



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

April 22, 2021

Southwest Tech Campus, Conference Room 430 /
Virtual Meeting using Zoom – www.Zoom.us

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Annotated Agenda

BOARD MEETING NOTICE/AGENDA

Thursday, April 22, 2021

6:30 – Pre-Board Meeting Activity – Annual Higher Learning Commission
Conference Debrief

7:00 p.m. – Board Meeting

Southwest Tech Campus, Conference Room 430 /

Virtual Meeting using Zoom – www.Zoom.us

Meeting ID: 927 3163 1662

Passcode: 798366

Dial in Option: 312-626-6799

ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: “The April 22, 2021, 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, 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 April 22, 2021, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of March 25, 2021

Minutes of the March 25, 2021, 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 six contracts totaling \$29,110.82 in March 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One promotion, one resignation, and one retirement are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Round Robin: Ad-Hoc Committee – Executive Board Leadership

One of the mega-trends the Board identified as a priority and is also included in the President's high-priority goals relates to leadership development and succession planning. Our Board will not be immune to the turnover trend in leadership necessitating new ways of providing learning and growth opportunities while strengthening communication and collaboration as traditional hallmarks of your work together. Included in the electronic Board material is a draft Ad-Hoc Committee – Executive Board Leadership outline. The purpose of the Ad-Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

OTHER ITEMS REQUIRING BOARD ACTION

A. Dodgeville Outreach Site Lease

Included in the electronic Board material is a lease agreement amendment for the Outreach Site located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI. Caleb White will present the lease.

Recommendation: Approve the lease agreement with Capitol Dodgeville, LLC, to lease office and educational space located at 316 W. Spring Street, Dodgeville, WI, for \$1100 monthly through June 30, 2022.

B. 2021-22 Out-of-State Tuition Waivers

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. CoraBeth Schmitz, Student Financial Assistance

Manager, will provide information on the 2020-21 Out-of-State Tuition Requests. The 2021-22 request and Board Resolution are included with the electronic Board material.

Recommendation: Approve the 2021-22 Out-of-State Tuition request, as presented.

C. First Reading of Governance Policy 4.4 - College Values

At the February and March Board meetings, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council; Josh Bedward, Co-Chair of the College Council; and Kim Schmelz, Chair of the Culture Workgroup, presented on adding an inclusivity value and modifying other values. Included in the electronic Board material is the Governance Policy 4.4 – College Values with edits noted. Ms. Weber and Ms. Schmelz will present the PowerPoint which is also included in the electronic Board material.

RECOMMENDATION: Approve the First Reading of Governance Policy 4.4 – College Values as presented.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Academic Master Plan

Included in the electronic Board material is the Academic Master Plan. An update on the Plan will be provided by Cynde Larsen, Derek Dachelet, and Kim Maier.

B. Board Monitoring Report – Quality Teaching & Learning

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

C. Foundation Quarterly Update

Kim Schmelz, Director of External Relations & Alumni Development, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 Third Quarter report is available with the electronic Board material.

D. Real Estate Foundation Quarterly Update

Caleb White will present a quarterly Real Estate Foundation report to the Board highlighting a YOY look at number of leases and the upcoming April 28 SWTC Real Estate Foundation Board meeting. The FY21 Third Quarter report is available with the electronic Board material.

E. Health Insurance Plan Design Changes and Premium Equivalent

Included in the electronic Board material is a PowerPoint presentation on proposed health insurance plan design changes and premium equivalent. Connie Haberkorn, HR/Benefits & Compensation Manager, Caleb White, and Krista Weber will present the PowerPoint.

F. 2021-22 Budget Update

Caleb White will present information on the 2021-22 budget status, which is available electronically with all other Board material.

G. State of the College

Jason Wood will present the State of the College. Information will include key accomplishments over the past year and updates focused on the Strategic Directions of Engaging students in High-Quality Learning, Strengthening a Culture of Accountability, and Enhancing the College's Economic Impact. Include in the electronic Board material is the most recent College Health Indicators.

H. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- a. 2020-21 FTE Comparison YOY Report**
- b. 2021-22 FTE Comparison YOY Report**
- c. Fall 2021 Application Report**

The 2020-21 and 2021-22 Comparison Enrollment Reports and Fall 2021 Application Report are included in the electronic Board material.

B. Chairperson's Report

C. College President's Report

- a. Update on State Statute 36.31
- b. Professional Development – Educational Degrees
- c. Legal Clinic for Students
- d. STAR Event – May 21, 2021
- e. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

- 1. Board Retreat
- 2. RFP: Timekeeping System
- 3. RFP: Universal Design Training
- 4. FY2022 Budget Update
- 5. Financial Sustainability Monitoring Report
- 6. President's Evaluation & Contract

B. Time and Place

The May Board Retreat/Meeting will be held on Friday, May 21, 2021, at 3:00 pm on Southwest Tech's Campus, Conference Room 430, and virtually using Zoom.

ADJOURN TO CLOSED SESSION

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

1. **Deliberating over potential college property opportunities** per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. **Discussing President's Contract and Evaluation** 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.

B. Approval of Closed Session Minutes of February 25, 2021, and March 25, 2021

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The April 22, 2021, 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, 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

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Conference Debrief

7:00 p.m. – Board 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 March 25, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: Ad-Hoc Committee – Executive Board Leadership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Dodgeville Outreach Site Lease
- B. 2021-22 Out-of-State Tuition Waivers
- C. First Reading of Governance Policy 4.4 - College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Academic Master Plan
- B. Board Monitoring Report – Quality Teaching & Learning
- C. Foundation Quarterly Update
- D. Real Estate Foundation Quarterly Update
- E. Health Insurance Plan Design Changes and Premium Equivalent
- F. 2021-22 Budget Update
- G. State of the College
- H. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. 2021-22 FTE Comparison YOY Report
 - 3. Fall 2021 Application 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing President's Contract and Evaluation 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.

- B. Approval of Closed Session Minutes of February 25, 2021, and March 25, 2021

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

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

B. Minutes of the Regular Board Meeting of March 25, 2021

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF
DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MARCH 25, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:00 p.m. on March 25, 2021. Due to the COVID-19 pandemic, the meeting was conducted using Zoom videoconferencing technology. The following members were present:

Charles Bolstad, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher, Crystal Wallin (Arrived at 7:07)

Absent: David Blume, Melissa Fitzsimons, Jane Wonderling

Others present for all or a portion of the meeting included Jason Wood and College Staff: Heath Ahnen, Josh Bedward, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Connie Haberkorn, Dan Imhoff, Kelly Kelly, Cynde Larsen, Kim Maier, Kim Schmelz, Krista Weber, and Caleb White. Public present included Karen Garvey, Executive Director of Wisconsin Technical College Employee Benefit Consortium.

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, March 25, 2021

6:30 – Pre-Board Meeting Activity – Dual Enrollment Opportunities

7:00 p.m. – Board Meeting

Virtual Meeting using Zoom – www.Zoom.us,

Meeting ID: 998 9284 0051

Passcode: 382017

Dial in Option: 1-312-626-6799,,99892840051# US

AGENDA

OPEN MEETING

The following statement will be read: "The March 25, 2021, 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, 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 Regular Meeting of February 25, 2021
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Round Robin: This is an opportunity for each Board member to share their perspective. We are planning an in-person Board meeting in April which may or may not serve as our annual spring retreat. The topics will determine the best format for the meeting and who to include.
 - 1. What is something you'd like to learn more about at the college? These suggestions will probably be presentations from faculty and staff.
 - 2. What topics would you like to discuss together as a Board?

OTHER ITEMS REQUIRING BOARD ACTION

- A. RFP: External Auditor
- B. First Reading of Governance Policy 4.4 - College Values

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Wisconsin Technical Colleges Employee Benefits Consortium (WTCEBC) Update
- B. Academic Master Plan
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. 2020-21 FTE Comparison YOY Report
 - 2. Fall 2021 Application 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. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing President's Contract 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.
- B. Approval of Closed Session Minutes of February 25, 2021

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 March 25, 2021, agenda; February 25, 2021, Board meeting minutes; financial reports; ten contracts totaling \$89,126.70 in February 2021; employment recommendations for Jaimie Fogel – LTE Student Services Specialist, Renee Schlaugat – Evening Custodian, and Bryce Kazda – Evening Custodian; a transfer for Tina Leis to LTE Financial Aid Assistant/Accounting Bursar; and the retirement of Jacki Schultz-Sloan – Physical Therapist Assistant Instructor, Mr. Tuescher moved to approve the Consent Agenda, as presented. Ms. Fillback seconded the motion; motion carried on a unanimous roll call vote.

A brainstorm was held on agenda items for a Spring Board Retreat. Suggestions included a reflection back to the megatrends topic from the February Board meeting and how the college responds, the colleges reaction to the pandemic, and continuing education/lifelong learning.

Kelly Kelly, Controller, presented a Request for Proposals for an External Auditor. Five vendors responded with proposals. Ms. Kelly reviewed the summary and noted that Fiscal Services staff reviewed the proposals. Mr. Tuescher moved to award the RFP for Auditing Services to Clifton, Larson & Allen LLP, from Wauwatosa, WI, for \$139,001 over a five-year period. Mr. Prange seconded the motion; motion carried on an unanimous roll call vote.

At the February Board meeting, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council, and Josh Bedward, Co-Chair of the College Council, presented

on adding an inclusivity value and modifying other values. Ms. Weber, Mr. Bedward, and Kim Schmelz, Chair of the Culture Workgroup, presented the proposed new Inclusivity value and updated the remaining College Values. The update to the current College Values included reducing the values from six to four by taking language from the Partnership and Innovation values and incorporating the language into the Learning, Integrity, Accountability, and Continuous Improvement values. The Board asked that the group take the feedback received and bring back the values to the April 2021 meeting as a first reading.

Karen Garvey, Executive Director of the WI Technical Colleges Employee Benefits Consortium (WTCEBC), presented an update on the overall Employee Benefits Consortium and how that affects Southwest Tech. Updates included an associate level of membership was added so the other WTCS colleges that are not a member can choose some of the add-on insurance options (four colleges are participating), the number and cost of large claims continues to grow, went out to RFP in 2020 for vendors who focuses on health care navigation and advocacy and for life insurance, and that in 2021 RFPs will be solicited for a medical plan administrator and prescription plan provider for January 1, 2022, and for a stop-loss provider.

The Academic Master Plan was postponed until the April 22, 2021, meeting.

An update on College staffing was provided by Krista Weber. She noted the remaining custodian positions were filled, Tina Leis was transferred into the limited-term employment assistant position in Financial Aid/Business Office, and hired Jaimie Flogel for the limited-term employment student services specialist Ms. Leis vacated. Also noted was there is one posting currently open for a Data Analyst/Data Analytics Instructor.

The 2020-21 Comparison Year-Over-Year FTE Report and the Fall 2021 Application report were reviewed. The FTE report indicated a 4.8 percent decline in FTE compared to one year ago. The Fall 2021 Application Report reflected 37 more applications received compared to last year at this time.

Chairperson Bolstad updated on Board member David Blume and noted the July District Boards Association meeting will be offered in-person and virtually.

Under the College President's Report, Dr. Wood shared the following:

- RFPs were sought for a Timekeeping System then Anthology informed us they have acquired a timekeeping system and we are determining if their system will meet our needs. The RFP for a Timekeeping System has temporarily been put on hold.
- Project Rise (new ERP System) is on time and on budget.
- Graduation will be on Saturday, May 22.
- The Physical Therapist Assistant Program accrediting body has some concerns on our most recent licensure pass rate. The College has submitted a plan for improvement.

- Acting President Policy – first reading will be brought to the Board in the next several months.
- Dr. Wood will testify on the State Statute 36.31 Legislative Bill in April.

Mr. Tuescher moved to adjourn to closed session for the purposes of deliberating over potential college property opportunities per Wis. Statutes 19.85(1)(e) and discussing the President's Contract per Wis. Stats. 19.85(1)(c). Ms. Jordie seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 7:44 p.m.

The Board reconvened to open session at 8:17 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fillback seconding the motion. The motion carried and the meeting adjourned at 8:18 p.m.

Chris J. Prange, Secretary

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 03/01/2021 - 03/31/2021				
Invoices				
Vendor	Invoice #	Description	Amount	
ROBERT W. BAIRD & CO.	PF-289506	Financial Advisory Fee	\$15,500.00	
TIMETRADE SYSTEMS INC	15136	Software license renewal	\$13,000.00	
GREENSHADES SOFTWARE	195300	Software Renewal	\$12,000.00	
MOODY'S INVESTORS SERVICE, INC.	PO365811	For Prof Svcs	\$10,000.00	
ANTHOLOGY INC	SVC22764	ERP Software Implementation	\$8,050.00	
HALLADA AUTO GROUP	215617	Greg's Work Order	\$6,645.10	
KEY BENEFIT CONCEPTS, LLC	2261476	Post employment-OPEB	\$6,600.00	
ELSEVIER	WEB00194196-1	Gen Custom Package/Components	\$6,063.75	
SP MARKETPLACE HOLDINGS INC	7448	"The Hub" Software renewal	\$5,654.00	
CDW GOVERNMENT	8396303	Sophos Central Antivirus License	\$5,519.00	
FLIGHTPATH AGENCY	SWTC-9	Pre-roll campaign APPLY	\$5,000.00	
VETERINARY SIMULATOR INDUSTRIES	1554	Bovine Uterus Set for Big Cow	\$4,780.00	
FENNIMORE TIMES	266708	ColLEDGE Up	\$4,571.60	
LAMAR COMPANIES	112240033	Billboards	\$3,954.00	
HEARTLAND BUSINESS SYSTEMS	429438-H	Flex Svcs for microsoft ATP im	\$3,700.00	
ADVANCED HEALTH & SAFETY LLC	AHS 11027	Inspection and Abatement	\$3,570.00	
WPS HEALTH INSURANCE	030321012434	R Walz Medicare Prem	\$3,493.83	
HOMETOWNE STRUCTURES LLC	2224	10 x 12 vinyl workshop	\$3,185.00	
WPS HEALTH INSURANCE	030321013298	Medicare Prem J Roesch	\$3,066.18	
CAMPUSPEAK	21-0217.0RR	Chevara Orrin Black History	\$3,000.00	
HALLADA MOTORS, INC.	215616	Greg's Work Order	\$2,798.36	
FENNIMORE TIMES	266714	8 week courses	\$2,751.12	
ELSEVIER	WEB00194198-1	Gen Custom Package/Components	\$2,695.00	
LACOONA CONSULTING LLC	139	Everything DISC- Work Leaders	\$2,604.00	
FENNIMORE TIMES	266710	Virtual Program Days	\$2,512.50	
Total Invoices				\$140,713.44
Purchase Orders				
Vendor	PO #	Description	Amount	
HEARTLAND BUSINESS SYSTEMS	7011	Facilities: Platteville Outreach replacement Cisco switches and Palo Alto Firewall	\$14,797.61	
HEARTLAND BUSINESS SYSTEMS	7012	ITS: Wireless Access Points and Antennas	\$9,807.39	
HSR ASSOCIATES INC	7016	Facilities: Demolition Building 700	\$8,608.00	
HEARTLAND BUSINESS SYSTEMS	7015	ITS: Wireless Survey for auditorium project	\$3,885.00	
Total Purchase Orders				\$37,098.00

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits March 20	CMTRX00002937	WDL000007913	\$300,064.56	
WI EE Trust Funds #243635	CMTRX00002958	WDL000007965	\$128,566.91	
941 ER Fed Tax #80273511	CMTRX00002937	WDL000007912	\$117,422.48	
941 Fed ER Tax #54769784	CMTRX00002947	WDL000007942	\$115,798.28	
WI DOR EE Tax #422-207-008	CMTRX00002937	WDL000007911	\$23,398.56	
WI DOR PR Tax #652-107-552	CMTRX00002947	WDL000007941	\$22,979.10	
Symentra Life Ins #1516444	CMTRX00002949	WDL000007947	\$9,885.71	
Dental Dental #442240	CMTRX00002940	WDL000007921	\$8,865.10	
Symetra Life Ins #896687185	CMTRX00002947	WDL000007940	\$7,851.44	
Great-West trust #896687185	CMTRX00002950	WDL000007952	\$7,851.44	
Great-West Trust #893787915	CMTRX00002938	WDL000007918	\$7,648.43	
Delta Dental #441060	CMTRX00002933	WDL000007896	\$6,859.18	
Delta Dental #443421	CMTRX00002945	WDL000007931	\$4,902.06	
Delta Dental #448916	CMTRX00002958	WDL000007963	\$3,654.15	
Delta Dental #447728	CMTRX00002952	WDL000007955	\$3,647.85	
Total Bank Withdrawals				\$769,395.25
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 3/5/2021	UPRCC00001222	WDL000007900	\$296,559.69	
Direct Deposit 3/19/2021	UPRCC00001229	WDL000007933	\$296,455.55	
Direct Deposit 3/5/2021	UPRCC00001225	WDL000007903	\$42,316.18	
Direct Deposit 3/19/2021	UPRCC00001231	WDL000007935	\$35,433.00	
Direct Deposit 3/19/2021	UPRCC00001230	WDL000007934	\$9,865.41	
Direct Deposit 3/19/2021	UPRCC00001232	WDL000007936	\$9,266.64	
Direct Deposit 3/5/2021	UPRCC00001223	WDL000007901	\$8,861.26	
Direct Deposit 3/5/2021	UPRCC00001224	WDL000007902	\$4,237.00	
Direct Deposit 3/5/2021	UPRCC00001226	WDL000007904	\$2,671.76	
Total Payroll				\$705,666.49
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 02.16.2021	CMTRX00002933	WDL000007897	\$48,962.32	
US Bank ending 03.16.2021	CMTRX00002958	WDL000007964	\$44,271.30	
US Bank ending 03.02.2021	CMTRX00002945	WDL000007932	\$40,580.88	
Total Purchase Cards				\$133,814.50
Total Purchases >= \$2,500				\$1,786,687.68

