B. Time and Place

Thursday, November 19, 2020, at 7:00 p.m. at Southwest Tech's Campus or virtually via Zoom

Adjourn to Closed Session

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

1. Discussing Personnel Updates per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
2. Discussing President's Evaluation per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}
3. Discussing President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes of August 27, 2020.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment