



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**December 17, 2020**

Held Virtually using Zoom

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## **Annotated Agenda**



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

Thursday, December 17, 2020

6:30 – Midwifery Program

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – [www.Zoom.us](http://www.Zoom.us), Meeting ID: 934 4673 8262

Passcode: 817221

Dial in Option: 1-312-626-6799, 93446738262#

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The December 17, 2020, regular Board 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](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

#### **A. Roll Call**

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

#### **CONSENT AGENDA**

##### **A. Approval of Agenda**

The December 17, 2020, agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Meeting of November 19, 2020**

Minutes of the November 19, 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 three contracts totaling \$3,731.25 in November 2020 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

There are no personnel items this month.

**RECOMMENDATION:** Approve the Consent Agenda

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale**

Up to \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. Caleb White will present the resolution. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes; and setting the sale.

**B. Employee Compensation**

Krista Weber, Chief Human Resources Officer, will present a proposal to increase base wages for all benefited employees by 0.81% effective with the January 8, 2021, payroll. The Consumer Price Index (CPI) for this past year was 1.81% and all benefited employees received an increase in their base wages of 1.0% on July 1, 2020. Increasing the base wages of benefited employees aligns with the College's compensation philosophy. Included in the electronic Board material is the Compensation Philosophy previously approved by the Board.

**Recommendation:** Approve base wage increases for all benefited employees by 0.81% effective with the January 8, 2021, payroll.

**C. Grant County Economic Development Corporation Lease**

The 2021 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2020 lease agreement and is for rental and furniture for two office spaces.

**Recommendation:** Approve the 2021 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

**D. Student Senate By-laws Modification**

At the November Board meeting Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. At the Board's request, legal counsel reviewed the changes. The two sections proposed for approval are "There are two Categories of Student Organizations" and "Procedure for Starting a New Occupational or Co-curricular Organization." The information is available with the electronic Board material.

**Recommendation:** Approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes.

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Assessment Academy**

The College has committed to participating in a four-year Higher Learning Commission Assessment Academy. The Assessment Academy will help us move from a culture of assessment to a culture of learning. Mandy Henkel, College Effectiveness Manager, and Cynde Larsen, Executive Dean of Health Occupations, are co-leading the Assessment Academy team. They will provide information on the Assessment Academy including where we are at, timeline, goals, and examples of assessment. Included in the electronic Board material is a PowerPoint presentation they will review at the meeting.

### **B. Charger Tech 360**

Heath Ahnen, Director of Information Technology Services, will be present at the meeting to provide an update on the laptop program, branded as Charger Tech 360. A PowerPoint presentation Mr. Ahnen will present is included in the electronic Board material.

### **C. Board Monitoring Report – Student Access**

Included in the electronic Board material is the Student Access Board Monitoring Report. The focus of this report is outlines Southwest Tech's efforts during the pandemic to increase access, reduce barriers to post-secondary education and skill training, increase retention and completion, and provide a viable, competent workforce for district employers. Katie Garrity, Chief Academic & Student Services Officer, will present the report.

### **D. Staffing Update**

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

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

The 2020-21 Comparison Enrollment Report and Fall 2021 Application Report are included in the electronic Board material.

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

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

1. Academic Master Plan
2. Financial Snapshot
3. Legislative Schedule
4. Spring COVID Response
5. Project RISE
6. Employee Fundraising Campaign

7. Round Robin: Please consider the information regarding COVID-19 Vaccinations. I would appreciate each Board member giving me input and guidance related to the following questions:
  - a. What questions do you have?
  - b. What are your expectations for our approach?
  - c. Are there specific resources you think would be helpful for us to pursue?"
8. College Happenings

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. FY 2019-20 Financial Audit
2. Bid: Chevrolet Malibu Sedans
3. Foundation Quarterly Report
4. Safety & Security Monitoring Report

**B. Time and Place**

Thursday, January 28, 2021, at 7:00 p.m. The meeting may be held on campus and/or virtual. The place will be determined closer to the date of the meeting.

**ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of:
  1. Discussing a potential student legal issue per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
  2. Discussing employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of November 19, 2020.

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

### **Open Meeting**

The following statement will be read: "The December 17, 2020, regular Board 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](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

#### ***A. Roll Call***

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

## **Consent Agenda**

### ***A. Approval of Agenda***



## **BOARD MEETING NOTICE/AGENDA**

Thursday, December 17, 2020

6:30 – Midwifery Program

7:00 p.m. – Board Meeting

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## **AGENDA**

### **OPEN MEETING**

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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 19, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Employee Compensation



- C. Grant County Economic Development Corporation Lease
- D. Student Senate By-laws Modification

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

- A. Assessment Academy
- B. Charger Tech 360
- C. Board Monitoring Report – Student Access
- D. Staffing Update

#### **INFORMATION AND CORRESPONDENCE**

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

#### **ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

- A. Agenda
- B. Time and Place

#### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of:
  - 1. Discussing a potential student legal issue per Wisconsin Statutes 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
  - 2. Discussing employment situations per Wisconsin Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - 3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- B. Approval of Closed Session Minutes of November 19, 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](mailto:disabilityservices@swtc.edu).}

***B. Minutes of the Regular Board Meeting of November 19, 2020***

**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
NOVEMBER 19, 2020**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:01 p.m. on November 19, 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, Chris Prange, Jane Wonderling

Absent: Melissa Fitzsimons, Donald Tuescher, Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Matthew Baute, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Katie Glass, Robin Hamel, Dan Imhoff, Cynde Larsen, Krista Weber, and Caleb White. Public present included Sarah Delegge, Campus Works Project Manager for Project RISE.

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, November 19, 2020

6:30 p.m. – Phonathon, Winterize Your Wheels, and ABE Transition Student Presentations

7:00 p.m. - Board Meeting

Virtually using Zoom

Meeting ID: 947 9734 1908

Passcode: 989817

**AGENDA**

**OPEN MEETING**

The following statement will be read: "The November 19, 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](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

- B. Reports/Forums/Public Input

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Board Retreat / Regular Meeting of October 29, 2020
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

#### **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Bid: Building 400 Lecture Hall
- B. Bid: Computerized Transmission Dynamometer
- C. Student Senate Bylaws Modification
- D. Out-of-State Tuition Waivers

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

- A. Project RISE Update
- B. 2021-22 Budget Process
- 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 discussing the 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 October 29, 2020.

#### **RECONVENE TO OPEN SESSION**

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

#### **ADJOURNMENT**

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After a review of the Consent Agenda, including the November 19, 2020 agenda; October 29, 2020, Board retreat/meeting minutes; financial reports; two contracts totaling \$477 in October 2020; and an employment recommendation for Mackenzie Marovets – Budget & Finance Assistant (LTE), Mr. Prange moved to approve the Consent Agenda, as presented. Ms. Jordie seconded the motion; motion carried on a unanimous roll call vote.

Caleb White presented the bid for the Building 400 Lecture Hall (Auditorium) Project noting that on June 29, 2020, the District Board approved the WTCS Facilities Request: Auditorium to remodel Room 413 into an auditorium/lecture hall. The WTCS State Board approved the Facilities Request on November 11, 2020. The College solicited for bids for the remodeling project with ten vendors bidding on the project. Jason Wood outlined the actions the Board could take on the agenda item. He also explained the 10-year facilities plan, including a financing plan, is brought before the board on numerous occasions and new construction is limited to \$1.5 million every two years. He further noted remodeling projects can be completed at a maximum of \$1.5 million for each remodeling project. Administration recommended moving forward with the project. After discussion focusing on campus facilities post-pandemic, making the remodeling project conducive to labs, and consideration of state-of-the art air filtration system, Ms. Jordie moved to accept the low bid for the Building 400 Lecture Hall (Auditorium) Project, in the amount of \$1,161,000 to Tricon Construction Group of Dubuque, IA. This project was approved by the WTCS State Board on November 11, 2020, in the amount of \$1,500,000, which is inclusive of audio/visual allowance and engineering/architecture fees. Ms. Wonderling seconded the motion; upon a roll call vote where all Board members present voted affirmatively, the motion carried.

Mr. White presented a bid summary for a Computerized Transmission Dynamometer noting the Dynamometer will dynamically test live transmissions before and after the rebuilding process. Two bids were submitted from vendors. Mr. Prange moved to award the bid for a Computerized Transmission Dynamometer in the amount of \$141,100 to PowerTest of Sussex, WI, with Mr. Blume seconding the motion. Upon a roll call vote, the motion carried as all Board members present voted yes.

Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational and co-curricular organizations. The Board raised concerns about non-favorable groups and asked for a legal opinion. The agenda item will be brought back to the Board in December.

At the April 23, 2020, District Board meeting, the Board approved remitting out-of-state tuition for 675 credits for 25 needy and worthy students during the 2020-21 academic year and received approval from the Wisconsin Technical College System (WTCS). Caleb White explained the College is getting close to using all of the tuition remission waivers and would like to request permission from the WTCS for 10 additional students to have out-of-state tuition waived. Mr. Prange moved to approve the Board Resolution requesting to remit out-of-state tuition for 200 credits for an additional 10 students during the 2020-21 academic year. Ms. Fillback seconded the motion, and upon a roll call vote with all present voting affirmatively, the motion carried.

Matthew Baute, Heath Ahnen, and Sarah Delegge provided an update on Project RISE (ERP) at the Board meeting. Several items noted included being overbudget and potential delays in timeline. Anthology is working with the College to change some of the hours worked on the

Blueprinting sessions to non-billable hours as this is the first time Anthology has done all the Blueprinting sessions upfront. Depending upon the workload solution and data archival solution the College decides to move forward with, the project timeline could be delayed.

Caleb White outlined the 2021-22 budget process. The process starts on November 15 and ends with the final budget hearing in June 2020. The Budget Assumptions and Parameters will come before the Board in February, with preliminary budgets being presented in April and May.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting there has been a job posting completed for a Budget & Finance Assistant – LTE. Ms. Weber shared the position was filled part-time with a student who will graduate in May and at that time the person will become full-time.

The 2020-21 Comparison Enrollment Report reflected a 3.5 percent decline as compared to last year. The Fall 2021 Application Report showed an increase in January 2021 for students starting in programs. The August 2021 start numbers are comparable to this year's numbers. Mr. White presented a WTCS enrollment summary noting the average WTCS College is down 7 percent in enrollment. We will be adding a second section of 40 students to the Midwifery program in January.

The President's Report included:

- Legislative Visits – In the process of scheduling visits with the state legislators in January. Dr. Wood will invite one or two Board members to participate. Senator Marklein has been named as co-chair of the Joint Finance Committee.
- Student Feedback – Dr. Wood has been visiting classes virtually to interact with the students in their programs. Students most appreciate the flexibility that faculty and staff are providing for their situations. Biggest concern students facing are holding three to four part-time jobs or they can't find a job. They are grateful for all we have done to keep classes going.
- College Happenings – Dr. Wood continues to forward to Mr. Bolstad notices of programs online or positive test results.
- Employee Fundraising Campaign – Kicked off this week and will continue through December 4.

Mr. Prange moved to adjourn to closed session for the purpose of discussing the President's Contract per Wis. Stats. 19.85(1)(c). Ms. Fillback seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 8:46 p.m.

The Board reconvened to open session at 9:23 p.m. Mr. Prange moved to keep President Wood's FY2020-21 compensation equivalent to his FY2019-20 compensation and add one year to his contract. Ms. Wonderling seconded the motion; upon a roll call vote with all members present voting affirmatively, the motion carried.

With no further business to come before the Board, Mr. Blume moved to adjourn the meeting with Ms. Fillback seconding the motion. The motion carried and the meeting adjourned at 9:26 p.m.

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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 11/01/2020 - 11/30/2020				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	DTC PRINC 12.1.20	Principal and interest payment	\$800,000.00	
ASSOCIATED BANK	DTC INTEREST 12.1.20	Principal and interest payment	\$138,577.77	
ASSOCIATED BANK	845-104 12.1.20 INT	Interest paid on bond	\$120,150.00	
ASSOCIATED BANK	845-103 12.1.20 INT	Interest for bond	\$97,275.00	
ASSOCIATED BANK	845-102 12.1.20 INT	Interest for bonds	\$59,550.00	
TURNITIN LLC	IN11206170	Turnit feedback	\$6,017.55	
INFOBASE HOLDINGS INC	INV409586	Infobase Learning cloud	\$4,805.71	
WISCONSIN LIBRARY SERVICES	493659	Choricle of higher ed	\$4,571.00	
WPS HEALTH INSURANCE	100320012624	L Tucker Mediare Prem	\$3,841.78	
WISCONSIN LIBRARY SERVICES	493676	SWANK Streaming film service	\$3,800.00	
WPS HEALTH INSURANCE	100320009008 K KNOX	K Knox Medicare Prem	\$3,499.69	
COMMISSION ON ACCREDITATION FOR	ANL3449	2021 annual accred maint fee	\$3,000.00	
<b>Total Invoices</b>				<b>\$1,245,088.50</b>
Purchase Orders				
Vendor	PO #	Description	Amount	
MID-STATE GROUP INC	6977	EPD: FT-6R Felling Trailer	\$10,500.00	
HEARTLAND BUSINESS SYSTEMS	6975	ITS: Cisco 3850 switch, power supply, data stacking cable & 5YR warranty	\$12,586.57	
<b>Total Purchase Orders</b>				<b>\$23,086.57</b>
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Nov 2020	CMTRX00002844	WDL000007640	\$307,302.43	
WI EE Trust Fund #238010	CMTRX00002860	WDL000007695	\$187,976.22	
941 ER Fed Tax #93884552	CMTRX00002859	WDL000007694	\$114,950.14	
941 ER Fed Tax #41747755	CMTRX00002849	WDL000007654	\$113,229.49	
WI DOR PR Tax #304-524-064	CMTRX00002859	WDL000007692	\$23,267.02	
WI DOR PR Tax #591-825-696	CMTRX00002849	WDL000007653	\$23,001.12	
Symetra Life Ins #1500749	CMTRX00002857	WDL000007677	\$10,448.19	
Delta Dental #409095	CMTRX00002839	WDL000007627	\$7,813.08	
Great-West Trust #871671154	CMTRX00002860	WDL000007697	\$7,723.31	
Great-West Trust #869611259	CMTRX00002850	WDL000007658	\$7,138.21	
Great-West Trust #866273691	CMTRX00002840	WDL000007634	\$6,621.36	
Delta Dental #410246	CMTRX00002848	WDL000007650	\$5,300.69	
Hasler Postage Advance Nov 2	CMTRX00002855	WDL000007673	\$5,000.00	
Delta Dental #411401	CMTRX00002852	WDL000007662	\$2,936.60	
WI UI Tax 204E981FOA4DY	CMTRX00002851	WDL000007659	\$2,606.43	
<b>Total Bank Withdrawals</b>				<b>\$825,314.29</b>

Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 11/27/2020	UPRCC00001174	WDL000007666	\$300,608.66	
Direct Deposit 11/13/2020	UPRCC00001168	WDL000007643	\$298,091.55	
Direct Deposit 11/27/2020	UPRCC00001179	WDL000007671	\$37,239.48	
Direct Deposit 11/13/2020	UPRCC00001171	WDL000007646	\$35,715.96	
Direct Deposit 11/27/2020	UPRCC00001173	WDL000007665	\$9,803.22	
Direct Deposit 11/13/2020	UPRCC00001167	WDL000007642	\$8,756.80	
Direct Deposit 11/27/2020	UPRCC00001176	WDL000007668	\$4,299.84	
Direct Deposit 11/27/2020	UPRCC00001178	WDL000007670	\$2,827.00	
Direct Deposit 11/13/2020	UPRCC00001172	WDL000007647	\$2,739.61	
<b>Total Payroll</b>				<b>\$700,082.12</b>
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 10.27.2020	CMTRX00002848	WDL000007649	\$93,884.18	
US Bank ending 11.10.2020	CMTRX00002857	WDL000007675	\$44,134.47	
<b>Total Purchase Cards</b>				<b>\$138,018.65</b>
<b>Total Purchases &gt;= \$2,500</b>				<b>\$2,931,590.13</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 11/30/2020			
<b>Receipts</b>			
Fund			
1 General	564,015.33		
2 Special Revenue			
3 Capital Projects	-		
4 Debt Service	-		
5 Enterprise	47,831.55		
6 Internal Service	334,705.20		
7 Financial Aid/Activities	567,451.65		
<b>Total Receipts</b>		<b>1,514,003.73</b>	
<b>Expenses</b>			
Fund			
1 General	1,581,004.34		
2 Special Revenue			
3 Capital Projects	419,829.35		
4 Debt Service	1,215,552.77		
5 Enterprise	47,007.92		
6 Internal Service	344,390.60		
7 Financial Aid/Activities	174,265.39		
<b>Total Expenses</b>		<b>3,782,050.37</b>	
<b>Net cash change - month</b>			<b>(2,268,046.64)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	7,724.04		
-Midwest One Investment 1324	11,293,104.35		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,198.93		
<b>Ending Cash/Investment Balance</b>		<b>12,535,967.32</b>	



### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 5 Months ended November 2020							
	2020-21	2020-21	2020-21	2019-20	2018-19	2017-18	2016-17
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,130,100.00	6,674,231.13	28.86	27.04	25.48	25.98	25.91
General Fund Expenditures	23,782,100.00	9,977,201.00	41.95	38.71	37.85	36.74	35.88
Capital Projects Fund Revenue	4,020,000.00	9,023.92	0.22	0.06	99.07	99.50	100.69
Capital Projects Fund Expenditures	5,862,000.00	1,220,022.55	20.81	10.96	16.60	33.73	28.29
Debt Service Fund Revenue	5,690,500.00	-	-	-	-	3.65	4.34
Debt Service Fund Expenditures	6,767,500.00	1,201,552.77	17.75	8.01	10.72	12.00	11.36
Enterprise Fund Revenue	1,336,000.00	687,410.14	51.45	46.48	41.78	38.90	38.63
Enterprise Fund Expenditure	1,706,000.00	686,653.97	40.25	47.00	36.04	39.09	34.25
Internal Service Fund Revenue	4,427,000.00	1,617,502.02	36.54	35.17	36.95	38.44	38.71
Internal Service Fund Expenditures	4,427,000.00	1,713,300.75	38.70	37.18	38.87	39.54	45.48
Trust & Agency Fund Revenue	8,000,000.00	2,096,044.45	26.20	31.01	35.48	39.79	42.89
Trust & Agency Fund Expenditures	8,000,000.00	2,620,135.21	32.75	36.87	38.90	40.23	43.70
<b>Grand Total Revenue</b>	<b>46,603,600.00</b>	<b>11,084,211.66</b>	<b>23.78</b>	<b>23.80</b>	<b>32.16</b>	<b>31.71</b>	<b>32.30</b>
<b>Grand Total Expenditures</b>	<b>50,544,600.00</b>	<b>17,418,866.25</b>	<b>34.46</b>	<b>32.09</b>	<b>33.23</b>	<b>34.65</b>	<b>34.73</b>

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

There were three contracts totaling \$3,731.25 in November 2020 being presented for Board approval. The Contract Revenue Report is included below.

**2020-2021 CONTRACTS**  
11/1/2020 - 11/30/2020

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA Clay Target League	03-2021-0089-T-42	League Director Duties-November	Caleb White		\$ 100.00	No		X	
SW Cap	03-2021-0102-T-42	Online Learning Presentation - September	Julie Pluemer		\$ 793.75	No		X	
SW Cap	03-2021-0102-T-42	Online Learning Presentation - October	Julie Pluemer		\$ 793.75	No		X	
SW Cap	03-2021-0102-T-42	Online Learning Presentation - November	Julie Pluemer		\$ 793.75	No		X	
Fennimore Wrestling Association	03-2021-0104-I-42	Strengths Finder Training	Amy Charles	11	\$ 1,250.00	No		X	
<b>TOTAL of all Contracts</b>				<b>11</b>	<b>\$ 3,731.25</b>				
Exchange of Services				-	\$ -				
For Pay Service				11	\$ 3,731.25				

***E. Personnel Items***

There are no personnel items for this meeting.

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

**Other Items Requiring Board Action**

***A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000  
General Obligation Promissory Notes; and Setting the Sale***

Up to \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. Caleb White will present the resolution. A copy of the resolution is available with the electronic Board material.

**Recommendation:** Approve the resolution authorizing the issuance of not to exceed \$4,000,000 general obligation promissory notes; and setting the sale.

RESOLUTION NO. \_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES;  
AND SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,500,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION DOLLARS (\$4,000,000) from a purchaser to be determined by subsequent resolution of the District Board (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION DOLLARS (\$4,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the

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official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A and B (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The Notes shall be offered for public sale. At a subsequent meeting, the District Board shall consider such bids as may have been received, take action on the bids and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded December 17, 2020.

\_\_\_\_\_  
Charles J. Bolstad  
Chairperson

Attest:

\_\_\_\_\_  
Chris J. Prange  
Secretary

(SEAL)

EXHIBIT A  
NOTICE TO THE ELECTORS  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND  
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on December 17, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: [kcampbell@swtc.edu](mailto:kcampbell@swtc.edu) or by phone at (608) 822-2300.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(c)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 17th day of December, 2020.

BY THE ORDER OF THE  
DISTRICT BOARD

Chris J. Prange  
Secretary

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EXHIBIT B

NOTICE TO THE ELECTORS  
OF THE  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND  
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on December 17, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,500,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

A copy of said resolution is on file in the District office, located at 1800 Bronson Boulevard, Fennimore, Wisconsin, and is available for public inspection upon request by contacting Karen Campbell at the District by email at the following address: [kcampbell@swtc.edu](mailto:kcampbell@swtc.edu) or by phone at (608) 822-2300.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Section 67.12(12)(c)5, Wisconsin Statutes, requesting a referendum thereon at a special election. If no such petition is filed, then the resolution shall be effective without a referendum.

Dated this 17th day of December, 2020.

BY THE ORDER OF THE  
DISTRICT BOARD

Chris J. Prange  
Secretary

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## ***B. Employee Compensation***

Krista Weber, Chief Human Resources Officer, will present a proposal to increase base wages for all benefited employees by 0.81% effective with the January 8, 2021, payroll. The Consumer Price Index (CPI) for this past year was 1.81% and all benefited employees received an increase in their base wages of 1.0% on July 1, 2020. Increasing the base wages of benefited employees aligns with the College's compensation philosophy. Included in the electronic Board material is the Compensation Philosophy previously approved by the Board.

**Recommendation:** Approve base wage increases for all benefited employees by 0.81% effective with the January 8, 2021, payroll.

### COMPENSATION PHILOSOPHY

Southwest Tech is committed to being the employer of choice in southwest Wisconsin. Our valued employees are the key to delivering on our commitment to improve lives through excellence in learning. Our compensation philosophy, including salary and benefits, is a reflection of our College's values. The College will pursue sustainable compensation goals in accordance with its overall fiscal position while respecting the goals of the philosophy. Southwest Tech's compensation philosophy is designed to meet the following key objectives:

**Externally Competitive Salary and Benefits.** Southwest Tech will strive for salary and benefits to be at the 75<sup>th</sup> percentile of comparisons to identified benchmark technical colleges and regional industry employers. We will provide affordable and comprehensive benefit options that best fit employee needs and promote consumerism.

**Equitable.** The College shall provide a framework of consistent compensation practices that are fair, equitable and free of discrimination. Southwest Tech will commit to continually improving this process by conducting periodic performance evaluations and updating position descriptions. We will regularly assess our market to ensure that our salary rates remain competitive.

**Excellence.** Southwest Tech employs high quality employees and we value continuous improvement as part of our commitment to excellence. Our compensation practices must attract and retain employees who exemplify our values and delivery on our mission and vision. Qualified employees who work to advance their skills and knowledge as they contribute to the achievement of organizational objectives will also be paid competitively. External hires will be paid competitively in order to attract new talent within the designated ranges.

**Emphasis on Student Success.** Individual goals are developed to support overall College performance and strategic priorities, including student access and success. We support and promote continual employee learning and growth by providing personal and professional development in order to produce high-quality, relevant programs and services. This is essential to student success and our growth and sustainability as a college.

**Easy to Communicate.** Because Southwest Tech is confident of the equity, validity, and reliability of the compensation system and practices, we maintain open communication with employees regarding their individual compensation. The compensation system is easily implemented, communicated and is simplistic in its design. Each employee will know how his/her compensation is determined. The College will develop a communication plan for our compensation program that supports our status as an employer of choice.

Southwest Tech, as stewards over entrusted public funds, is fiscally responsible as we administer compensation and benefits to employees. It is important to us that our compensation practices are sustainable well into the future. The College will seek opportunities, where appropriate, to invest in employees through compensation and benefits that are sustainable by connecting broad college performance measures that increase revenue with ongoing strategic investments in the people who work here.

Approved by District Board on 6.28.16

### ***C. Grant County Economic Development Corporation Lease***

The 2021 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2020 lease agreement and is for rental and furniture for two office spaces.

**Recommendation:** Approve the 2021 lease in the amount of \$370 per month for Grant County Economic Development Corporation.

## RENTAL/LEASE AGREEMENT

between

**Grant County Economic Development Corporation**

**and Southwest Wisconsin Technical College**

***This agreement between Southwest Wisconsin Technical College (college) and Grant County Economic Development Corporation (GCEDC) covers the following:***

1. Room 421B, 157 sq ft - including credenza and storage shelf, side chair, table, one storage cabinet: \$185 monthly.
2. Room 421C, 127 sq ft - including side chair, credenza and storage shelf, three filing cabinets and: \$185 monthly.
3. GCEDC will be responsible for a separate line for all outgoing calls.
4. Copy machine costs to be billed at the current rate of .10 per copy or .20 for back to back.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing January 1, 2021. This rental/lease agreement covers the calendar year 2021 through December 31, 2021 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

S/\_\_\_\_\_  
Executive Director  
Grant County Economic Development Corporation

S/\_\_\_\_\_  
Vice President for Administrative Services  
Southwest Wisconsin Technical College

S/\_\_\_\_\_  
President  
Grant County Economic Development Corporation

#### ***D. Student Senate Bylaws Modification***

At the November Board meeting Robin Hamel, Student Life Coordinator, presented a proposed change to the Student Senate Bylaws to allow student groups, special interest groups, or extracurricular organizations to follow the same requirements and receive the same benefits as the occupational or co-curricular organizations. At the Board's request, legal counsel reviewed the changes. The two sections proposed for approval are "There are two Categories of Student Organizations" and "Procedure for Starting a New Occupational or Co-curricular Organization." The information is available below.

**Recommendation:** Approve the change to the Student Senate Bylaws on the condition the Student Senate approves the changes.

# *Southwest Tech Club Handbook*

### **MISSION STATEMENT**

The Mission of Southwest Tech Student Senate is to represent, promote, advocate, and protect the interests of all Southwest Wisconsin Technical College students.

- A. To establish and maintain positive relationships with all faculty, staff and administrators
- B. To communicate information to the students of Southwest Tech
- C. To enhance the students experience at Southwest Tech

### **VISION STATEMENT**

We, the Student Senate will work with the administration, staff, and faculty within the school to aid the students' success by doing the following:

- A. Being a voice for the student
- B. Encouraging a high standard of scholastic achievement
- C. Inspiring leadership
- D. Promoting participation in activities
- E. Providing accurate information

### **INTRODUCTION**

This handbook has been prepared to assist advisors and club/group members in successfully fulfilling the responsibilities assumed. Although we have attempted to be as complete and concise as possible, there may be items you will want explained more fully. The Student Life Coordinator on campus is a resource for your club's/group's operations and activities.

Southwest Tech encourages extracurricular and co-curricular activities as a valid part of a student's educational experience. Active participation in co-curricular activities can contribute to more effective work in educational programs. Participation in extracurricular activities enhances social, cultural, and physical development. Leadership skills will be fine tuned, while practicing cooperation and respect for others and their ideas.

If you have any questions for improving or adding to this booklet, please offer them to the Student Life Coordinator.

### **STUDENT GOVERNMENT**

The Student Senate, Student Government (WSG) and Activity Committee, are established to provide an effective leadership role pertaining to student affairs and will seek to promote a positive working relationship with the college's student clubs, groups, administration, faculty, staff, community and other colleges. The Senate and WSG (Wisconsin Student Government at the District Level) represents the student body in policy matters.

The Student Senate is accountable for supplemental fees paid by students. In conjunction with its advisor, the Senate prepares an annual operating budget to include

funds for college-wide campus activities and student club needs meeting criteria established for financial support.

**RESPONSIBILITIES OF SENATE ADVISOR**  
**(i.e., Student Life Coordinator)**

The Student Life Coordinator has been designated by the College as the Advisor to the Senate and the overall advisor to Student Clubs, Groups and their advisors. The Student Life Coordinator is responsible for overseeing and coordinating operations and activities for all Senate committees, group and club efforts; ensuring that all activities are consistent with the Wisconsin State Statute, Wisconsin Technical College System and Southwest Tech's policies, rules and procedures; including campus procedures; and within the bylaws of the Senate.

The Student Life Coordinator will:

1. Provide leadership for student government and activities consistent with College philosophy, policies and procedures.
2. Review and sanction proposed student activities.
3. Represent the College and coordinate selected activities.
4. Assist in maintaining up-to-date records of student clubs, their bylaws, finances, officers, members and minutes of meeting.
5. Be responsible for supplies and equipment used in extracurricular activities.
6. Monitor the activities of students involved in campus activities.
7. Be responsible for supplies, equipment and maintenance of equipment and the facilities in the Fitness Center.
8. Set-up and oversee classes held in the Fitness Center.
9. Student Senate, Club duties.
  - a. Attend all Senate meetings.
  - b. Review meeting minutes for accuracy.
  - c. Approve all financial transactions.
  - d. Assist members in fulfilling the stated purpose of the Senate.
  - e. Initiate the first meeting of the school year.
  - f. Generate interest in, and knowledge of, the Senate in the student body.
  - g. Oversee the election of Senate representatives.
  - h. Oversee the election of officers and assist them in the execution of their duties.
  - i. Work closely with Senate officers and members in carrying out all activities.
  - j. Personally supervise student activities as needed.
  - k. Sanction, schedule, and coordinate all activities sponsored by the Senate.
  - l. Sanction activities sponsored by student organizations.
  - m. Perform other duties as assigned by the Director of Student Services.

**RESPONSIBILITIES OF THE CLUB ADVISORS**

The club advisor shall be responsible for ensuring that all club activities are consistent with College policies, rules; and procedures, and within the guidelines of the Constitution and Bylaws of the Student Senate and their Club.

Designating Advisors:

1. The Division Dean will secure and recommend advisors to occupational related student organizations.
2. The Vice President for Students and Academic Affairs will secure and recommend advisors for Phi Theta Kappa.
3. The Director of Student Services will secure and recommend advisors to the Student Senate - Student Life Coordinator.
4. Advisors to student organizations are district representative for that organization. As this representative, the districts liability insurance will cover employees for all activities that they participate in within the scope of their employment.
5. Advisors from the approved organizations will be paid semiannually at the request of the Student Life Coordinator. If advisors have not met their requirements then the stipend may not be paid to an advisor, or it may be prorated.
6. Before disbursement of the advisor stipend, the following must be on file (on the Schoology Club Page) with the Student Life Coordinator by Oct. 1<sup>st</sup> of each year. Failure in having these things done could constitute in loss or proration of your stipend.
  - a. Roster (paid members)
  - b. Update Website
  - c. Officers
  - d. Club
  - e. Student Senate Representative
  - f. Meeting agendas and meeting minutes
  - g. Club events planned and put on the club events calendar

The main objectives of the advisors are to:

1. Act as liaison between students, faculty, staff, and administration.
2. Promote leadership.
3. Cooperate with community agencies for the welfare of the students.
4. Advise students on educational, special, organizational and financial matters.
5. Assure that the actions of the club are consistent with the laws and policies governing Southwest Tech.

To accomplish these objectives, the advisor will:

1. Represent Southwest Tech at club meetings, activities, field trips, on and off campus fundraisers, etc.
2. Assist, review, and approve the club goals for the school year. Assist the club in meeting the requirements for achieving and maintaining club status, and complete necessary club-related documents by specified deadlines.
3. Approve all financial transactions in accordance with College and Student Government policies.
4. Be responsible for monitoring the College's financial records for the club and to make sure the club members are aware of all club budget information, including transactions and balance.
5. Assist members in fulfilling the stated purpose of the club.
6. Initiate the first meeting of the semester.
7. Supervise the election of members and assist them in the execution of their duties.



8. Assist members in establishing a calendar and budget for the year.
9. Work closely with members in carrying out all activities; personally supervise all activities.
10. Be a resource person for members.
11. Encourage members to participate in state and national conferences and competitions; assist with projects.
12. Discuss and obtain approval from respective program Dean for contracts entered into by their club.
13. Complete co-curricular assessment by May 1
14. Ensure students complete the student portion of co-curricular assessment by May 1

#### **THERE ARE TWO CATEGORIES OF STUDENT ORGANIZATIONS:**

1. Occupational or Program Based Organizations.
  - a. **Occupational or Program Based Organizations:** Co-curricular is defined as activities, programming, and learning experiences both formal and informal, which complement the academic (curricular) degree. Occupational and program based organizations ~~And are recognized as adding add value to student learning, aligning to the college's mission statement and the program curriculum. Additionally, activities should promote the development of the 6 core abilities which will be assessed annually.~~ Since these organizations relate to programs and are extensions of those programs, they are the responsibilities of the appropriate Dean. The **Student Life Coordinator** will coordinate activities between the clubs and the activities that affect the total college.
2. Student Groups, Special interest or extracurricular organizations ~~limited funding.~~  
**Section 1.01—Special Interest Organizations** represent any social, recreational, or service area and provide a learning experience, which is not directly related to the instructional program for the student. Student groups and Special Interest Organizations add value to student learning and align with college values. Student groups and Special Interest Organization activities should promote the development of the 6 core abilities which will be assessed annually. The **Student Life Coordinator** will coordinate these activities as to how the activities affect the whole college. ~~Limited funding is available for special interest organizations. (See groups, special interest or extracurricular organizations guidelines.)~~

College Values  
Southwest Tech Core Abilities

#### **TO BE RECOGNIZED AS A STUDENT ~~CLUB~~ Group, Special Interest Group ~~ON CAMPUS~~, OCCUPATIONAL OR CO-CURRICULAR ORGANIZATION\$**

To receive any financial assistance from the Senate Clubs Must:

1. Identify at least one club advisor who is a member of Southwest Tech's staff and obtain a membership of eight students including officers.

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2. Meet regularly (once a month) and hand in copies of meeting minutes to the Student Life Coordinator.
3. Update club charters/bylaws and upload to Schoology Club page annually. -hand in a copy to the Student Life Coordinator. (Please send electronically via email.)
4. Have a budget with membership fees and financial statement.
5. Update club Website yearly and/or as needed throughout the school year (must copy Student Life Coordinator on all changes of the Website via email).
6. Add members to the Schoology Course (must have a minimum of eight members including officers. Have a current paid membership roster or list of students planning to become members (must have a minimum of eight members including officers)
7. Identify officers and what office they hold, including Student Senate Representative, and turn into the Student Life Coordinator.
8. Have a club and officers photo taken each year and turned in to the Student Life Coordinator.
9. Participate in at least one community-service based project per school year.
10. Host one all campus activity/event per year. (Opportunities for partnership with student senate are also included in this).
11. No secret or closed meetings.
12. No discriminatory clauses which restrict membership on the basis of color, creed, religion, sex, national origin, handicaps, or any other characteristics identifiable with a specific group of people.
13. All expenditures must conform to existing District Board Policies and Procedures.
14. All activities which are in any way publicized on the campus, through Southwest Tech's Website or Facebook, financed from organizational funds, or in any way associated with the college are considered organizational activities and are subject to all College and Board Policies.

**Student Groups, special interest or extracurricular organizations:**

~~Extra-curricular is defined as activities in which students participate which fall outside the normal curriculum. Such activities are voluntary, social, and exist for all students to participate in. Student groups, special interest or extracurricular organizations can request funding from Student Senate once a year by following the guidelines below (i.e. group activity, this is not for programs going on field trips or conferences they have their own budgets) student groups and group advisors do not receive stipends. Student groups can exist without an Advisor. Student groups, special interest or extracurricular organizations do not receive Southwest Tech account numbers, and student groups, special interest or extracurricular organizations finances are managed entirely by its members.~~

**Guidelines:**

- ~~1. Student groups, special interest or extracurricular organizations must have done fundraising on their own during the school year.~~
- ~~2. Student groups, special interest or extracurricular organizations need to have a written request to the Student Life Coordinator before the event, including a reason for wanting funds from the Senate.~~

- ~~3. Student groups, special interest or extracurricular organizations must present the cost breakdown in a Student Senate meeting and share what they have raised in funds.~~
- ~~4. Student groups, special interest or extracurricular organizations will need to present in front of Senate the need for funding and Senate will then approve or deny.~~
- ~~5. Maximum amount student groups, special interest or extracurricular organizations can receive is \$300.00 once a year; this does not include programs, as they have their own budgets.~~
- ~~6. The student group, special interest or extracurricular organization must return to the Senate after the conference/event and present what they learned from the conference/event and how attending the conference/event prepared them for their professional careers.~~

### **PROCEDURE FOR STARTING A NEW OCCUPATIONAL OR CO-CURRICULAR ORGANIZATION:**

Must have the following and present it to the Student Senate for approval; after the Senate approves then it goes to the District Board for approval. Once a recognized club, follow the guidelines for financial assistance. (See page 6)

#### Guidelines:

1. Name and purpose of club.
2. Identify at least one club advisor who is a member of Southwest Tech's Staff.
3. Obtain a membership of at least eight students including officers.
- ~~4.~~ Have charter and bylaws.
- ~~4.5.~~ The club needs to have met at least 3 times.
- ~~5.6.~~ Have a budget with membership fees if applicable and financial statement.
- ~~6.7.~~ Have a representative on the Student Senate.
- ~~7.8.~~ Present to the Senate reason for wanting an occupational or co-curricular organization or student/special interest group. Senate will then approve or deny.
- ~~8.9.~~ District Board Approval.

### **CLUB RELATED DISTRICT POLICIES**

Clubs will adhere to the following administrative rules pertaining to all fundraising activities.

1. Fund-raising events are to be pre-approved by the Student Life Coordinator. Club advisors should supervise fundraising events and community service projects.
2. Prior to leaving for any club trip, the Student Life Coordinator must be notified.
3. All raffles must be approved by the Student Life Coordinator before any tickets are sold.
4. Community solicitations and ALL off-campus fundraising must be approved by the Southwest Tech Foundation.
5. Any student club or group, special interest or extracurricular organization has the right to request the use of Southwest Tech's facilities and equipment subject to the rules and regulations set forth in the College policies and procedures. Facilities may be used by a student club, student group, special interest or extracurricular organization for holding meetings or conducting other activities consistent with the objectives of that club. Students should work with the Student Life Coordinator, Club Advisors and

Maintenance department to make reservations and ensure compliance with facility use protocol and restrictions.

### **CLUB MINUTES**

Minutes of a meeting should be accurate and complete.

1. Have a copy of the agenda and other documents handy in case you need to check facts and figures.
2. Summarize general discussions but must record resolutions, amendments, important statements, decisions and conclusions.

### **PREPARING THE MINUTES**

#### Helpful Guidelines:

1. Club name and date of your meeting
2. List the names of members who are in attendance, members that are excused, members that are unexcused, and any guests.
3. Review minutes from the previous meeting.
4. Review and accept the treasurer's report, when available.
5. Minutes should consist of official business conducted.
6. The secretary and the advisor should sign minutes. The advisor's signature verifies that he/she has reviewed the minutes for errors and/or false and/or incomplete information.

### **COPIES OF MINUTES**

Copies of all minutes should be distributed to the club members and advisor.

### **RECOGNIZED ORGANIZATIONS**

1. Ambassadors
2. Blue Line Organization/Shooting Club
3. Child Care Club
4. Culinary Professionals Club
5. Graphic Innovation Group (GIG)
6. Human Services Associate Club (HSAC)
7. National Student Nurses' Association, Inc. (NSNA)
8. Phi Theta Kappa (PTK) (Not Active 2016-2017)
9. Physical Therapist Assistant (PTA)
10. Southwest Accounting Team (SWAT)
11. Student Senate
12. **Post-Secondary Agricultural Students (PAS)**
13. Agribusiness Science Technology
14. Agricultural Power & Equipment Technician
15. F.A.R.M. Club
16. Auto Collision Repair & Refinish Technician
17. Barber/Cosmetology
18. Welding
19. Southwest Techies

### **CLUB FUNDING**

1. Fifteen dollars shall be paid from the Student Life fund for each paid member as of the first day of October. This stipend is for all co-curricular organizations. (Voted and approved on October 7, 2009, by Student Senate.)
2. To be eligible for shared funding allocated to attending national competitions, leadership conferences, or seminars the organization must have sponsored at least one all campus activity; i.e. dance, workshop, speaker, career day, etc.
3. Each student participating in national competitions, leadership conferences, or seminars can be paid up to a total of \$75 once a year. (Voted and approved on October 7, 2009, by Student Senate.)
4. ~~Written requests~~Funding requests for funds must be submitted via the funding request form to the Student Life Coordinator prior to national competitions, leadership conferences or seminars. If a request comes in after event has already happened, money may not be available.
5. Clubs requesting over the \$75 per person limit will need to have a written request to the Student Life Coordinator prior to event and reason for the request.
6. Clubs must have representatives who are active in the Student Senate.
7. Clubs will need to have their Student Senate Representative present and the reason for the extra money stated in front of the Student Senate; the Senate will approve or deny.
- ~~8. No direct funding is available for group, special interest or extracurricular organizations, but the student life fund may be used to assist in paying for activities that affect the total student body. (i.e. speakers, workshops)~~
- ~~9.8.~~ 9.8. Student Life funds shall not be used for political purposes for political parties, for the election of political candidates, or for the furthering of political causes.
- ~~10.9.~~ 10.9. Student life funds may not be used for religious purposes whether recognized as established organizations, sect, or dominations; or whether personal or non-orthodox.

### **CLUB INCOME AND EXPENSES**

Funds provide members the capability for fulfilling the purpose of the club. Membership dues and approved fundraising activities should be the PRIMARY financial support for the club.

Members are encouraged to supplement the club treasury through fundraising. However, such fundraisers may not include the sale or offering of alcoholic beverages; gambling; solicitation from students, staff or faculty; or anything that violates the laws of the local, state, or federal government. Solicitations from the community are discouraged, unless pre-approval is given by the Southwest Tech's Foundation. Fundraisers must be pre-approved through the Student Life Coordinator and are subject to his/her approval, and all off-campus fundraising efforts must be pre-approved by the Foundation. Some fundraising ideas which have been successful in the past are car washes, bake sales, flower sales, etc.

When scheduling your club fundraiser - each club must submit a fundraising request form located on club course schoology page ~~schedule their fundraiser with the Student Life Coordinator~~ at least two weeks prior to event, so we do not have overlaps and the fundraiser can be posted on the website calendar and the calendar outside of Charley's.

### **CLUB EXPENDITURES**

All club expenditures must be consistent in the mission constitution and bylaws of the club.

For example, many state and national affiliates offer seminars or conventions to representatives of local organizations. Sponsoring a representative(s) is a logical choice for a club. Also, a club might host a guest speaker at a club function, purchase an item for use in the club program of instruction, or finance a club field trip.