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 03/31/2021			
Receipts			
Fund			
1 General	406,928.66		
2 Special Revenue			
3 Capital Projects	13,740.00		
4 Debt Service			
5 Enterprise	41,095.76		
6 Internal Service	325,156.64		
7 Financial Aid/Activities	851,683.84		
Total Receipts		1,638,604.90	
Expenses			
Fund			
1 General	1,670,570.41		
2 Special Revenue			
3 Capital Projects	318,321.17		
4 Debt Service	25,500.00		
5 Enterprise	88,354.95		
6 Internal Service	341,073.42		
7 Financial Aid/Activities	874,065.26		
Total Expenses		3,317,885.21	
Net cash change - month			(1,679,280.31)
EOM Cash Balances			
-Midwest One Operating 0356	140,010.07		
-Midwest One Investment 1324	24,432,984.62		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,535.99		
Ending Cash/Investment Balance		25,808,470.68	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 9 Months ended March 2021							
	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	20,329,634.13	87.89	84.61	83.07	86.13	81.75
General Fund Expenditures	23,782,100.00	16,680,842.01	70.14	66.56	67.75	66.99	65.72
Capital Projects Fund Revenue	4,020,000.00	4,039,142.00	100.48	100.19	99.52	104.25	101.09
Capital Projects Fund Expenditures	5,862,000.00	2,454,797.01	41.88	32.61	48.42	46.71	37.09
Debt Service Fund Revenue	5,690,500.00	3,803,857.23	66.85	63.38	64.37	66.56	64.59
Debt Service Fund Expenditures	6,767,500.00	1,237,752.77	18.29	8.03	11.14	12.27	12.57
Enterprise Fund Revenue	1,336,000.00	1,088,535.84	81.48	74.89	67.40	63.28	64.65
Enterprise Fund Expenditure	1,706,000.00	1,189,936.72	69.75	77.20	66.47	61.34	57.23
Internal Service Fund Revenue	4,427,000.00	2,941,083.16	66.44	62.83	65.79	69.85	67.70
Internal Service Fund Expenditures	4,427,000.00	3,129,704.81	70.70	66.73	68.78	71.30	69.36
Trust & Agency Fund Revenue	8,000,000.00	4,982,669.36	62.28	58.65	64.44	77.73	83.34
Trust & Agency Fund Expenditures	8,000,000.00	5,588,801.81	69.86	70.94	72.96	78.36	84.28
Grand Total Revenue	46,603,600.00	37,184,921.72	79.79	76.67	76.88	80.77	79.02
Grand Total Expenditures	50,544,600.00	30,281,835.13	59.91	57.31	60.57	61.40	61.01

D. Contract Revenue

There were six contracts totaling \$29,110.82 in March 2021 being presented for Board approval. The Contract Revenue Report is included below.

2020-2021 CONTRACTS 3/1/2021 to 3/31/2021							INDIRECT COST FACTOR		
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services (Instructional Fees Waived)</u>	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA Clay Target League	03-2021-0089-T-42	League Director Duties - March	Caleb White		\$ 100.00	No		X	
SW Cap	03-2021-0102-T-42	Online Learning Workshop - December	Julie Pluemer		\$ 793.75	No		X	
WI State Telecommunications Assn	03-2021-0117-I-42	Leadership Academy Cohort 1	Dennis Cooley	16	\$ 13,200.00	No		X	
WI State Telecommunications Assn	03-2021-0117-I-42	Leadership Academy Cohort 2	Dennis Cooley	16	\$ 13,200.00	No		X	
Upland Hills Health	03-2021-0122-I-41	Medical Interventions - Refresher	Ken Bartz	10	\$ 757.07	No		X	
Cobb Fire Department	03-2021-0123-I-42	Heartsaver w/ AED Training	Ken Bartz	9	\$ 700.00	No		X	
Carr Valley	03-2021-0127-I-41	Heartsaver CPR/AED First Aid Training	Ken Bartz	4	\$ 360.00	No		X	
TOTAL of all Contracts				55	\$ 29,110.82				
Exchange of Services				-	\$ -				
For Pay Service				55	\$ 29,110.82				

A. Personnel Items

One promotion, one resignation, and one retirement are being presented for approval in the Personnel Report. The Personnel Report is available in the electronic Board material.

RECOMMENDATION: Approve the Consent Agenda, as presented.

**PERSONNEL REPORT
April 22, 2021**

Employment: NEW HIRES

None	
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PROMOTIONS / TRANSFERS

Matt Nation	Lead Evening Custodian
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RETIREMENTS / RESIGNATIONS

Matt Cram (resignation 4/16/2021)	Academic Success Coach
John Pluemer (retirement 5/21/2021)	Lead Math/Science Instructor

Board Monitoring of College Effectiveness

A. Round Robin: Ad-Hoc Committee – Executive Board Leadership

One of the mega-trends the Board identified as a priority and is also included in the President's high-priority goals relates to leadership development and succession planning. Our Board will not be immune to the turnover trend in leadership necessitating new ways of providing learning and growth opportunities while strengthening communication and collaboration as traditional hallmarks of your work together. Included in the electronic Board material is a draft Ad-Hoc Committee – Executive Board Leadership outline. The purpose of the Ad-Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training.
2. Enhance Board member relationships of trust through collaborative leadership.
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

Ad-Hoc Committee: Executive Board Leadership

Charge: The purpose of the Executive Board Leadership (EBL) Ad Hoc Committee is three-fold:

1. Strengthen the Board leadership pipeline through mentoring and training
2. Enhance Board member relationships of trust through collaborative leadership
3. Ensure continued inclusion of diverse thoughts and ideas in the Board decision-making process.

Timeline: The EBL committee will meet on a monthly basis (or some other schedule...quarterly?) for one year starting in July 2021. The Board will conduct an analysis of the effectiveness of the committee through a debriefing process during the Spring 2022 retreat. Board members will share their perspectives on the perceived effectiveness related to the purposes outlined above and determine if the committee should continue, make revisions, or disband.

Membership: The EBL shall be comprised of the Board Chair, Vice-Chair, (Secretary or Treasurer or other?), and the immediate past Chair. The President of the College and the first two Acting Presidents will serve as resources by developing the agenda, providing content, and serving as advisors. The President will determine the best way to take notes/minutes.

Responsibilities: A few specific tasks the EBL may fulfill are:

1. Review potential Board agenda items and determine how to design ways for everyone to have opportunities to share their perspective and contribute.

2. Reach out to faculty, staff, and friends of the college to express condolences for the loss of loved ones, celebrate birthdays, or express gratitude for exemplary performance at work.
3. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board for deliberation.
4. Recommend people outside of the college who can help with specific projects based on their interest or expertise.

Reporting to the Full-Board: The EBL will report to the full board during each Board meeting to facilitate broader dialog and development. Verbal reporting responsibilities would rotate among the members of the EBL.

Other Items Requiring Board Action

A. Dodgeville Outreach Site Lease

Included below is a lease agreement amendment for the Outreach Site located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI. Caleb White will present the lease.

Recommendation: Approve the lease agreement with Capitol Dodgeville, LLC, to lease office and educational space located at 316 W. Spring Street, Dodgeville, WI, for \$1100 monthly through June 30, 2022.

AMENDMENT

This Amendment (the "Amendment") is made this ____ day of _____, 2021, by and between Capitol Dodgeville, LLC ("Landlord") and Southwest Wisconsin Technical College ("Tenant").

WHEREAS, Landlord's predecessors and Tenant entered into a Lease dated January 31, 2013 (the "Lease") and Lease Amendment May 8, 2018 and further amended April 26, 2019 and May 27, 2020 (the "Amendment") for a portion of the premises located at 316 West Spring Street, Dodgeville, Wisconsin; and

WHEREAS, the parties desire to amend the Lease and Amendment.

NOW, THEREFORE, in consideration of the foregoing recitals and covenants and agreements hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which are mutually acknowledged, Landlord and Tenant agree as follows:

1. The Term of the Lease and Amendment shall extend through June 30, 2022.
2. The rent shall continue to be One Thousand One Hundred Dollars (\$1,100.00) per month.
3. The Tenant acknowledges that the Landlord does not have possession of the security deposit of Two Thousand Two Hundred Dollars (\$2,200.00) paid by Tenant to the Landlord that executed the Lease with Tenant January 31, 2013 and Tenant acknowledges that Landlord is not responsible for such security deposit.
4. Except as expressly provided herein, all of the terms, covenants and provisions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date first written above.

LANDLORD:
CAPITOL DODGEVILLE, LLC

TENANT:
SOUTHWEST WISCONSIN TECHNICAL
COLLEGE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

B. 2021-22 Out-of-State Tuition Waivers

Annually, the College submits to the WTCS State Board for approval a waiver of out-of-state tuition for needy and worthy students. It is a projection of total students and credits. CoraBeth Schmitz, Student Financial Assistance Manager, will provide information on the 2020-21 Out-of-State Tuition Requests, which is included below. The 2021-22 request and Board Resolution are also included below.

Recommendation: Approve the 2021-22 Out-of-State Tuition request, as presented.

Out-of-State Tuition and Reciprocity

Resident (in-state) and non-resident (out-of-state) tuition rates are established annually by the Wisconsin Technical College System according to Wisconsin state statutes.