Some expenditures are not considered appropriate. Examples are:

- Direct financial aid to an enrolled student; i.e., tuition, scholarships, room and board, etc.
- Gifts, donations, contributions
  - Donations are allowed for Internal Southwest Tech initiatives such as the Charger Cupboard, Holiday Project, Scholarships and other student support projects (gas cards)
- Awards to Southwest Tech system employees.
- Alcoholic beverages.
- Travel or expenses assigned as part of a class requirement.
- Expenditures in violation of Federal or State Statutes or local ordinances.
  - While s. 38.14(4), Wis. Stats., specifically authorizes district boards to accept gifts, grants and bequests there is no comparable statutory authority for district boards to gift or donate districts cash and/or property to any individual or entity. This includes governmental units, educational institutions and charitable organizations.

**All expenditures must be approved by the club membership**, as provided by the respective Constitution and Bylaws. These expenditures must also be approved by the advisor and appear in the minutes of the meeting. The Business Office will delay processing a purchase request or petty cash request/reimbursement until the required documentation has been received.

### **CLUB ACCOUNTING PROCEDURES**

#### **Student Club Advisor and Club Accounting Procedures**

The Business Office will maintain accounts for all officially recognized organizations within the Student Activity Fund. All clubs, activities, and organizations' funds must deposit receipts which are derived, generated, or used in conjunction with the Student Activity Fund in their respective accounts with the Business Office records.

All student organizations should maintain their own financial records in order to reconcile their account balances with the Business Office records.

#### **Transactions**

- a. **Deposits** – All funds to be deposited in organization account are to be submitted to the **Business Office** along with a completed deposit form, signed by a club advisor. Checks should be made payable to Southwest Tech and the

student organization (for example: Southwest Tech – B.P.A.). ***Please use the Student Deposit form on the club page on Schoology***

- i. Taxable Receipts:** Bake sales, sales of tangible personal property, silent auctions.
  - ii. Non-Taxable Receipts:** Dues, registration fees, hotel rooms, raffle tickets, donations.
- b. **Check Requests** – Check requests must be typed and signed by the club advisor and club officer **and submitted to the Business Office**. Copies of invoices, receipts, and/or other documentation must accompany check requests. Funds will not be released until appropriate documentation is received. Requests for checks must be received a minimum of **three (3)** days prior to date needed. (Checks are cut on Thursdays). ***Please use the check requisition page on the club page on Schoology***

**i. Advisor Travel/Meals/Fees should be charged to: 5351-100-91915-02-000**

**\*see District Payment of Club Expense below.**

#### **Club Reports**

- a. To run the club balance report, please follow these steps:
  - a. Access the Club MRS Report by going to the Hub
  - b. Click on Departments
  - c. Click on Academics
  - d. Go to Club Page
  - e. Review Budget (MRS Report)
  - f. Use the drop down to choose your club and click to check it
  - g. Choose Begin Date of 07/01/2017 and End Date of Today's Date.
  - h. Click "View Report"

#### **Questions**

- a. Contact the Business Office ext. 2306 or 2312 or [businessoffice@swtc.edu](mailto:businessoffice@swtc.edu)

#### **DISTRICT PAYMENT OF CLUB EXPENSE**

The District shall pay the expense of the club advisor for leadership conferences, spring competitive events and the national competition events, if a student qualifies to participate. Expenses will be approved for one additional adult advisor for every twenty (20) student delegates. This is considered per approved student organizations.

#### **STUDENT ORGANIZATIONS THAT ARE RECOGNIZED BY THE COLLEGE ARE ENTITLED TO THE FOLLOWING RIGHTS:**

- 1. Use of the College's name in its title
- 2. Campus advertising privileges and club website
- 3. Accounting services and periodic reports
- 4. Access to services through Southwest Tech's staff and the Student Life Office
- 5. Club Banner in Charley's

**TO MAINTAIN A CLUB - QUICK REFERENCE:**

Everything below must be turned into the Student Life Coordinator by October 1 of each school year to be eligible for club funding, and for advisors to get their stipend.

1. Charter Local and/or State
2. Bylaws
3. Budget – Membership fees and financial statement
4. Current paid membership roster or list of students planning to become members (must have a minimum of 8 members)
5. Name of advisor(s)
6. Update club Website yearly and/or as needed throughout the school year (must copy Student Life Coordinator on all changes to the Website via email)
7. Name of active Student Senate Representative
8. Name of club officers and office they hold
9. Club and Officer's photo
10. Goals



## **Board Monitoring of College Effectiveness**

### ***A. Assessment Academy***

The College has committed to participating in a four-year Higher Learning Commission Assessment Academy. The Assessment Academy will help us move from a culture of assessment to a culture of learning. Mandy Henkel, College Effectiveness Manager, and Cynde Larsen, Executive Dean of Health Occupations, are co-leading the Assessment Academy team. They will provide information on the Assessment Academy including where we are at, timeline, goals, and examples of assessment. Included in the electronic Board material is a PowerPoint presentation they will review at the meeting.

# ASSESSMENT ACADEMY UPDATE

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DECEMBER 2020 BOARD MEETING

## ASSESSMENT ACADEMY – WHAT IS IT?

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**Higher Learning Commission (HLC) program tailored for institutions interested in developing an ongoing commitment to assessing and improving student learning**

- Four-year commitment, includes both in-person and virtual events
- Personalized guidance in developing, documenting and implementing a systematic approach to institutional assessment
- New ideas and techniques for
  - influencing institutional culture
  - increasing capacity to assess student learning
  - using assessment data to improve student learning

## TEAM MEMBERS

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Deb Ihm  
Director of  
Agriculture



Christina Winch  
Ag Instructor /  
Assessment  
Work Group  
Chair



Sara Biese  
Cancer Info. Mgt.  
Instructor/  
Program Director



Natalie Long  
Academic Resource  
Specialist



Robin Hamel  
Student Life  
Coordinator



Cynde Larsen  
Executive Dean  
of Health  
Occupations



Mandy Henkel  
College Effectiveness  
Manager

## ASSESSMENT ACADEMY – WHERE ARE WE NOW?

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- Tremendous strides were made between 2016 and 2019 to implement a culture of assessment across the entire college which included standardized processes and procedures for assessing student learning at the student, course, program, and co-curricular levels.
- A faculty-led assessment team was created with representatives from faculty, College Effectiveness, Student Services/Student Life, curriculum, and course design.
- A college intranet site was developed to track and house assessment data.



## ASSESSMENT ACADEMY – WHY?

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- Desire to continue growing the culture of assessment and advancing continuous improvement activities that align with HLC principles.
- Well-timed opportunity to assist our college in guiding, directing, and supporting the work of our assessment team in integrating and advancing student learning assessment in preparation for our college's 2022 HLC Comprehensive Quality Review.
- Desire to transition from a climate of assessment to a culture of learning.
- And to move from a state of 'proving' to 'improving'.

## HLC ACADEMY CYCLE

### Year 1 Launch Academy Project

- Academy Orientation
- Academy Roundtable
- Collaboration Network Updates

### Year 2-3 Pilot, Evaluate, Refine

- Midpoint Report
- Midpoint Roundtable
- Third-Year Mentor Consultation
- Collaboration Network Updates

### Year 4 and Beyond Expand, Assess & Sustain Improvement Efforts

- Results Forum
- Impact Report

## FIRST YEAR TIMELINE → Focused on data gathering and communication

Task/Activity	When
Program Kick-off and Stakeholder Interviews	September 2020
HLC Roundtable Event	October 2020
Leadership Team Update College Forum Update	November 2020
College Board Update	December 2020
Learning Academy IVP ½ Day	January 2021
College Forum Update	February 2021
Learning Academy – IVP Day	May 2021
Learning Academy – IVP Day	August 2021



## GOALS

### **Goal 1: Strengthen student *learning* institution-wide that is informed by assessment.** *(moving to a culture of learning from a climate of assessment)*

Task: Education and communication

Task: Create space for regular discussion and planning about student learning

Task: Refining the pieces and practices of assessment that are currently in place

Task: Explore opportunities for each role on campus to promote student learning

### **Goal 2: Develop an integrated plan for institution-wide student learning and assessment**

Task: Map the full processes of assessment to inform budgeting and planning

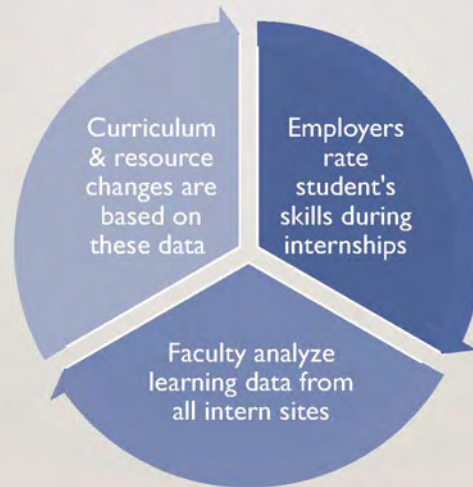
### **Goal 3: Develop a sustainability plan that advances growth and institution-wide student learning and assessment**

Task: Identify key stakeholders and resources

Task: Develop policies/procedures

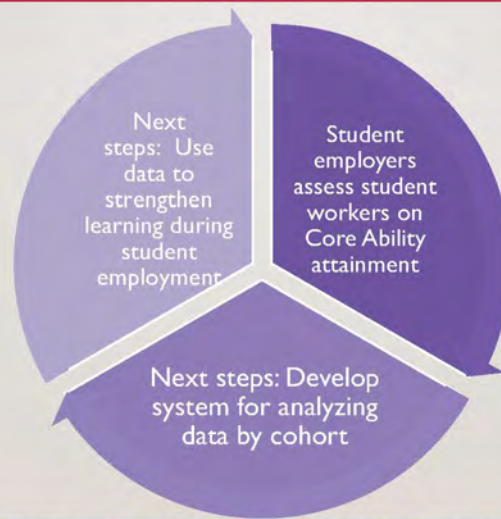
## EXAMPLE: CHRISTINA & INTERNSHIPS

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## EXAMPLE: STUDENT EMPLOYMENT

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***B. Charger Tech 360***

Heath Ahnen, Director of Information Technology Services, will be present at the meeting to provide an update on the laptop program, branded as Charger Tech 360. A PowerPoint presentation Mr. Ahnen will present is included in below.

# Southwest Wisconsin TECHNICAL COLLEGE

CHARGER TECH  
360





*The purpose of the Charger Tech 360 program is to support students with the technology they need to complete their degree at Southwest Tech*



## "We Got It Done In 4-Months"

- April 23, 2020 -SWTC approached Vanguard Computers about implementing a 1:1 program
- April 24 - May 20, 2020 - Project Planning, Hardware Selection, Eligibility, Financial, Infrastructure etc.
- May 21, 2020- Board Approval
- May 22, 2020 - Hardware Ordered
- August 7, 2020 - Laptops ship to students
- August 17, 2020 - Classes Start

Start to ship < 4 months

\*Typical program implementation takes 18-24 months



# "By All Working Together"

SWTC 1:1 Laptop Program  
Functional Teams

Project Management	Administrative	Financial	Academic	Communication	Logistical	Procurement	Infrastructure	Training & Support
Understanding Roles	Executive Buy-In	Lease vs Buy	Connection	To Faculty	When is deploy	Model Selection	Wireless coverage	Faculty Training
Communication Funnel	Program Heads Buy-In	Cost to Student	Technology use roadmap	To staff	Where is deploy	Quantity	Printing	Help Desk Training
Weekly Status Meetings	Student Eligibility	Type of lease		To students	Equipment requirements	Ordering Timeframe	Applications	Students Training
	Faculty Support	Whats included in lease		To Community	Resource requirements		Licensing	Initial Support
	Equipment selection	Lease Bid process		Policies	People requirement		Off Campus Connectivity	Ongoing Support
	Equipment Count	Damage charges		Cohesive messaging	Loaner pool		Security	How obtained
	Iterative Planning	Warranty/Damage Coverage			Deployment		Domain/Non-domain	Broken device?
	Legal documents	Damage/Theft process					Asset Tracking	Policy Enforcement
	Mid-year student additions	End of lease procedures					Imaging Connectivity	
	Damage/Theft process						Space to store loaner pool	
	Policy development						Imaging	
	Admissions							

Leads

Russ Mattson (Vanguard)

	Katie Garrity	Kelly Kelly	Derek Dachelet	Katie Glass	Dan Imhoff	Combined with Finance	Heath Ahnen	Connie Haberkorn
	Derek Dachelet	Sara Bahl	Katie Garrity	Dan Wackershauser	Holly Clendenden		Jake Mootz	Jamish Patel
	Cynde Larsen	Eric Rohn	Cynde Larsen	Erin Kerhoff	Robin Hamel		Jake Wienkes	Tyler Horton
	Heath Ahnen	Ashley Crubel	Heath Ahnen	Mike Steffel	Jake Mootz		Tyler Horton	Jake Wienkes
	Caleb White	Caleb White	Jake Mootz	Kyle Benett	Heath Ahnen		Dave Friesen	Tyler Horton
	Kelly Kelly	Heath Ahnen		Kaye Woodke	Tyler Horton		John Troxel	Jake Mootz
	Danielle Seippel	Jake Mootz		Jake Mootz			Matthew Baute	Heath Ahnen
				Heath Ahnen				



THIS IS WHERE ANYTHING IS POSSIBLE



## "Students Received a Huge Value"

- Campus-Wide Initiative
  - Not Just IT
- Marketing/Branding
  - Billboards
  - Advertisements
  - Press Releases
  - Re-Branding of Laptop Program-ChargerTech360 encompasses the overall technology experience at SWTC
- Completely Remote Collaboration
  - Phone, Email, Remote Assistance
  - Scheduled walkup window-hardware replacement
- Zero-Touch Deployment
  - Electronic signatures
  - All laptops shipped to students
- Technical Support-Charger Technology Support Center



## "By The Numbers"

- 1160 Laptops Ordered
- 751 Laptops Shipped
- Anticipate ~150 additional new students Spring 2020-21
- Low acceptance rate from online students
  - Could have been anticipated
- 63 Service calls serving students to date.....
- 7 Warranty Repairs



## "Student Feedback"

"Hello!

I just received a phone call from a parent of an ECE Student – she wanted to reach out to say how GREAT the new laptops are, as well as the bag! Mom (and daughter) was so impressed and said it made her daughter, who has been a bit anxious about starting classes, really excited for Monday"--shared via Jordyn Poad

"I was trying to reset my password on my laptop, and I ended up resetting the laptop.