2020-2021 Tuition Rates

Tuition Costs - Wisconsin	\$138.90 Per Credit
Tuition Costs - Out-of-State Residents	\$208.35 Per Credit

Out-of-State Tuition: Students who are not Wisconsin residents must pay out-of-state tuition. Out-of-state tuition is 150% the state tuition rate. Out-of-State tuition is not charged for online course sections. A waiver of out-of-state tuition is available to students who qualify. However, students in the Direct Entry Midwife program are charged out-of-state tuition for online course sections and are **not** eligible to apply for an out-of-state waiver of tuition.

Out-of-State Tuition Waivers: Students requesting a waiver of the out-of-state tuition fees are required to submit a FAFSA and a [waiver request](#) for for each academic year for which they are requesting out-of-state tuition to be waived. Eligibility for waivers is needs based, which means the student needs to have financial need as determined by the FAFSA and the Financial Aid Office.

The number of waivers allowed for the academic year is limited to the number approved by the Southwest Tech Board.

Reciprocity Agreements: Southwest Tech has reciprocity agreements with the following states and colleges. College level reciprocity agreements allow students from that College's district who are enrolled in approved programs (determined by the Colleges) to pay the in-state tuition rate. All reciprocity students must submit an out-of-state waiver request form.

- **Minnesota:** Minnesota residents are considered Wisconsin residents for tuition purposes.

- **Highland Community College (HCC)**

Southwest Tech programs available to HCC Residents: Culinary Arts, Culinary Specialist, Culinary Management, Direct Entry Midwife, Food Production Assistant, Electrical Power Distribution, Golf Course Management, Physical Therapy Assistant, Dental Assistant, Human Services Associate, Medical Lab Technician, Ag Power and Equipment Technician, Building Trades-Carpentry, Electromechanical Technology, Health Information Technology, Cancer Information Management and Supply Chain Management

HCC Programs Available to Southwest Tech Residents: Associate of Engineering Science, Associate of General Studies, Paramedic, QuickBooks Professional, Professional Tax Preparer, Equine Science and Wind Turbine Technician

- **Northeast Iowa Community College (NICC)**

Southwest Tech programs available to NICC Residents: Auto Collision & Refinish Technician, Culinary Specialist, Culinary Management, Direct Entry Midwife, Electrical Power Distribution, Food Production Assistant, Farm Business & Production Management, Golf Course Management, Physical Therapy Assistant and Supply Chain Management

NICC Programs Available to Southwest Tech Residents: Building Materials Management, Computer Analyst/Information Security Certificate, Diesel Mechanics, Education Emphasis-Associate of Arts, Enology, Finance-AAS, Firefighting Specialist, Health Information Technology, Heating and Air Conditioning, Large Animal Veterinary Technician, Paramedic, Pre-Vet Medicine, Professional Massage Therapy, Viticulture, Viticulture Technology, Radiologic Technology, Respiratory Care, wind Turbine Repair Technician

2020-2021 Out-of-State/Reciprocity Data

	NICC	HCC	MN	OST	Students In Housing	OST Waived
Accounting				1		\$ 1,805.70
Agribusiness Science & Technology- Agbus Mgmt				1	1	\$ 2,291.85
Agribusiness Science & Technology- Agronomy				1	1	\$ 1,597.35
Agribusiness Science & Technology- Animal Science				2	2	\$ 4,375.35
Agricultural Power & Equipment Technician				4	2	\$ 7,431.15
Auto Collision Repair & Refinish Technician				1		\$ 2,083.50
Automotive Technician				2	1	\$ 2,291.85
Building Trades-Carpentry			2		2	\$ 4,167.00
Business Management			1			\$ -
Criminal Justice- Law Enforcement 2				1		\$ 1,666.80
Criminal Justice Studies				2	2	\$ 3,889.20
Direct Entry Midwife	1	1	6			\$ 7,153.35
Early Childhood Education				1		\$ 1,875.15
Electrical Power Distribution	7	4			6	\$ 20,001.60
Farm Operations & Management-Dairy				1	1	\$ 1,805.70
Golf Course Management		1		1	1	\$ 4,028.10
Graphic and Web Design			1	1	1	\$ 3,403.05
Instrumentation & Controls Technology				1	1	\$ 902.85
IT-Network Specialist/ IT- Computer Support Technician				1		\$ 1,736.25
Medical Laboratory Technician		1		2	1	\$ 5,000.40
Nursing-Associate Degree				3		\$ 3,194.70
Physical Therapist Assistant	2					\$ 3,125.25
Welding				2	2	\$ 3,889.20
Grand Total	10	7	10	28	24	\$ 87,715.35

2021-22 Out-of-State Tuition Request:

Southwest Wisconsin Technical College requests authority from the WTCS President to remit out-of-state tuition for 1,050 credits for 35 needy and worthy students during the 2021-22 academic year. The district projects 1250 FTEs (net of Community Services) for the year.

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

WHEREAS, the Southwest Wisconsin Technical College Board has approved the 2021-22 Out-of-State Tuition waivers for 1050 credits for 35 needy and worth students during the 2021-22 academic year. The district projects 1250 FTEs (net of Community Services) for the year,

BE IT THEREFORE RESOLVED that the Southwest Wisconsin Technical College Board submits for the WTCS President's authority to remit out-of-state tuition for 1050 credits for 35 needy and worth students during the 2021-22 academic year.

Approved this 22nd day of April 2021.

Charles J. Bolstad
Chairperson

ATTEST:

Chris J. Prange
Secretary



C. First Reading of Governance Policy 4.4 – College Values

At the February and March Board meetings, Krista Weber, Chief Human Resources Officer/Co-Chair of the College Council; Josh Bedward, Co-Chair of the College Council; and Kim Schmelz, Chair of the Culture Workgroup, presented on adding an inclusivity value and modifying other values. Included below is the Governance Policy 4.4 – College Values with edits noted. Ms. Weber and Ms. Schmelz will present the PowerPoint which is also included below.

RECOMMENDATION: Approve the First Reading of Governance Policy 4.4 – College Values as presented.

4.4 - COLLEGE VALUES

Inclusivity. We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities in order to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.

Learning. We ~~work together to~~ make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed ~~for to contribute to an inclusive workforce and community success.~~ Through partnerships, we seek opportunities to improve lives.

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

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. ~~We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance in order to realize positive and equitable results.~~

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

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

Continuous Improvement. ~~We attract forward thinking team members. We support and promote their personal and professional development in order to produce~~ We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development in order to exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs ~~and services,~~ essential to our ~~growth and~~ sustainability as a college.

Adopted: 1/24/02
Reviewed: 11/2/02, 3/24/05
Revised: 2/26/16

A stylized, dark blue graphic of a building with multiple windows, positioned on the left side of the slide.

Southwest Wisconsin
TECHNICAL COLLEGE

Refreshing the College Values

Refreshing the College Value

Changes Recommended

- New Inclusivity Value
- Added inclusive language to other values
- Reduced the number of College Values
- Added Partnership and Innovation language into the other values



Additional College Value

Inclusivity - We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.



Update College Value

Learning – We **work together** to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed **to contribute to an inclusive** workforce **and community** success. **Through partnerships, we seek opportunities to improve lives.**

*Taken from Partnership Value

*Added Inclusive Language



Update College Value

Integrity - We promote a cohesive culture that is based on **honesty**, *professionalism*, trust, **kindness**, and respect. We work **collaboratively** to maintain a healthy environment of **clear** communication, transparency, and dedication to the mission of Southwest Tech.

*Taken from Partnership Value

*Added Inclusive Language



Update College Value

Accountability - We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. **We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.**

*Added Inclusive Language



Update College Value

Continuous Improvement - We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college.

*Taken from Innovation Value



The logo for Southwest Wisconsin Technical College, featuring the college's name in white serif and sans-serif fonts against a blue background.

Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!

College Council

Board Monitoring of College Effectiveness

A. Academic Master Plan

Included below is the Academic Master Plan. An update on the Plan will be provided by Cynde Larsen, Derek Dachelet, and Kim Maier.

Academic Master Plan

The Academic Master Plan is a living document meant to change on a frequent basis. The first page contains a glossary as some of the terms can mean different things. The four-year Academic Master Plan begins on page two.

GLOSSARY OF TERMS

Program:

AD – Associate Degree (2 Years)

TD – Technical Diploma (1 and 2 Years)

HS – High School

Program Phase:

New Program – Program has been approved by the WTCS and will start enrolling students.

Program Development – In process of developing the program following the WTCS Approval Process

Program Modification – In process of making changes to the curriculum; reviewing faculty, student, industry, and advisory committee input.

Re-designing Program Mix – Looking at a career area to identify what is needed for programming; gathering industry input

Program Suspended – Enrollment has been suspended and the program is being evaluated.

Program Discontinued – The program has been evaluated, and the College will no longer offer the program.

Teach Out – The program has been suspended/discontinued and teaching out the students who are enrolled in the program.

Delivery Mode Change – Focus on the type of student has changed; face-to-face, online, hybrid, high school, adult students

Added Section – An extra section of students has been added permanently or for a short period of time.

Timeline for Enrollment:

Fall – Program will accept students for the fall term

Spring – Program will accept students for the spring term

Enrollment Projections:

Headcount – the number of students enrolled

FTE – number of credits enrolled students are taking divided by 30 (30 credits = 1 FTE)

Investment:

Current Operational Costs – Current operational costs in the budget

Additional Operational Costs – The additional cost to offer the program, extra section, or make any changes to the delivery mode

Capital Budget – Equipment, facilities remodeling??

Grant Funds – Percent of funds received from grants

ACADEMIC MASTER PLAN 2020-2024

2020-21

[illegible]

2021-22

Program	Person(s) Responsible	Program Phase									Timeline for Enrollment		Enrollment Projections		Investment			
		New Program	Program Development	Program Modification	Re-designing Program Mix	Program Suspended	Program Discontinued	Teach Out	Delivery Mode Change	Added Section	Fall	Spring	Head-count	FTE	Current Operational Costs	Additional Operational Costs	Capital Budget	Grant Funds
Data/Business Analytics (AD)	K. Maier	X	X								X		10	4.0	\$0	\$44,000	\$0	?
Supply Chain Mgt (AD)	K. Maier			X							X		15	15.0	\$72,000	\$0	\$0	
Paramedic (TD-Shared Program with LTC)	K. Garrity / K. Wubben	X									X							?
Surgical Technology (AD)	C. Larsen		X								X		15	15.0	\$179,300 (1 st Op Year – 1 Cohort)	\$89,300	\$90,000	?
CNC (1-year TD) at Platteville High School	D. Dachelet								X		X		10	8.5	\$110,700	\$0	\$15,000	
Lab Science (TD) at Richland & Platteville High Schools	C. Larsen									X	X		18	9.3	\$24,800 (1 K-12) \$54,600 (2 K-12s)	\$24,800	\$5,000	
Golf Course Mgt. / Hospitality (AD)	K. Garrity			X							X	X	27				\$0	
Ag Programs (AD & TD)	D. Dachelet/ D. Ihm			X	X								70	50	\$147,900	\$0	\$30,000	
Farm Operations Mgt –Crop & Crop Ops (TD)	D. Dachelet/ D. Ihm					X												
Farm Business & Prod. Mgt (Develop / offer a Direct Farm-to-Market non-degree certificate program)	D. Dachelet/ D. Ihm			X												\$0		North Central ERME Grant
Medical Coding Specialist (TD)	K. Maier									X	X		100	50	\$75,000	TBD	\$0	

[illegible]

B. Board Monitoring Report – Quality Teaching & Learning

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

BOARD MONITORING REPORT

Engaging Students in High Quality Learning

April 2021

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Quality Teaching and Learning is a key element to our mission which provides education and training opportunities responsive to students, employers, and communities. Long standing traditions contribute to our successful mission accomplishments, including strong ties to advisory committees and employers. Recent areas of emphasis help us strengthen our ability to deliver on our mission and develop closer connections with high school partners, industry, and maintain programmatic integrity.

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

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

Our purpose centers primarily on helping people learn. This purpose includes providing programming that is responsive to district workforce needs, preparing students for family-sustaining employment and, providing customized training that fosters economic growth. We also collaborate with K-12 institutions in preparation for post-secondary education, provide Adult Basic Education to bridge unskilled/low skilled individuals into post-secondary programming, and provide education and services to eliminate barriers for all in the district. We excel in delivery of our purpose when we offer high quality instruction and ensure students are learning. This is important because we excel in Rates of placement and student/employer satisfaction >90%, outcomes-based funding indicators (high demand, dual enrollment, workforce training, et al.). Faculty engagement is evidenced by their quick response during the pandemic, compliance in WIDS, ongoing development of Team Action Plans, Schoology (LMS) use, and continued service on councils and workgroups.

2020 proved to be a challenging year for Southwest Tech. Each program required an alternate delivery plan to provide continued learning opportunities for students. As reported in the Board

Monitoring Report of April 2020 (Appendix 1), faculty, staff, and students had to adjust and provide new learning strategies for delivery of didactic, skilled, and experiential learning. Alternative strategies included movement to remote and online delivery, limitations in face-to-face skills (within defined CDC guidelines), recorded and live delivery, and exponential increases in software and technology. Over 40 programs were impacted by the restrictions imposed during the Covid-19 crisis, but Southwest Tech was able to continue programming in varied delivery models with quality student learning at the center of all efforts (Board Monitoring Report April 2020).

Alignment with Strategic Priorities

Engage students in high-quality learning:

Southwest Tech has identified high-quality learning as integral in student success. The alignment of student needs identified the need for increased student access points and technology during the pandemic. This focus encouraged initiatives related to student retention, completion, and success. From these considerations, initiatives were focused technology access and use; Technical Skill Attainment (TSA) evaluation; team action plans (TAPs) for use in analysis of student learning, access, and success; and the expansion of alternative delivery methods for all.

Initiatives:

Charger 360 Program - The Charger 360 Program was developed and executed in spring 2020. This program provided laptops for qualifying students and included technical and software support to augment changes in program delivery and student access to courses without interruption in this new format. Additionally, students who struggled with access to due connectivity were provided "hotspot" technology to gain and maintain access to programs, instructors, and resources in a virtual format. To date, over 600 laptops were issued to program students with plans for expanded access for all credit programs. Students have reported great satisfaction with this program and plans to continue into the 21-22 academic year are being formalized.

Technical Skill Attainment - Technical Skill Attainment (TSA) is a statewide strategy for evaluating student acquisition of skills upon program completion. Evaluation of required competencies are embedded in each course and instructors are then able to assess student learning cumulatively. Initial TSA projects were completed statewide (a total of 3 phases will complete the projects) for programming and multiple programs are currently in review for modification and revision of desirable outcomes. All evaluation and outcomes are reported to the state with each skill evaluated as: "met, not met, or not assessed." Advisories reviewed elements of technical skills and approved evaluation and assessment documents initially, and review on an annual basis for relevance, industry standard changes, or course modifications. A TSA document is defined and measured as seen below (WTCS, 2020).

Technical Skill Attainment assessments are formal, direct measurements that provide evidence that students have achieved intended program outcomes or skills. TSAs may include third-party exams, performance-based assessments, portfolios, capstone projects, clinical evaluations or other measures. TSAs measure student achievement in core industry-relevant program outcomes, while ensuring that those outcomes derive directly from valid industry standards.

Table 4: Industry-Validated Programs and TSAs, 2018-19

	Industry-Validated Programs	Technical Skills Attainment Assessment
Blackhawk	50	38
Chippewa Valley	112	91
Fox Valley	154	138
Gateway	112	62
Lakeshore	100	68
Madison Area	154	91
Mid-State	83	39
Milwaukee Area	214	93
Moraine Park	96	41
Nicolet Area	59	39
Northcentral	132	80
Northeast Wisconsin	169	112
Southwest Wisconsin	73	58
Waukesha County	103	81
Western	112	64
Wisconsin Indianhead	108	73
Statewide	1,831	1,168

Team Action Plans - Team Action Plans (TAPs) have been designed to allow for assessment of student learning and analysis of overall design with identification of improvement. TAPs require faculty to evaluate data such as retention, completion, and student success in programming, and in turn develop action items for quality improvement, compliance with curricular design (VDS), and gauge effectiveness of delivery aligned with planning for future institutional planning. TAPs are a method used to "close the loop" on the assessment process, guide future development, and assure quality learning is taking place. TAP plans have continued to remain active during the 2020-21 academic year in all areas of the college for the purpose of program and service review, adjustment, and improvement.

TAP considerations include:

Student Access:

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

Student Success:

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

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

Fall Instructional Vitality Process and Program TAP Plan Development and Guidance:

- 1 of 3 TAP plans address an improvement in one of the program student learning outcomes
- If retention/completion rate is below (an identified Program/College goal), 1 program TAP plan will address retention/completion
- TAP plans in extra-academic departments (co-curricular) are designed to address learning, completion and retention

To Date:

- Over 500 syllabi have been submitted through the Worldwide Instructional Development System (WIDS) and Schoology (LMS)
- Implementation of dual-credit course assessment has occurred
- Course assessment at SWTC is occurring and is verified
- 1st Organization-wide Program Student Learning Outcome Assessments with loop closure has occurred

Fall 2020:

- Instructional Vitality Process – Year 4 for Academic Units and expansion of other college resource areas occurred
- Commitment to engaging all College employees in the TAP process has occurred.
- Worked toward improvement of at least 3 quantified goals aligned with Strategic Priorities (HLC # 2)
- Provided for **‘Ongoing professional develop and involvement of faculty and staff across the college regarding a culture of assessment that is systematic’** (HLC

#2) through scheduled Learning Academies, education reimbursement, virtual conferencing, et al.