I thank God for y'all while I was using this during my semester. If I were on my own, who knows how I'd ever get anything done! 🙏  
So sorry. I hope I didn't mess it up! "

--Message Received at  
Charger Technology Support Center



## "Student Feedback"

"Hello Mr. Bennett  
I hope you are having a good  
summer, I'm SO excited for college next  
week. I also have received the computer,  
and Thank you and thank you to SW Tech  
for it, it's beautiful I promise I will be very  
delicate with it! Again thank you so  
much!"— shared via Kyle Bennett

**From Medical Assistant Student, Rose – With special  
thanks to Rose's Faculty Member, Tonia Breuer:**

The laptop program has been an amazing addition and  
easy transition to virtual learning. The program has made  
it so easy because we, as students, don't need to spend our  
money on additional expenses such as the Microsoft  
Office programs and other software like virus protection  
and so forth. I love the laptop program, I just wish as a  
MA student, I could keep my laptop.  
-Rose H., MA Student 2021





## "Faculty/Staff Feedback"

When shifting to virtual delivery, it was very reassuring that all students were equipped with the technology needed to participate from day one this semester. Having the tools/technology readily available to them allowed their focus to be on the content of their class/program.

The IT department has been exceptionally helpful at helping the students succeed right along with us and we are proud as program instructors to represent Southwest Tech, where people truly care. Those last four words carry so much meaning.

--Tonia Breuer, RN, BSN, CMA(AAMA)  
Medical Assistant Instructor



## "ChargerTech360-Helping Students in the Future"

- **Continuous Review for Improvement** (Academic, Finance, Training Support, Communications, Logistics, Infrastructure)
  - Added Opt-In for non-eligible students
    - Expanded to include Liberal Arts, students not meeting credit criteria
    - Additional enhancements to ChargerTech360 page for ease of adoption, support and frequently asked questions
  - Weekly meetings with Vanguard addressing gaps and opportunities
- **E-Books/Open Education Resources (OER)/Internet connectivity**
  - Additional Integration of Technology into Curriculum (exploring with Loras College)
  - Explore the use of free book materials (OER-drive down student costs)
  - Explore additional options to fill connectivity gap
- **Consider partnership Computer Support Technician program (Tech-Ninjas) to Charger Technology Support Center (CTSC)**
  - Students supporting faculty, staff and students
  - Hands on experience
  - Develop customer service skills at CTSC





Southwest Wisconsin  
TECHNICAL COLLEGE

**THANK YOU!**

FOR MORE INFORMATION, PLEASE VISIT

[www.swtc.edu/chargertech360](http://www.swtc.edu/chargertech360)

ChargerTech360 Team

***C. Board Monitoring Report – Student Access***



## BOARD MONITORING REPORT: STUDENT ACCESS AND SUCCESS DECEMBER 2020

### STRATEGIC INITIATIVES 2019-2020

- Remedial Teaching and Learning
- Student Employment
- Special Populations
- More Students Learning More

### EXECUTIVE SUMMARY

#### Alignment with Mission, Vision, Values, and Purposes

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities. To that end, and particularly navigating COVID 19, Southwest Tech recognizes the importance of access to post-secondary education and skill training. To maintain economic stability and growth for the region of 3800 square miles in Southwest Wisconsin, Southwest Tech must be responsive to students in an ever-changing environment. To accomplish this in the region and surrounding areas, Southwest Tech must continue to work diligently to reduce barriers and encourage enrollment and registration in post-secondary programming. The focus of this report outlines Southwest Tech's efforts during the pandemic to increase access, reduce barriers to post-secondary education and skill training, increase retention and completion, and provide a viable, competent workforce for district employers. We will accomplish this using a multi-pronged approach utilizing opportunities in the K-12 system, the outreach centers, and current programming offered. This report will highlight areas of effort to increase access and improve student success.

#### Alignment with Strategic Priorities

Southwest Tech's strategic focus to Increase Access and Improve Student Success is aligned with and embedded in the following activities and initiatives:

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

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

For purposes of this report we will primarily focus on engagement in high-quality learning and strengthening the culture of accountability, although successful completion by student populations will enhance and expand the college's economic impact..

### **Competitive Positioning Statement**

Southwest Tech has made considerable investments in time, resources, and planning for the development and implementation of the initiatives as listed above. The primary purpose of these initiatives is to reduce barriers and encourage continued access to post-secondary skill development and opportunity. Additionally, Southwest Tech has and will continue to provide services within the 30 K-12 school districts and through the outreach centers within the district for specific identified programming opportunities. This is the focus on earned credit and academy completion prior to graduation or re-entry into the work world. It is anticipated that the opportunities identified in these initiatives will increase adult enrollment and K-12 enrollment, and augment current program offerings prior to high school graduation or re-entry into skill training.

The emergence of the pandemic (COVID-19) in March 2020 has presented multiple challenges for Southwest Tech. With efforts to effectively deliver training opportunities and education for identified populations, Southwest Tech has proven to be nimble, creative, and resourceful in, at times, alternate delivery methods and has provided multiple uninterrupted training in areas as identified and able.

### **RECOGNIZING AND VALUING PEOPLE**

**Engage student in high-quality learning:** (Knox Learning Center) Melissa Klinkhammer, Academic Services Supervisor, & Julie Pluemer, Director of Precollege & Service Occupations: Both Melissa and Julie are active members of the Remedial Teaching and Learning work group and have developed remedial math and communications courses for student served. This group has also developed the academy model, has implemented

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

remedial support in the classroom (currently virtual) aligned in tandem with instruction, and has implemented a robust process for an early student alert process. This is for intervention prior to student withdrawal or failure. The approach has proven to be a positive focal point during the pandemic as multiple programs have had to move from face to face to remote delivery on several occasions. Both the Student Alert System and the Knox Center provide 1:1 contact with individual students for a plan of ongoing support and encouragement of completion.

**Charger 360 Technology Program:** In August of 2020 Southwest Tech embarked on a technology program for all identified program students. Included in the program is: a laptop, software specific to program needs identified, technology support and repair, replacement if harmed, and hot spots for students without easy access to the internet. The college would not have been able to fast track this initiative or provide the excellent services to students without the assistance and support from Heath Ahnen (IT Director), Jake Mootz (IT project manager), Holly Clendenen (Foundation Director) and their teams. We are most appreciative of their efforts and contributions. To date over 700 machines have been issued to students with a plan to shift focus from simple "laptop" issuance to academic driven technology use in the classroom and industry. This focus will include Open Educational Resources (OER), E-books, industry identified and driven technology use (via advisories), inclusion of software with all curriculum modifications and projects, and new programming. This is a major shift in approach for instruction and use of technology moving forward. Southwest Tech has met with colleges using technology in the classroom and strategies for best use of technology and course delivery and will be designing and integrating best practices into programming in the 2021/2022 academic year to benefit and encourage increased participation and student success.

**Special Populations:** Melissa Klinkhammer (Knox Learning Center Supervisor), Chantel Hampton (Social Science Instructor and Diversity Coordinator), and Robin Hamel (Student Activities Coordinator) are leading this new initiative identified as a regional need for



## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

additional support and resources for diverse populations. The work group has developed and launched the Charge Forward program that provides additional focus and support to 25 students (2019-2020). The cohort has been successfully retained into its second year for 23 of the 25 students enrolled. This initiative has added a second cohort for the 2020/2021 academic year with a focus on students of color and diverse populations. The program overall provides systematic approaches, support, and early intervention for students who are likely to require additional assistance and support for the campus and program experience. These support efforts include meals, tutoring, multicultural contacts, activities, and 1:1 meeting with Knox staff, which offers the ability to identify and facilitate resolution of issues as identified.

Additionally, beginning in January 2021 The Southwest Tech Foundation and Holly Clendenen have developed and provided 20 "Step Scholarships" for students who may not have finished degrees or students within the defined special populations area with diversity being the focus. These scholarships are measured, evaluated, and increased based on continued success and will be incrementally awarded during program participation and enrollment.

**Academies and Dual Enrollment:** Julie Pluemer (Director of Precollege & Service Occupations), Kim Maier (Director of Innovation & Alternative Learning) & Mary Johannesen (Career Prep and Dual Enrollment) are the developers and the leads in the academy, dual enrollment, and transcribed credit models. To date, nine academies have been developed for the K-12 and adult returning populations. This initiative provides earned programmatic credit in order to pathway directly into programming at Southwest Tech. Future plans include expansion of the academy model to other program offerings. To date, Fennimore High School has provided the Welding Academy and Accounting Academy to multiple students who are able to earn credits while still in attendance in high school. These students also receive automatic admission to the aligned programming upon high school graduation with credits earned. Additionally, Southwest Tech has

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

entered into contractual agreements to deliver programming in area high schools (Early Childhood Education & Culinary) with a plan for expanded full program offerings in the 2021/2022 academic year (CNC, Laboratory Technician). It is anticipated these full program offerings will be placed on high school campuses and will continue to expand as area interest and industry need grows.

**Outreach Centers:** Julie Pluemer (Director of Precollege & Service Occupations)) is the lead on this initiative. The outreach centers throughout the district have proven to be one of the greatest challenges during the pandemic and restrictions imposed in areas of space, social distancing, and course offering enrollment. While the centers remain open on an appointment only approach (1:1), we continue to serve students in this environment. In summer of 2020, Southwest Tech moved its Outreach Center in Platteville (previously at O.E. Grey school) to another, more visible and prominent location. This plan was developed to better serve the ABE/GED and Business & Industry Training needs in the southern district region. The new location opened in September 2020 and will continue to provide support services for the region (albeit on a restricted basis currently). The Platteville (southern) area of the district will serve students who are met by transportation barriers and access to ABE/GED services in the southern part of the district. These expansion initiatives are purposeful and will continue to provide easy access to ABE/GED/Academy completion for purposes of up-skilling an underserved adult population in the district. Specific training is currently being developed in areas of financial literacy, tax preparation, ABE/GED courses and preparation, general support and case management of underserved populations occupying the space shared by Southwest Tech and the attached apartment complex.

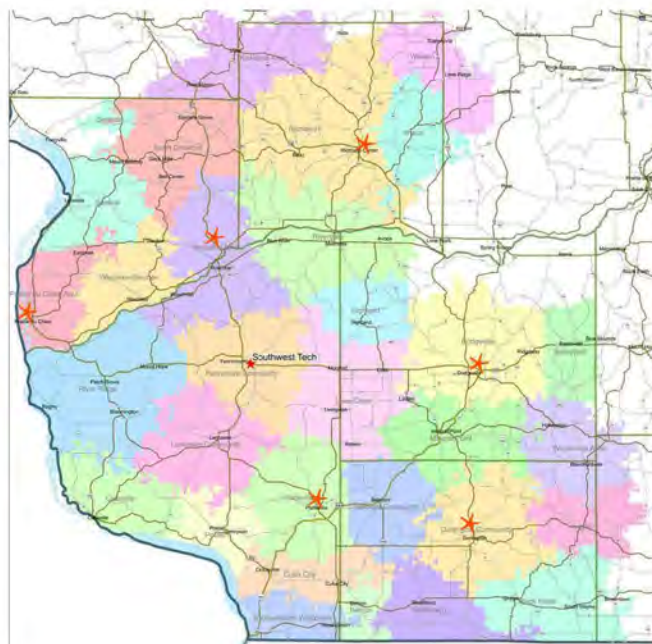
**Thiele Scholarships:** These scholarships are awarded to graduates of specified high schools in the district (Boscobel and Wauzeka-Steuben). Each graduate entering Southwest Tech is awarded an initial \$500 scholarship to assist with college expenses and

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

incrementally awarded increased amounts (steps) as they successfully progress. The scholarships provide access and opportunity for students that may be first generation, may not have considered post-secondary education or vocation, and provide financial support during program progression. The Thiele scholarships were developed by Patrick Thiele and Holly Clendenen (Foundation Director) and have been expanded since 2019.

### Presentation of the Data

#### Present Outreach Site Locations



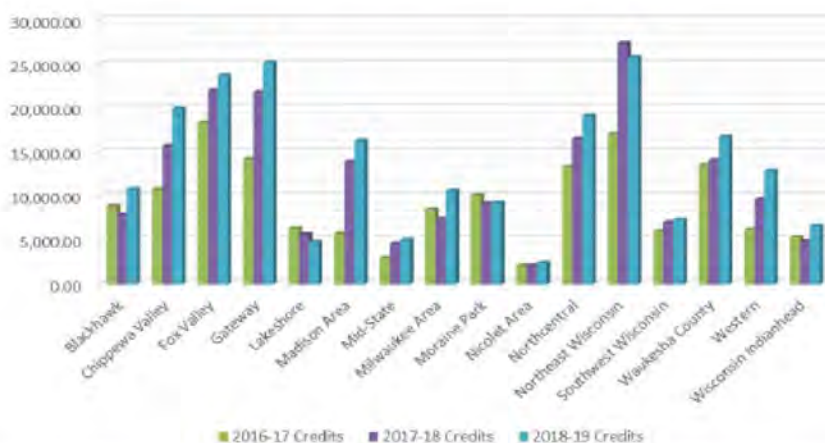
★ Outreach Site

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### Dual Enrollment

Figure 2 shows the number of dual enrollment credits issued by colleges, over the three years.

**FIGURE 2: Credits Awarded Under Dual Enrollment**



Total statewide dual enrollment credits earned by high school students at Wisconsin's technical colleges increased from 149,673 in 2016-17 to 216,438 in 2018-19 — an increase of 45 percent in three years. Thanks to WTCS dual enrollment programs, more than 51,000 Wisconsin high school students get a head start on college each year.

### Outreach & ABE Transition

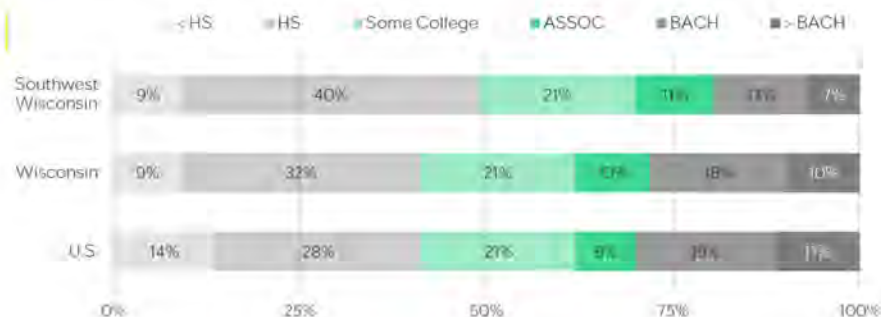
In review of regional economic and labor market data, provided by EMSI (2018) below and the statewide ABE transition reporting information (2020), clearly provides a continued opportunity for improvement in the Southwest Tech district. The following



## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

graphs show that southwest Wisconsin statistically has a population of those who have less than a high school to high school rate (49%). These statistics provide an outstanding opportunity for Southwest Tech in ABE/GED transition into training via the outreach centers and the potential for delivery and completion of aligned certificates, diplomas, and associate degrees. The graphs also provide an opportunity for those "some college" non-completers (21%) to return for completion of degrees, credit for prior learning acknowledgement, and the development of transitional pathways for enrollment and completion.