- Integrated Student Program Learning Outcome/TSA data collection continues to strengthen assessment foundations
- Ongoing hardwiring of assessment processes continues

Statewide Initiatives - Development of Student Success Centers (Knox Learning Center) which focus on:

- Supporting academically underprepared/poorly prepared students (Charge Forward program, tutoring, contracting, 1:1 meetings)
- Identification of gateway courses (development of preparatory courses to ready students for core coursework)
- Exploring careers/areas of study and pathways
- Math Course Alignment

Alternative and Innovative Learning

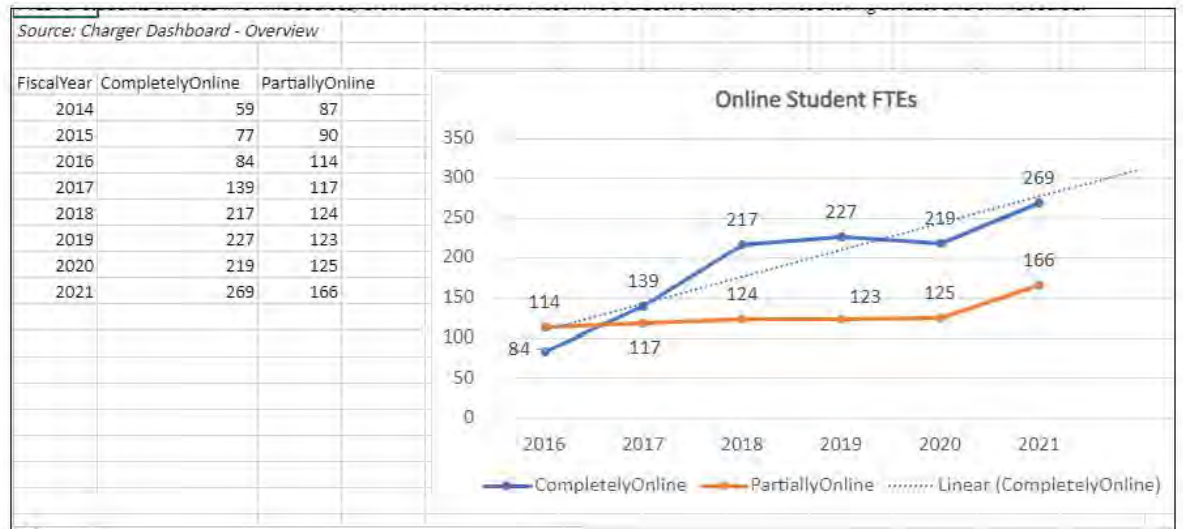
In the past 4.5 years, SWTC has made a concerted effort to expand delivery of courses and programming in alternative formats, particularly during the pandemic. Financial commitments were made to provide for the development of alternative methods of delivery and unique programming to meet the needs of an ever-growing “on demand” learning environment in both the K-12 and adult populations. This was particularly true in 2020 as Southwest Tech moved swiftly from multiple face to face modalities to virtual formats. Alternative and Innovative Learning sat at the ready to provide resources and support for all programs.

Schoology as a Learning Management System (LMS) was implemented in late 2017. Moving to Schoology as the LMS allowed for the continued opportunity to create and provide students with technological tools for success. The top two tools for consideration of adopting Schoology were consistency and transparency created through curricular development of standardized templates, and this has provided swift movement to a virtual platform.

There has been a 100% class adoption of Schoology campus-wide regardless of class delivery method. Currently, Southwest Tech offers approximately 500 classes per semester or 1500 per year via a standardized template within Schoology.

Aside from the circumstances in 2020, Alternative Delivery has experienced steady growth. Currently the programs offered 100% online are: Leadership Development, Supply Chain Management, Cancer Information Management, Health Information Technology, and Medical Coding.

The graph below provides the FTE growth from 2016 to 2021 (Charger Dashboard, 2021).



Additionally, online student enrollment has grown. The graph provides student enrollment numbers from the years 2017-2021 and provides a look at student profiles from partial to completely online enrollment.

Course Enrollment					
Student Count	2017	2018	2019	2020	2021
00 - Normal Delivery	6,570	6,602	6,085	5,625	4,157
01 - Telecourse			19		
02 - Computer Delivered Courses	46				
04 - Online Courses (Internet)	1,270	1,664	1,422	1,379	1,918
05 - Hybrid Courses			11	33	305
06 - Blended Courses			609	625	132
21 - Interactive Television (ITV)	128	47			
23 - Satellite Video Conferences		5			
24 - Computer Conferencing		75	58	91	92
98 - Emergency Remote Instruction				618	939
Grand Total	7,181	7,473	6,802	6,525	5,559

Focus areas:

1. There continues to be steady growth in alternative delivery (hybrid, blend, online, etc.).
2. Completely online enrollment is higher than partial enrollment.
3. Online delivery FTE generation accounts for approximately 25% of total FTE.
4. Average 1 in 4 students enrolled take online offerings (pre-pandemic).

Priorities for 2021-2022:

- Student Success: 2% increase in course completion
- Retention strategies analysis and resource offerings (continued)
- Analysis of online delivery (district versus non-district) will occur with efforts to focus on in-district delivery and duplicate efforts (current enrollment versus new)
- New programming will be developed and offered in online

Competitive Positioning Statement - Program development and consideration for training are based on multiple factors and include: identified future employer and district needs; alignment with the mission, purpose, and values of the college; sustainable wages; niche or unique programs; value added to the overall program mix; and changing industry trends. Southwest Tech has developed processes to ensure a robust program mix by evaluating and making recommendations for current offerings that include: continuance, suspension, modification, or discontinuance. The viability process is seen below.

Existing Program Viability and Quality Review

Program quality review and program viability are integral to decisions made regarding program integrity, future sustainability, industry need and relevance, and future job market trends. These processes provide opportunity for the development of program improvement plans, marketing strategies, and operational budgetary considerations. Program viability, overall program mix, delivery methods, relevancy, cost, and continued enrollment are all factors for consideration of continuance. Programs will be reviewed annually using the scoring rubric and an algorithm as provided below. Additionally, the Academic Master Plan has been developed to review and maintain a dynamic process for current and future program modification and development (presented to Board April, 2021).

**** NOTE:** The program quality review process is currently being reviewed with planned Standard Operating Procedure refinement and development

Program Viability Review Process

Steps in Program Viability Review process:

- | | |
|---|--|
| <p>Step 1:
Program Viability Assessment</p> | <ul style="list-style-type: none"> • This step is initiated annually. The assessment process is conducted to identify programs outside the expected range of program health. |
| <p>Step 2:
Data Collection</p> | <ul style="list-style-type: none"> • Collect program data. <ul style="list-style-type: none"> ○ Utilize Program Viability Criteria ○ Identify and review special circumstances |
| <p>Step 3: Dean and Faculty Planning</p> | <ul style="list-style-type: none"> • Division dean will meet with program faculty to discuss findings. Division dean and faculty create Plan of Improvement (PI) that is adopted by the program and Division Dean. |
| <p>Step 4:
Administrative Review</p> | <ul style="list-style-type: none"> • The deans present summary reports to Academic Council and complete an Action Plan utilizing the follow options: <ul style="list-style-type: none"> ○ Continue program as is ○ Continue program with modifications ○ Suspend program ○ Discontinue program |

- Chief Academic Officer presents action plan to Executive Team for confirmation. Board action may or may not be required and will be scheduled as needed.
- Academic Council is responsible for accountability of the approved Action Plan

Program Scoring Rubric:

	0 points	1 point	2 points	3 points	4 points
Criteria					
Job market Annual Openings - High Demand	WI less than 20 in Wisconsin, 5 in SW WI.	WI 20 - 40, SW WI 0	WI 61 - 100 openings, SW WI 10	WI 101 - 195 SW WI 15 - 20	WI 196 +, SW WI 25+
High Wage Jobs (avg. starting wage)	Starting wage below \$8.00	Starting wage from \$8.00 - \$11.00	Starting wage from \$11.00 - \$15.00	Starting wage from \$15.00 - \$20.00	Starting wage above \$20.00
Competition	At all adjacent CC/TC areas	At some adjacent CC/TC areas	At no adjacent CC/TC areas	No competition in three state area	No competition in Greater Midwest
Economic. Dev.	Mentioned in Economic Dev. Planning	Mentioned in Economic Dev. Planning	Key for local economic sector	Key factor in regional econ dev	Key factor in state econ dev
Financial Efficiency	Course additions only (vs. full program) - add 1 point	Minimal equipment needs - add 1 point	Minimal facilities needs - add 1 point	Partnership funding (<u>not</u> WTCS <u>funded</u>) - add 1 point	
WTCS Priority	Not a priority at State level	Encouraged but no State funding	possible grant funding available	Grant and/or gift funded program	

Program viability results for the 2019-2020 Academic Year:

Lab Science – Continue program with changes - high school delivery in cheese production areas (Richland Center, Platteville)

Culinary Arts/Mgmt – Suspend program- teach out current students (Cont. low enrollment). Placement of Culinary courses in Platteville High School

Agriculture programs – Conduct DACUM, reorganize

Accounting Asst – continue program with changes, embedding into Accounting program

Golf Course Management – *program Modification to include Hospitality Management*

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

RECOGNIZING AND VALUING PEOPLE

Mandy Henkel:

Mandy has assumed the Academic Liaison Officer of the college with the retirement of Barbara Tucker in March 2021. Mandy is leading an HLC accreditation team currently preparing for an April 2022 site visit. Mandy's team provides data for program, district, and statewide statistics. Specific kudos to Camille Chappell for her ongoing support of the data.