Current outreach centers are strategically placed in Darlington, Dodgeville, Boscobel, Richland Center, Platteville, and Prairie du Chien. Future college plans include better exposure district-wide for services offered in these communities and outreach efforts as indicated in previously presented plans for Richland Center and Platteville.



### ABE SERVICES AND TRANSITION

A core function of Wisconsin's technical colleges is to provide basic skills education and promote a fully literate society. Basic skills education enables students to fully



## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

participate in Wisconsin's workforce and helps ensure all state residents have an opportunity to better themselves economically.

As shown in Table 6, more than 68,000 students took advantage of ABE services at technical colleges over the past three years. (To facilitate access to Wisconsin's technical colleges and to promote these statewide interests, state law requires ABE services must be provided tuition-free.)

**TABLE 6: 3-Year Total, Adult Basic Education Students**

	Number of Students
Blackhawk	2,160
Chippewa Valley	1,588
Fox Valley	4,898
Gateway	5,052
Lakeshore	2,357
Madison Area	10,878
Mid-State	1,324
Milwaukee Area	18,498
Moraine Park	5,010
Nicolet Area	1,256
Northcentral	3,795
Northeast Wisconsin	2,592
Southwest Wisconsin	682
Waukesha County	3,046
Western	3,489
Wisconsin Indianhead	1,833
<b>Statewide</b>	<b>68,458</b>

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

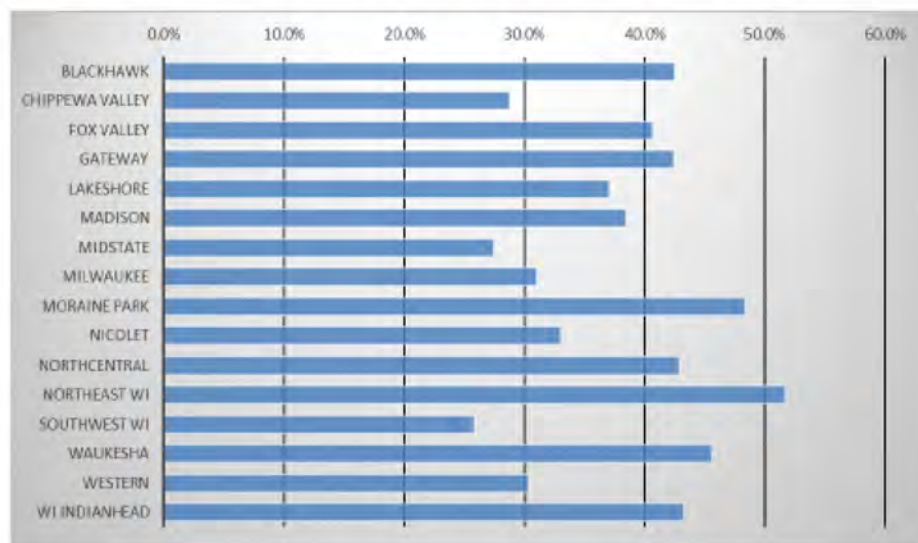
WTCS September 2020

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### Annual WTCS Outcomes-Based Funding Report

Figure 1 shows the average ABE student success rates by college.

**FIGURE 1: 3-Year Success Rate: ABE Students Demonstrating Educational Gains**



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

WTCS 2020

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### Special Populations

The Charge Forward and Charger Dream programs were designed to address the needs of first-year, first-generation students, students of color, and student with disabilities who may need additional assistance and support to develop the skills, behaviors, and attitudes which lead to college success (1<sup>st</sup> year cohort & 2<sup>nd</sup> year cohort). The below graphic indicates the Wisconsin Technical College System (WTCS) three-year total of special populations served. As the table indicates, of the 30,461 served by Southwest Tech, the largest proportion of students in the special population reporting data are economically disadvantaged (cohort 1). Given this information, it was determined the Charge Forward initiative would be likely key to providing support systems and engagement of this student population (2019/2020). However, the focus in the 2020/2021 academic year has been placed on diversity, equity, inclusion, and multi-cultural student populations (1501). These numbers clearly presented an opportunity for a focused cohort serving students of color. Both cohorts (2019/2020 & 2020/2021) provide a holistic student support approach to enhance and facilitate a robust learning environment. Students in the Charge Forward and Charger Dream programs will have ease in access to resources, facilitation, and continued support throughout their college careers.

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### SPECIAL POPULATIONS

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

TABLE 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 |||

### Office of Innovation and Alternative Delivery

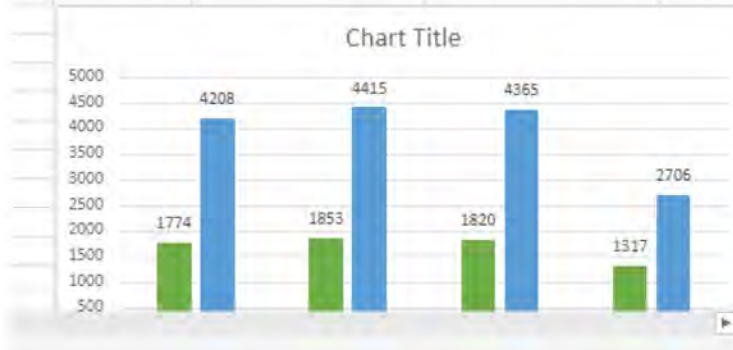
The assistance and facilitation of the Office of Innovation and Alternative (IAL) Delivery has been integral in the ability for the college to move programs from face to face to remote and back again since the pandemic. Special thanks to Kim Maier (Director), Beth Cummins (IAL lead), and Josh Krohn (Instructional Designer) for assisting faculty and staff in moving to remote delivery for programs identified. The IAL continues to provide support and facilitation for ALL programs at Southwest Tech during this fluid process. Below are two charts: total enrollment in remote and online course, and courses moving from face to face to remote due to conditions on campus and circumstances impacted by COVID 19.



## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### ONLINE ENROLLMENTS

	Students (unduplicated)	Enrollments (duplicated)
<b>2017-2018</b>	1774	4208
<b>2018-2019</b>	1853	4415
<b>2019-2020</b>	1820	4365
<b>2020-2021</b>	1317	2706



### Courses Moved from Face to Face to Remote During Fall 2020

**169 Total**

Accounting 1	Introduction to Business
Accounting 3	Business Law I
Cost Accounting	Business Law 2
Taxes 1	Human Resources Management
Managerial Accounting	Developing a Business Plan
Cooking Principles and Equipment	Operations Management
Cost Control and Analysis	Career Planning in Business
Club Financial Management	Personal Finance
Golf Course Irrigation Systems	Beginning Microsoft Word
Player Development 1	Beginning Microsoft Excel
Turf Grass Horticulture	Beginning Microsoft Access
Medical Terminology	Intermediate Microsoft Excel
Dental Health Safety	Introduction to Tourism
Dental Radiography	Hospitality Professional Devel Seminar

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## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

Dental Materials	Event Management
Introduction to Human Services	Hospitality Law
Community Resources and Services	Hospitality Food Sanitation & Safety I
Issues of Gerontology	Hospitality Supervision
Methods of Social Casework	Hospitality Event Management: A
Professional Documentation in Human Services	Cyber Crime Forensics and Investigation Awareness
Field Study I	Introduction to Networks
PTA Princ of Neuro Rehab	Design Fundamentals
PTA Princ of Musculo Rehab	Portfolio Introduction
PTA Cardio & Integ Mgmt	Freelancing for Creatives
Nursing Fundamentals	ECE: Social Studies, Art and Music
Nursing Fundamentals	ECE: STEM
Nursing Pharmacology	ECE: Foundations of ECE
Nursing Health Alterations	ECE: Infant & Toddler Dev
Nsg: Complex Health Alterations 1	ECE: Hlth Safety & Nutrition
Nsg: Complex Health Alterations 1	ECE: Introductory Practicum
Nsg: Complex Health Alterat 2	ECE: Preschool Practicum
Fiber Optic Cabling Technician	
Fiber Optic Cabling Technician	
English Composition 1	
English Composition 1	
English Composition 1	
Written Communication	
Written Communication	
Written Communication	
Written Communication	General Anatomy & Physiology
Oral/Interpersonal Communication	General Anatomy & Physiology
Oral/Interpersonal Communication	General Anatomy & Physiology
Oral/Interpersonal Communication	General Anatomy & Physiology
Technical Reporting	Intro to Biochemistry
College Mathematics	Microbiology
College Mathematics	Microeconomics
College Mathematics	Abnormal Psychology
College Technical Math 1A	Introduction to Diversity Studies
Math with Business Applications	Introduction to Diversity Studies
Math with Business Applications	Introduction to Diversity Studies
Math with Business Applications	Developmental Psychology
Math & Logic	Economics
Math & Logic	Economics
Psychology of Human Relations	Intro to Sociology
Elem Algebra With Apps	Intro to Psychology
Occupational Math (1st 8 Weeks)	Intro to Psychology
Occupational Math (2nd 8 Weeks)	Psychology of Human Relations
Construction Safety and Health	Construction Framing Fundamentals
Electric Power Distribution Fund 1A	Closing in Techniques
Electric Power Distribution Fund 1A	Basic Hair Design
Electric Power Distribution Fund 1B	Chemical Restructuring

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## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

Electric Power Distribution Fund 1B	Haircoloring and Techniques
Oxyfuel Gas Cutting & Gouging	Nail Technology
Oxyfuel Gas Cutting & Gouging	Dental Chairside
Arc Cutting & Gouging	Dental and General Anatomy
Arc Cutting & Gouging	Dental Assistant Professionalism
Plasma Cutting & Gouging	Medical Asst Admin Procedures
Plasma Cutting & Gouging	Human Body in Health & Disease
Oxyfuel Equipment	Medical Asst Lab Procedures I
Oxyfuel Equipment	Medical Asst Lab Procedures I
Oxyfuel Brazing & Welding-Carbon Steel	Medical Asst Clin Procedures I
Oxyfuel Brazing & Welding-Carbon Steel	Medical Asst Clin Procedures I
Oxyfuel Brazing & Welding-Stainless Steel	Applied Mathematics
Oxyfuel Brazing & Welding-Stainless Steel	Applied Mathematics
SMAW - Equipment	Applied Mathematics
SMAW - Equipment	Applied Mathematics
SMAW	Applied Mathematics
SMAW	Occupational Math - Business
Forming & Folding Metal	Occupational Math - Technical
Forming & Folding Metal	Sanitary Drains 1
Fabricating	Plumbing Advanced Topics/TSA
Fabricating	Plumbing PRI Independent Study
Fabrication Planning & Drawing	Math Review: Advanced Nursing Skills
Fabrication Planning & Drawing	Communication Review (Walk-In)
Blueprint Reading	Math & Science Review (Walk-In)
Math Review (1st 8 Weeks)	
Math Review (2nd 8 Weeks)	
Math Review: Nursing Skills	
Math Review: PTA Kinesiology	

### Charger Cupboard

Southwest Tech's Chargers Cupboard is a campus-owned and run food pantry that provides additional support for all students and provides weekly groceries for those in need. The Charger Cupboard usage is used by students who may otherwise not have consistent nutrition while enrolled in programming. During the pandemic, Southwest Tech has seen a decline in weekly use of the cupboard with an average of 30-40 uses per month. In addition, Southwest Tech employees have provided pre-packaged meals and delivery for students (summer deliveries, holiday meals, et al.). The graphs below show use of the pantry in the 2018/2019 academic year versus the 2019/2020 academic year. This can possibly be

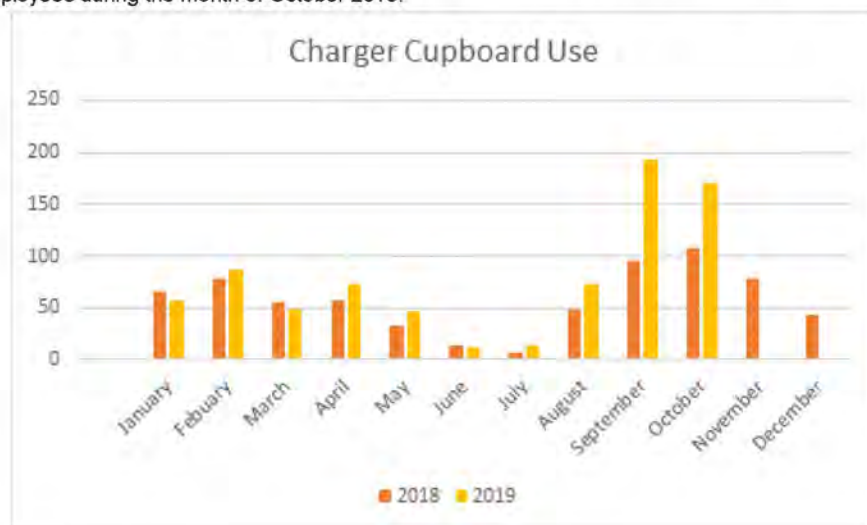
## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

attributed to students' physical presence on campus and face-to-face instruction requiring modification.

September 2020	October 2020	November 2020	
32	35	30	35 + 30 Thanksgiving pre-packaged meals

### Cupboard usage 2018/2019.

The Charger Cupboard was used 171 times in October 2019, serving 92 students at least one time. This is up from 108 visits in October of 2018. There were 188 lbs. of donations from SWTC employees during the month of October 2019.





## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### STRENGTHS OF INITIATIVES

#### 1. Engage Students in High-Quality Learning

- Additional resources established for remote delivery
- Knox Center contacts 1:1 tutoring assistance
- STEP Scholarship development
- Technology/laptop programming
- Charger Cupboard

#### 2. Strengthen a Culture of Accountability

- K-12 transitioning/pathways to programming
- Contract develop and program and course offerings in Platteville, Richland Center, Prairie du Chien (College Up, College Now, 38.14 contracts)
- Additional resources developed for "at-risk" students: Step Scholarships, Charge Forward, Charger Dream
- Proactive approach for "in-classroom" assistance
- Alignment of tutoring with course delivery
- Knox support, Disabilities/Accommodation
- Bilingual tutoring and support

### WEAKNESSES IDENTIFIED

#### 1. Tuition expense for students:

- We continue to develop financial support initiatives and scholarships
- Student retention and completion

#### 2. Transportation barriers in district:

- No mass transportation in district

#### 3. Low transition numbers (currently):

- Significant opportunity for SW Tech to transition ABE/GED into programming
- Adult transition into programming

#### 4. K-12 funding constraints:

- Funding uncertainty post pandemic and biennial budget development

BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS  
DECEMBER 2020

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

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

## BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS DECEMBER 2020

### APPENDICES

# CHARGER TECH 360

2020-2021

## CONGRATULATIONS ON RECEIVING YOUR NEW LAPTOP FROM SOUTHWEST TECH!

Please keep the **original box and all packing materials** that arrived with your laptop.  
To access the laptop quick start guide, please visit [kb.swtc.edu/laptop](http://kb.swtc.edu/laptop).

If you have any questions, please reach out to the **Charger Technology Support Center (CTSC)**  
at 908-822-4357 (HELP) or via email at [technologysupport@swtc.edu](mailto:technologysupport@swtc.edu)

### IMPORTANT INFORMATION

#### ON CAMPUS STUDENT LAPTOP RETURN

To return your laptop, schedule an appointment with the CTSC.

1. Log into the Student Laptop portal, <https://vam.vanguardinc.com/swtc/portal>, and select **Book Appointment**.
2. On the Bookings page, select **Return Laptop** then select a date and time.
3. On the day of your appointment, visit room 314A in the **Knox Learning Center**.
4. CTSC will assist with the laptop return and inspect the hardware to be returned.  
Expect the process to take **approximately 10 minutes**.
5. CTSC will provide a **laptop return form** to be signed by the student and the process will be complete.

#### ONLINE STUDENT LAPTOP RETURN

To return your laptop, ship the device and power adapter to the address below. Please note, it is recommended that you ship the device back using the original box and packaging material.

Please ship insurance on the device for a value of at least \$1,000.

Laptops can be returned to:

Southwest Tech  
c/o Charger Technology Support Center  
1800 Brenson Blvd  
Farmersville, WI 53009

 Southwest Wisconsin  
TECHNICAL COLLEGE | INFORMATION  
TECHNOLOGY SERVICES

BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS  
DECEMBER 2020

SOUTHWEST TECH EDUCATIONAL PLEDGE

# STEP

SCHOLARSHIP



SCHOLARSHIP OPPORTUNITY  
EXCLUSIVELY FOR

## ChargeForward

SCHOLARS

0-14 CREDITS\*  
UPON ENROLLMENT  
RECEIVE

**\$500**

15 CREDITS\*  
EARNED  
RECEIVE AN ADDITIONAL

**\$500**

30 CREDITS\*  
EARNED  
RECEIVE AN ADDITIONAL

**\$1,000**

45 CREDITS\*  
EARNED  
RECEIVE AN ADDITIONAL

**\$1,500**

\* Earned credits must be program credits.

**Southwest Wisconsin  
TECHNICAL COLLEGE**

START YOUR FUTURE TODAY!  
[www.swtc.edu/apply](http://www.swtc.edu/apply)

**ONLY 10 S.T.E.P. SCHOLARSHIPS  
WILL BE AWARDED**

For eligibility requirements, go to  
[swtc.edu/chargeforwardstep](http://swtc.edu/chargeforwardstep)

**QUESTIONS?**  
Contact Kyle Bennett, Recruitment Coordinator  
608.822.2625 • [kbennett@swtc.edu](mailto:kbennett@swtc.edu)

If you need an accommodation call 608.822.2632  
(tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

The Charge Forward S.T.E.P. Scholarship is a scholarship program provided to students who are enrolled in a minimum of 6 credits at Southwest Tech and meet at least one of the following criteria:

- You are a dislocated worker, who has lost their job
- You have a disability
- You are a veteran
- You are Pell grant eligible
- You are a student of color

**AND**

- You are not a current high school student
- You live in the Southwest Wisconsin Region
- You are not currently enrolled in the Spring 2021 semester

Southwest Tech is committed to large and small businesses, equal opportunity & 11/25/20



BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS  
DECEMBER 2020



SPRING	FALL
<p><b>ACCOUNTING 1, PART 1</b> 10-101-101 • 2 Credits</p> <p>Students obtain a basic understanding of accounting principles and procedures. Emphasis will be given to journals, ledgers, accounts, terms, and systems used by accounting personnel.</p> <p><b>QUICKBOOKS</b> 10-101-127 • 1 Credit</p> <p>Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports.</p> <p><b>HSED COURSEWORK*</b></p> <p>Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.</p> <div data-bbox="256 1318 581 1495">  <p>Earn your HSED and 6 credits toward a degree in the Accounting Assistant or Accounting Associate Degree program at Southwest Tech!</p> </div>	<p><b>ACCOUNTING 1, PART 2</b> 10-101-102 • 2 Credits</p> <p>Students will continue the study of introductory accounting. The area of accounting systems is studied, looking at more specific topics and how they relate to accounting principles.</p> <p><b>BEGINNING EXCEL</b> 10-103-106 • 1 Credit</p> <p>This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems.</p> <p><b>HSED COURSEWORK*</b></p> <p>Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.</p> <div data-bbox="636 1318 1006 1495"> <p><b>TO REGISTER</b> Contact Matt Schneider, Student Success Coach Call 608.822.2365 Email <a href="mailto:mschneider@swtc.edu">mschneider@swtc.edu</a></p> </div>

1800 Bronson Boulevard, Fennimore, WI 53809 • [www.swtc.edu](http://www.swtc.edu) • 800.362.3322 • [info@swtc.edu](mailto:info@swtc.edu)

If you need an accommodation to visit campus, call 608.822.2631 (tdd: 608.822.2072) or email [accom@swtc.edu](mailto:accom@swtc.edu)

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

BOARD MONITORING REPORT STUDENT ACCESS AND SUCCESS  
DECEMBER 2020



## WELDING ACADEMY



DAY AND EVENING OPTIONS ARE AVAILABLE

Multiple start dates. Call today for more information.

**EQUIPMENT SAFETY**  
31-442-310 • 1 Credit

In this hands-on course students will set up machine guards; identify personal protective equipment; and demonstrate welding, fork truck, and oxy-fuel safety.

**SMAW – EQUIPMENT**  
31-442-320 • 1 Credit

In this hands-on course students will identify SMAW equipment components as well as inspect those components for safety. The student will also set up SMAW equipment for welding plain carbon steel and 3XX stainless steel.

**SMAW**  
31-442-336 • 2 Credits

In this hands-on course students will make fillet and groove welds in all positions on plain carbon steel and 3XX stainless steel using SMAW process as well as perform SMAW weldments that pass visual inspection and in accordance with AWS specifications.

**HSED COURSEWORK\***

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.

**GTAW – CARBON STEEL**  
31-442-324 • 1 Credit

In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the GTAW process as well as perform GTAW weldments that pass visual inspection

**GMAW – CARBON STEEL (S PROCESS)**  
31-442-328 • 1 Credit

In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW-S process in accordance with AWS Specifications.

**HSED COURSEWORK\***

Courses include Reasoning through Language Arts, Mathematical Reasoning, Social Studies, Science, Health, Civics, and Employability Skills.



**\* Earn your HSED and 6 credits toward a Welding technical diploma at Southwest Tech!**

**TO REGISTER**  
**Contact Kelsey Wagner, Advisor**  
**Call 608.822.2354**  
**Email kwagner@swtc.edu**

1800 Branson Boulevard, Fennimore, WI 53809 • www.swtc.edu • 800.362.3322

If you need an accommodation to visit campus, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

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

(9-10-19)

#### ***D. Staffing Update***

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

Staffing Update 2020-2021

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



Staffing Update 2020-2021

	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 annually
12	New Position	Multi-cultural Success Coach	Hired - Guilio Reyes	10/19/2020	Salary Band C42 \$48,795 - \$68,313 Hired at \$58,000

Staffing Update 2020-2021


	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	New Position	Marketing/Recruitment Assistant (LTE)	Hired - Holly Straka	11/2/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$22.00
14	New Position	Human Resources/Payroll Assistant (LTE)	Hired - Demi Vetesnik	11/1/2020	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.25
15	New Position	Budget & Finance Assistant (LTE)	Hired - Mackenzie Marovets	11/2/2020	Hourly Band B22 \$18.26 - \$23.74 Hired at \$15.00
14	Replacement - Holly Miller	Chief Student Services Officer	Internal Search	12/21/2020	Salary Band E83 \$81,863 - \$118,702

\*Due to Mackenzie being a student and working part-time, the wage is below the band. Upon graduation from the Accounting program, Mackenzie's salary will be placed in the parameters of the band.

## Information and Correspondence

### **A. Enrollment Report**

The 2020-21 Comparison FTE Report and the Fall 2021 Application Report are available below.

		2019-2020 and 2020-2021 FTE Comparison					
Program Code	Program Title	12-09-19 Students	12-07-20 Students	Student Change	12-09-19 FTE	12-07-20 FTE	FTE Change
10-101-1	Accounting	51	63	12	39.70	41.30	1.60
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	14	7	(7)	12.33	3.73	(8.60)
10-006-5	Agribusiness Science & Technology - Agronomy	16	18	2	16.73	14.30	(2.43)
10-006-6	Agribusiness Science & Technology - Animal Science	29	19	(10)	27.47	13.23	(14.23)
10-102-3	Business Management	123	124	1	78.10	74.43	(3.67)
10-530-5	Cancer Information Management	95	96	1	49.93	49.90	(0.03)
10-504-X	Criminal Justice	41	48	7	35.33	31.00	(4.33)
10-316-1	Culinary Arts	3	6	3	1.20	4.57	3.37
10-317-1	Culinary Management	7	2	(5)	6.30	1.53	(4.77)
10-510-6	Direct Entry Midwife	69	92	23	30.87	38.20	7.33
10-307-1	Early Childhood Education	42	60	18	30.23	41.67	11.43
10-620-1	Electro-Mechanical Technology	33	31	(2)	30.87	28.70	(2.17)
10-325-1	Golf Course Management	19	10	(9)	14.20	9.37	(4.83)
10-201-2	Graphic And Web Design	24	16	(8)	16.03	12.53	(3.50)
10-530-1	Health Information Technology	54	43	(11)	28.50	22.17	(6.33)
10-520-3	Human Services Associate	39	31	(8)	29.13	24.10	(5.03)
10-825-1	Individualized Technical Studies	2	2	-	1.00	0.70	(0.30)
10-620-3	Instrumentation and Controls Technology	9	4	(5)	6.43	0.83	(5.60)
10-150-2	IT-Network Specialist	31	24	(7)	19.47	15.30	(4.17)
10-196-1	Leadership Development	23	9	(14)	9.87	2.77	(7.10)

Program Code	Program Title	12-09-19 Students	12-07-20 Students	Student Change	12-09-19 FTE	12-07-20 FTE	FTE Change
10-513-1	Medical Laboratory Technician	20	19	(1)	16.10	14.03	(2.07)
10-543-1	Nursing-Associate Degree	200	223	23	106.17	116.57	10.40
10-524-1	Physical Therapist Assistant	37	28	(9)	22.63	17.07	(5.57)
10-182-1	Supply Chain Management	44	22	(22)	21.93	10.07	(11.87)
	<b>Total Associate Degree</b>	<b>1,025</b>	<b>997</b>	<b>(28)</b>	<b>650.53</b>	<b>588.07</b>	<b>(62.47)</b>
31-101-1	Accounting Assistant	4	11	7	1.67	4.97	3.30
30-531-6	Advanced EMT	1		(1)	0.13		(0.13)
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1		0.53	0.53
32-070-1	Agricultural Power & Equipment Technician	35	36	1	32.73	33.67	0.93
31-405-1	Auto Collision Repair & Refinish Technician	10	11	1	4.03	7.93	3.90
32-404-2	Automotive Technician	26	34	8	22.63	21.13	(1.50)
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)	8.33	7.73	(0.60)
31-307-1	Child Care Services	9	3	(6)	4.83	2.10	(2.73)
30-420-2	CNC Machine Operator/Programmer	8	2	(6)	7.63	1.33	(6.30)
31-502-1	Cosmetology	28	17	(11)	19.33	11.33	(8.00)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	15	(2)	12.23	10.03	(2.20)
31-317-1	Culinary Specialist	3	1	(2)	0.73	0.30	(0.43)
30-508-2	Dental Assistant	16	11	(5)	7.93	6.23	(1.70)
30-812-1	Driver and Safety Education Certification	16	16	-	3.20	3.10	(0.10)
31-413-2	Electrical Power Distribution	45	44	(1)	42.97	35.80	(7.17)
50-413-2	Electricity (Construction) Apprentice	19	20	1	1.60	2.57	0.97
30-531-3	Emergency Medical Technician	49	60	11	8.47	9.83	1.37
32-080-4	Farm Operations & Management - Ag Mechanics	2	8	6	1.67	6.47	4.80
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.10	0.07	(0.03)
32-080-3	Farm Operations & Management - Dairy	18	8	(10)	16.53	5.97	(10.57)
31-080-3	Farm Operations & Management - Dairy Technician	2	2	-	0.20	0.27	0.07
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	(9)	4.87	2.40	(2.47)
32-080-6	Farm Operations & Management - Livestock	1	1	-	0.93	1.03	0.10
31-080-7	Farm Operations & Management - Livestock Tech	3		(3)	1.67		(1.67)