Kim Maier:

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

Dan Imhoff:

Dan and the facilities staff have been integral in the development and implementation of the pandemic planning. Dan and his team developed a phased return to campus plan aligned with CDC guidelines, set barriers and protocols, and have supported all instructional efforts in 2020-2021. Dan has also worked closely with vendors and businesses to develop a cohesive and creative facilities plan to meet the needs of students and the college. Dan has student use and function as the primary purpose in planning and he and his team work across the college to find best solutions for instructional areas, student recreational areas, labs, and installation of updated equipment.

Current State of Initiatives and People to Note as of April 2021:

	Programs Meeting Standard	Programs Not Meeting Standard	Key Leaders in This Area. (*large number of 'volunteer hours and tasks')
WIDS Curriculum – 'Above the Line'	96% - (N=714 courses): *Current audit being conducted	None	*Denise Janssen, *, * Lisa Riley,
WIDS Curriculum – 'Below the Line' (Learning Plans)	Over 95% (N=448 courses): *Current audit being conducted.	none.	All of the group above and faculty members who are assigned to mentor and review work product for colleagues in the use of WIDS curriculum design.
Documentation of Program Outcome Assessment Plans in WIDS	100% - All programs: * Currently being audited for completion and compliance.	None	Lisa Riley, Christina Winch, Cynde Larsen, and Assessment team
Faculty compliance with TAP plans for programs and co-curricular offerings	All faculty were compliant with the TAP plans and semester update requirements.		Cynde Larsen, Faculty members, Lisa Riley, Doris Pulvermacher, Mandy Henkel.
Faculty club advisor compliant with co-curricular assessment activities.	The Co-Curricular assessment work is currently being updated and will be systematic in assessment of learning in 2021-2022 academic year		Faculty Club Advisors, Melissa Klinkhammer, Robin Hamel

PRESENTATION OF THE DATA

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

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

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

Technical Skill Attainment assessments are formal, direct measurements that provide evidence that students have achieved intended program outcomes or skills. TSAs may include third-party exams, performance-based assessments, portfolios, capstone projects, clinical evaluations or other measures. TSAs measure student achievement in core industry-relevant program outcomes, while ensuring that those outcomes derive directly from valid industry standards.

Table 4: Industry-Validated Programs and TSAs, 2018-19

	Industry-Validated Programs	Technical Skills Attainment Assessment
Blackhawk	50	38
Chippewa Valley	112	91
Fox Valley	154	138
Gateway	112	62
Lakeshore	100	68
Madison Area	154	91
Mid-State	83	39
Milwaukee Area	214	93
Moraine Park	96	41
Nicolet Area	59	39
Northcentral	132	80
Northeast Wisconsin	169	112
Southwest Wisconsin	73	58
Waukesha County	103	81
Western	112	64
Wisconsin Indianhead	108	73
Statewide	1,831	1,168

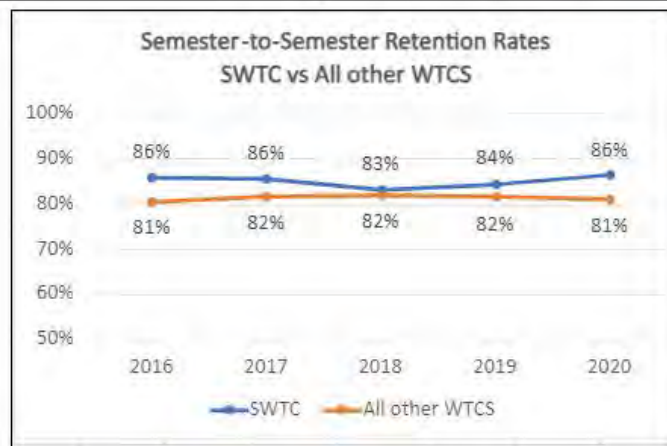
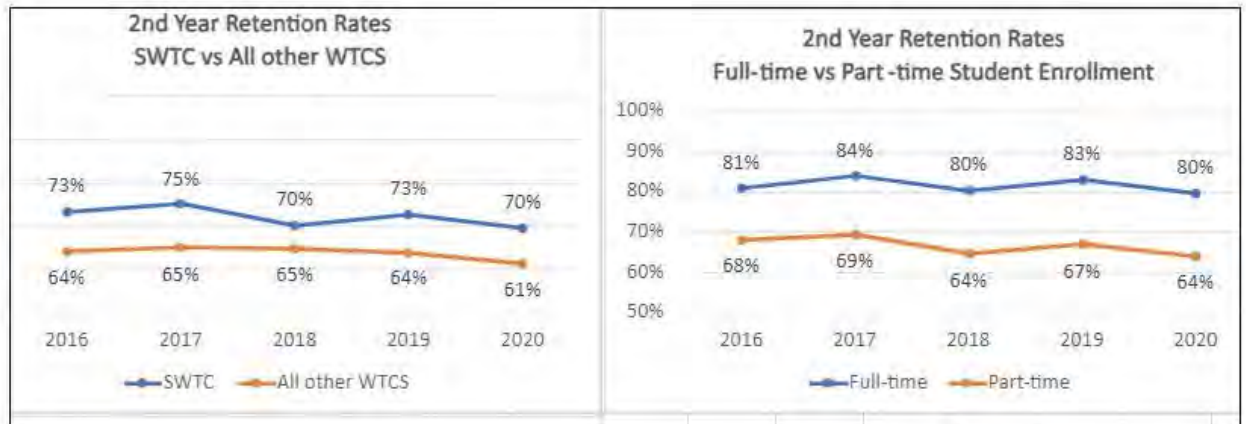
Course Completion

Comparing SWTC vs Statewide over multiple years					
Courses - % Successfully Completed	2016	2017	2018	2019	2020
SWTC	86%	83%	84%	84%	84%
All other WTCS	83%	83%	83%	83%	82%
Source: WTCS OLAP Cube - Course Completions - FTE Generating					
Courses - % Successfully Completed	2015	2017	2018	2019	2020
00 - Normal Delivery	88%	85%	87%	87%	86%
02 - Computer Delivered Courses	82%	76%			
04 - Online Courses (Internet)	78%	76%	78%	80%	82%
05 - Hybrid Courses				72%	82%
06 - Blended Courses				80%	78%
21 - Interactive Television (ITV)	84%	90%	88%		
24 - Computer Conferencing			91%	90%	97%
98 - Emergency Remote Instruction					86%
Source: WTCS OLAP Cube - Course Completions - FTE Generating					



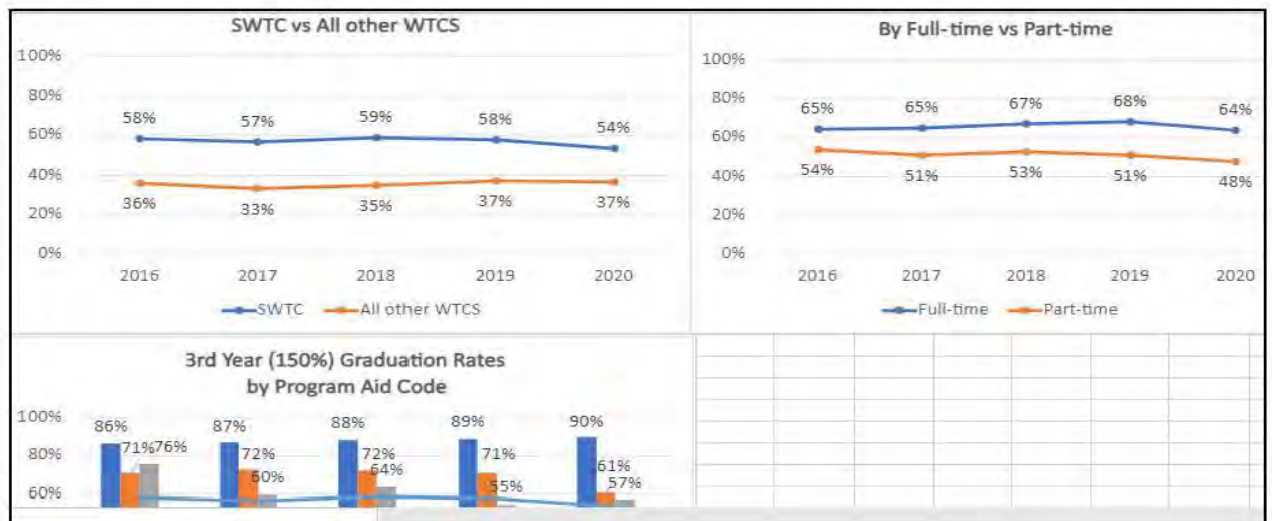
Program Retention

Program Retention					
2nd Year Retention					
Comparing SWTC vs WTCS over multiple years					
2nd Year Retention - % Retained	2016	2017	2018	2019	2020
SWTC	73%	75%	70%	73%	70%
All other WTCS	64%	65%	65%	64%	61%
Source: WTCS OLAP Cube - Retention					
by FT/PT					
2nd Year Retention - % Retained	2016	2017	2018	2019	2020
Full-time	81%	84%	80%	83%	80%
Part-time	68%	69%	64%	67%	64%
Source: WTCS OLAP Cube - Retention					
Comparing SWTC vs WTCS over multiple years					
Semester to Semester Retention - % Retained (Fall-to-Spring)	2016	2017	2018	2019	2020
SWTC	86%	86%	83%	84%	86%
All other WTCS	81%	82%	82%	82%	81%