Program Code	Program Title	12-09-19 Students	12-07-20 Students	Student Change	12-09-19 FTE	12-07-20 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	8	10	2	1.13	1.67	0.53
31-620-1	Industrial Mechanic	2	3	1	1.33	2.83	1.50
31-154-6	IT-Computer Support Technician	17	10	(7)	12.10	7.40	(4.70)
31-513-1	Laboratory Science Technician	4	4	-	2.13	1.60	(0.53)
50-620-1	Mechatronics Technician Apprentice	6	6	-	0.80	1.20	0.40
31-509-1	Medical Assistant	31	39	8	24.73	32.50	7.77
31-530-2	Medical Coding Specialist	56	58	2	25.63	28.67	3.03
30-504-4	Nail Technician	3	3	-	0.93	1.00	0.07
30-543-1	Nursing Assistant	126	175	49	16.33	18.47	2.13
50-427-5	Plumbing Apprentice	20	15	(5)	1.87	1.08	(0.79)
31-504-5	Security Operations	2		(2)	1.20		(1.20)
31-182-1	Supply Chain Assistant	3	4	1	0.37	2.67	2.30
31-442-1	Welding	38	49	11	25.60	34.07	8.47
	<b>Total Technical Diploma</b>	<b>654</b>	<b>692</b>	<b>38</b>	<b>318.73</b>	<b>308.01</b>	<b>(10.72)</b>
20-800-1	Liberal Arts - Associate of Arts	21	26	5	6.33	8.10	1.77
20-800-2	Liberal Arts - Associate of Science	9	10	1	4.10	2.90	(1.20)
	Undeclared Majors	410	405	(5)	63.83	61.03	(2.80)
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>440</b>	<b>441</b>	<b>1</b>	<b>74.27</b>	<b>72.03</b>	<b>(2.23)</b>
	<b>Total</b>	<b>2,119</b>	<b>2,130</b>	<b>11</b>	<b>1,043.53</b>	<b>968.11</b>	<b>(75.42)</b>
	<b>Percent of Change</b>						<b>-7.23%</b>
	Vocational Adult (Aid Codes 42-47)	2,117	2,071	(46)	44.48	44.04	(0.45)
	Community Services (Aid Code 60)	-	48	48	-	0.16	0.16
	Basic Skills (Aid Codes 73,74,75,76)	225	132	(93)	22.43	17.97	(4.47)
	Basic Skills (Aid Codes 77 & 78)	90	60	(30)	2.73	-	(2.73)
	<b>Grand Total</b>	<b>4,551</b>	<b>4,441</b>	<b>(110)</b>	<b>1,113.18</b>	<b>1,030.27</b>	<b>(82.91)</b>
	<b>Total Percent of Change</b>						<b>-7.45%</b>

## Fall 2021 Application Report

### Program Application Comparison 2020/21 vs. 2021/22

PROGRAM	CAP	12/09/19			12/08/20			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			10	10	1	4	5	-5
Accounting Assistant			1	1		0	0	-1
Agribusiness Science & Technology - Agbus Mgmt	20		6	6		5	5	-1
Agribusiness Science & Technology - Agronomy	20		2	2		7	7	5
Agribusiness Science & Technology - Agronomy Tech	20		1	1		0	0	-1
Agribusiness Science & Technology - Animal Science	20		15	15		17	17	2
Agricultural Power & Equipment Technician	22		23	23		14	14	-9
Auto Collision Repair & Refinish Technician	22		9	9		10	10	1
Automotive Technician	22		27	27		12	12	-15
Building Trades-Carpentry	20		16	16		11	11	-5
Business Management			19	19	9	8	17	-2
Cancer Information Management		9	44	53	7	34	41	-12
Child Care Services	13		6	6	2	3	5	-1
CNC Machine Operator/Programmer	15		0	0		0	0	0
Cosmetology	24		8	8		15	15	7
Criminal Justice Studies	48		23	23		15	15	-8
Criminal Justice-Law Enforcement 2						10	10	10
Culinary Arts			3	3				-3
Culinary Management			16	16				-16
Dental Assistant	18		24	24		11	11	-13
Early Childhood Education	28		24	24	9	11	20	-4
Electrical Power Distribution	44		64	64		69	69	5
Electro-Mechanical Technology	24		17	17		13	13	-4
Farm Operations & Management - Ag Mechanics	20		0	0		6	6	6
Farm Operations & Management - Crops	20		1	1		0	0	-1
Farm Operations & Management - Crop Operations	20		1	1		0	0	-1
Farm Operations & Management - Dairy	20		10	10		2	2	-8
Farm Operations & Management - Dairy Technician	20		0	0		1	1	1
Farm Operations & Management - Farm Ag Maintenance	20		1	1		0	0	-1
Farm Operations & Management - Livestock	20		0	0		6	6	6
Farm Operations & Management - Livestock Tech	20		1	1		1	1	0
Golf Course Management			5	5		6	6	1
Graphic and Web Design	25		12	12		7	7	-5
Health Information Technology	22	1	10	11	6	16	22	11
Human Services Associate	31		11	11		14	14	3
Industrial Mechanic	12		1	1		1	1	0
Instrumentation and Controls Technology	0		0	0		0	0	0
IT-Computer Support Technician			7	7		6	6	-1
IT-Network Specialist			11	11		10	10	-1
Laboratory Science Technician	15		0	0		0	0	0
Leadership Development			0	0		0	0	0
Liberal Arts - Associate of Arts		10	0	10	12	5	17	7
Liberal Arts - Associate of Science		8	0	8	2	2	4	-4

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Medical Assistant	32		15	15		18	18	3
Medical Coding Specialist	23	6	19	25	19	40	59	34
Medical Laboratory Technician	16	5	2	7	3	1	4	-3
Nail Technician			0	0		2	2	2
Nursing-Associate Degree	54	69	39	108	94	44	138	30
Nursing-Associate Degree-Part-time	28		19	19		21	21	2
Pharmacy Tech (Shared)			0	0	11	1	12	12
Physical Therapist Assistant	18	13	10	23		3	3	-20
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			1	1	2	0	2	1
Technical Studies-Journeyworker			0	0	1	0	1	1
Undecided		40	0	40	34	0	34	-6
Welding	40		36	36	21	21	21	-15
<b>TOTAL</b>		<b>161</b>	<b>570</b>	<b>731</b>	<b>212</b>	<b>503</b>	<b>715</b>	<b>-16</b>

PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting						16	16	16
Accounting Assistant					1	4	5	5
Business Management						25	25	25
Direct Entry Midwife		40	28	68	55	89	144	76
Driver and Safety Education Certification						1	1	1
Leadership Development						5	5	5
Liberal Arts - Associate of Arts						2	2	2
Liberal Arts - Associate of Science						1	1	1
Nail Technician						1	1	1
Supply Chain Management						2	2	2
Welding (January Start)	20		10	10		9	9	-1
<b>TOTAL</b>		<b>40</b>	<b>38</b>	<b>78</b>	<b>56</b>	<b>155</b>	<b>211</b>	<b>133</b>

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

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

1. Academic Master Plan
2. Financial Snapshot
3. Legislative Schedule
4. Spring COVID Response
5. Project RISE
6. Employee Fundraising Campaign
7. Round Robin: Please consider the information regarding COVID-19 Vaccinations. I would appreciate each Board member giving me input and guidance related to the following questions:
  - a. What questions do you have?
  - b. What are your expectations for our approach?
  - c. Are there specific resources you think would be helpful for us to pursue?"
8. College Happenings



## ACADEMIC MASTER PLAN

2020 - 2024

AD – Associate Degree

TD – Technical Diploma

HS – High School

Program	Person(s) Responsible	Phase	Enrollment Projections		Investment		
			Head-count	FTE	Operational Budget	Capital Budget	Grant Funds
2020-21							
New Programs/Additional Sections:							
Non-Profit Leadership (AD)	K. Maier	Students Start January 2021; students start every 8 weeks	10	4.0	\$42,940	0	100%
Data/Business Analytics (AD)	K. Maier	Program Development Phase	n/a	n/a	0	0	n/a
DE-Midwife (AD)	C. Larsen	Second Section January 2021	40	16.0	\$102,282	0	n/a
Leadership Development (AD)	K. Maier	Modified Curriculum Start Jan. 2021; students start every 8 weeks	10	4.0	\$42,940	0	Partial
Surgical Tech	C. Larsen	Program Development – Concept Review to District Board Feb. 2021	n/a	n/a	n/a	n/a	n/a
Program Transitions:							
Program Modification and/or Delivery Mode							
CNC (1-year TD)	D. Dachelet	Modification of Delivery for FY2021-22; Offer in High School	2	1.3	\$110,000	\$15,000	n/a
Agribusiness, Science & Technology and Farm Operations & Mgt. Programs (Mix AD & TD)	D. Dachelet/ D. Ihm	Revitalization of Offerings – Designing Program Mix followed by DACUM	67	46.5	\$147,900	\$30,000	n/a
Teach Out							
Culinary Programs (AD)	K. Garrity	Teach Out On-Campus; Continue with High School Offerings	9	6.4	\$105,000	\$1,000	n/a
Stop Enrollment							
Farm Operations Management – Crop & Crop Operations (TD)	D. Dachelet/ D. Ihm	Stop Enrollment for Fall 2021	1	0.7	n/a	n/a	n/a
Program Suspensions							
None							
Program Discontinuance							
None							

12/11/20

# ACADEMIC MASTER PLAN

2020 - 2024

Program	Person(s) Responsible	Phase	Enrollment Projections		Investment		
			Head-count	FTE	Operational Budget	Capital Budget	Grant Funds
2021-22							
New Programs/Additional Sections:							
Data/Business Analytics (AD)	K. Maier	Students Start January 2022	10	4.0	\$44,000	\$0	Will Apply
Supply Chain Management (AD)	K. Maier	Modified Curriculum Start August 2021; students start every 8 weeks	15	15	\$72,000	\$0	n/a
Paramedic (TD - Shared Program with Lakeshore Technical College)	K. Garrity / K. Wubben	Offered at Dodgeville Outreach Site; Students Start January 2022					Being Submitted
Surgical Tech	C. Larsen	Program Development – Concept Review to District Board February 2021	15	15	\$89,300	\$90,000	Submit Following Program Approval
Program Transitions:							
CNC (1-year TD)	D. Dachelet	Offer in Platteville High School	10	8.5	\$110,700	\$15,000	n/a
Lab Science	C. Larson	Offer in Richland Center (currently) and Platteville High Schools	18	9.3	\$24,800 / site	\$5,000 for southern site	n/a
Golf Course Management	K. Garrity	Continue with Hospitality	13	14.7	\$115,000	\$5,000	n/a
Agribusiness, Science & Technology and Farm Operations & Mgt. Programs (Mix AD & TD)	D. Dachelet/ D. Ihm	Revitalization of Offerings – Designing Program Mix followed by DACUM	70	50	\$147,900	\$30,000	n/a
Teach Out							
Culinary Programs (AD)	K. Garrity	Teaching Out On-Campus Programs; Continue with High School Offerings	4 (HS -30)	12.9	\$107,000	0	n/a
Stop Enrollment							
Program Suspensions							
Program Discontinuance							

12/11/20

## ACADEMIC MASTER PLAN

2020 - 2024

Program	Person(s) Responsible	Phase	Enrollment Projections		Investment		
			Head- count	FTE	Operational Budget	Capital Budget	Grant Funds
2022-23							
New Programs/Additional Sections:							
Spanish CNA		??					
Spanish Midwifery		??					
Program Transitions:							
Teach Out							
Stop Enrollment							
Program Suspensions							
Program Discontinuance							
2023-24							
New Programs/Additional Sections:							
Program Transitions:							
Teach Out							
Stop Enrollment							

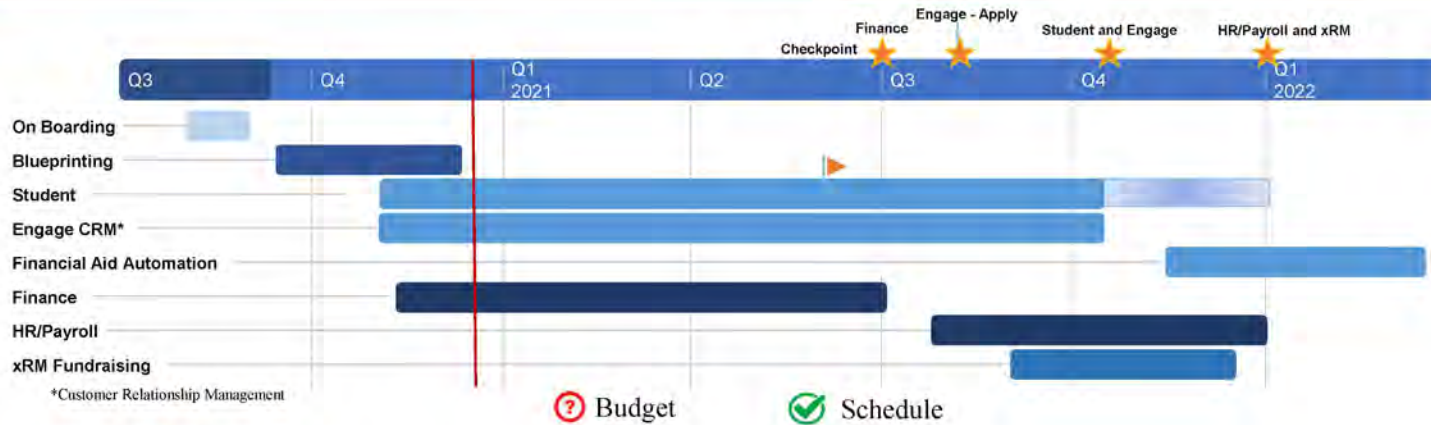
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## ACADEMIC MASTER PLAN

2020 - 2024

Program	Person(s) Responsible	Phase	Enrollment Projections		Investment		
			Head- count	FTE	Operational Budget	Capital Budget	Grant Funds
Program Suspensions							
Program Discontinuance							





- Budget adjustments will be made to account for Anthology's new Blueprinting Methodology with addition of non-bill hours
- Data Archiving and Faculty Workload may impact schedule; Checkpoint for schedule impact June 2021
- *Anthology has been responsive and working to correct escalated Risks and Issues*

**Risks**

- Budget over
  - ✓ Non-Bill Hours added by Anthology to account for new Blueprinting Methodology
- Scope Gaps
  - ✓ Foundation Implementation
  - ✓ Budget Planning & Position Budgeting
  - ✓ Faculty Workload

*Anthology will implement at no additional cost to SWTC*
- Function Gaps
  - Continuing Ed (CE) Shopping Cart Experience
  - State Reporting by Fiscal Year

**Assumptions**

- None at this time

**Issues**

- None at this time

**Dependencies**

- Time Sheet 3<sup>rd</sup> Party Software choice
- ✓ Data Archiving or Full Data Load decision



***D. Other Information Items***

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

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

1. FY 2019-20 Financial Audit
2. Bid: Chevrolet Malibu Sedans
3. Foundation Quarterly Report
4. Safety & Security Monitoring Report

***B. Time and Place***

Thursday, January 28, 2021, at 7:00 p.m. The meeting may be held on campus and/or virtual. The place will be determined closer to the date of the meeting.

## **Adjourn to Closed Session**

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

1. Discussing a potential student legal issue per Wisconsin Statutes 19.85(1)(g)  
Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
2. Discussing employment situations per Wisconsin Statutes 19.85(1)(c)  
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
3. Discussing specific personnel issues per Wisconsin Statutes 19.85(1)(f)  
Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

### ***B. Approval of Closed Session Minutes of November 19, 2020.***

## **Reconvene to Open Session**

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

## **Adjournment**