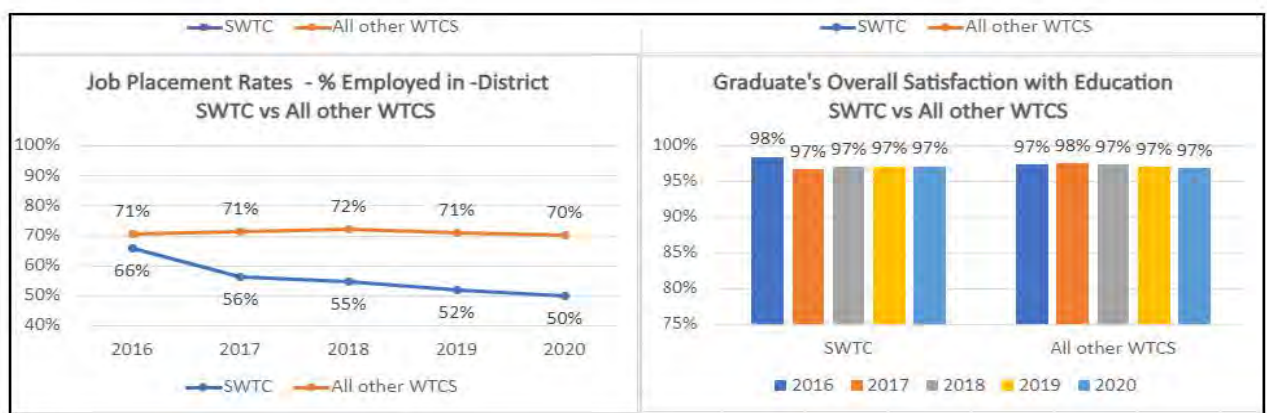
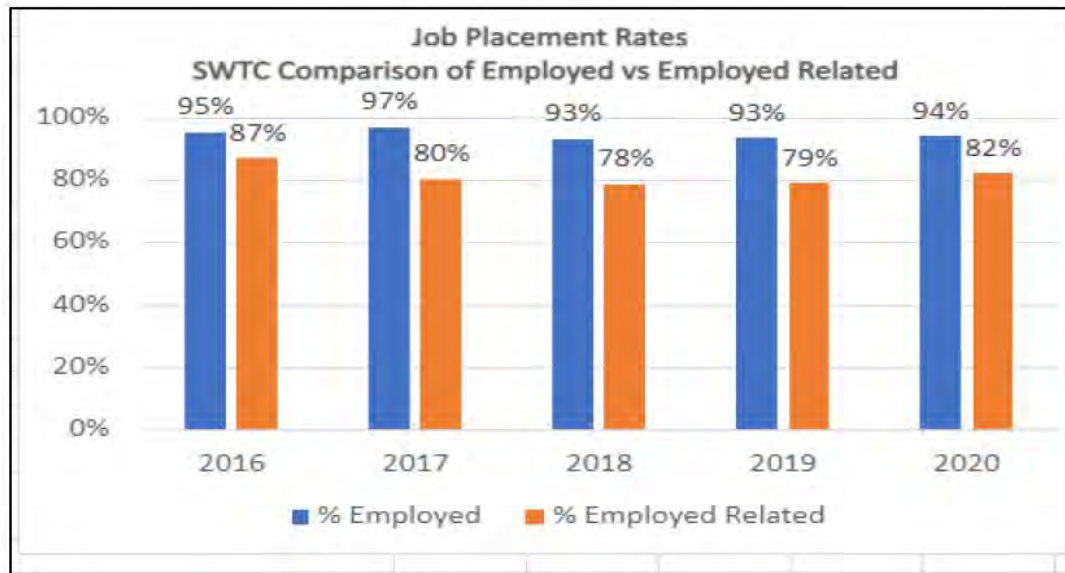
Graduation Rates

Comparing SWTC vs Statewide over multiple years					
3rd Year Graduation - % Graduated	2016	2017	2018	2019	2020
SWTC	58%	57%	59%	58%	54%
All other WTCS	36%	33%	35%	37%	37%
Source: WTCS OLAP Cube - Graduation					
by FT/PT					
3rd Year Graduation - % Graduated	2016	2017	2018	2019	2020
Full-time	65%	65%	67%	68%	64%
Part-time	54%	51%	53%	51%	48%
Source: WTCS OLAP Cube - Graduation					
by Overall, short term programs, 1-yr, and 2-yr					
3rd Year Graduation - % Graduated	2016	2017	2018	2019	2020
30 - Short Term	86%	87%	88%	89%	90%
31 - 1 year Technical Diploma	71%	72%	72%	71%	61%
32 - 2 year Technical Diploma	76%	60%	64%	55%	57%
10 - Associates Degree	36%	35%	36%	38%	34%
SWTC	58%	57%	59%	58%	54%
20 - Liberal Arts Excluded - do not graduate students from these programs					
50 - Apprenticeships Excluded - due to different programmatic circumstances					

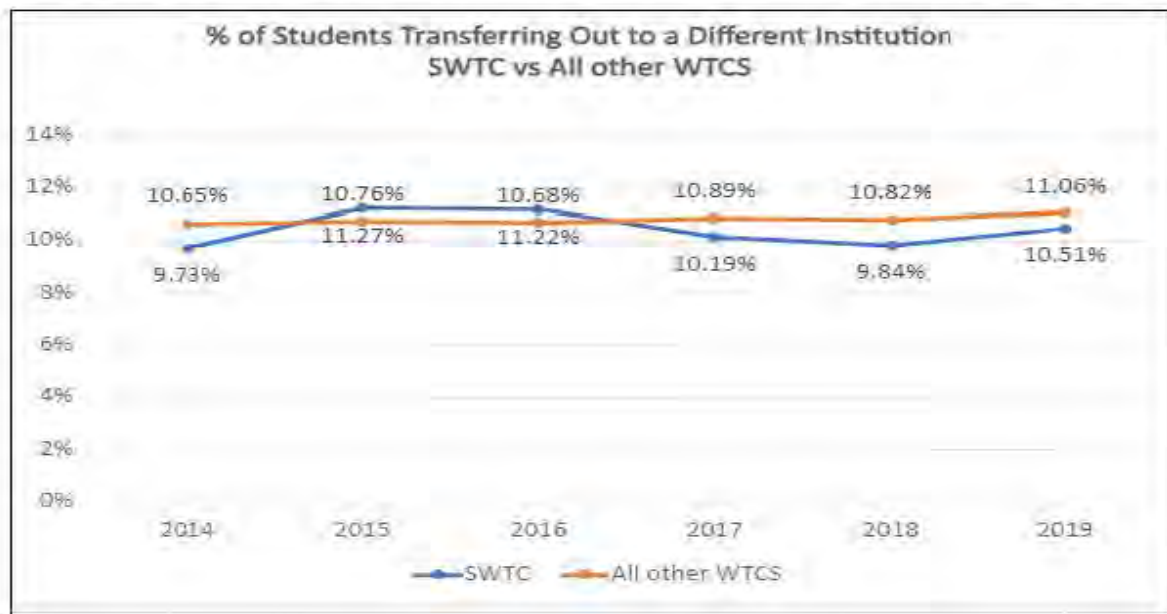


Job Placement Rates and Student Satisfaction with SWTC

	2016	2017	2018	2019	2020
% Employed in District					
SWTC	66%	56%	55%	52%	50%
All other WTCS	71%	71%	72%	71%	70%
% Satisfied or Very Satisfied					
SWTC	98%	97%	97%	97%	97%
All other WTCS	97%	98%	97%	97%	97%
<i>Source: WTCS OLAP Cube - Job Placement</i>					
Employment Rates					
% Employed	95%	97%	93%	93%	94%
% Employed Related	87%	80%	78%	79%	82%



Student Transfer from SWTC to Other Institutions for Continued Opportunities



Key Trend Data:

Outcomes Based Funding (OBF) defines state values placed on specific criteria. Southwest Tech criteria for OBF includes: Job placement, Industry validated curriculum, ABE success, Dual enrollment, Workforce Training, Collaboration

2019-20 OUTCOMES FUNDING

TABLE 1: Distribution of 2020-21 Outcomes-Based Funding, by College and Criteria (in \$)

	Criteria 1: Job Placement	Criteria 2: High- Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	Criteria 10: Credit for Prior Learning	College Total
Blackhawk	181,631	-	130,649	133,727	210,047	180,422	-	182,311	168,605	-	1,187,393
Chippewa Valley	307,886	301,312	267,728	-	-	303,100	162,564	257,581	-	251,496	1,851,667
Fox Valley	381,404	422,133	393,735	-	-	418,926	597,533	323,765	-	386,681	2,924,179
Gateway	255,649	294,085	-	-	292,410	400,268	227,307	261,104	295,095	-	2,045,918
Lakeshore	206,279	154,300	229,978	-	196,514	-	-	183,610	174,418	109,143	1,254,243
Madison Area	405,816	395,449	-	687,456	444,764	-	-	406,800	422,914	413,455	3,176,653
Mid-State	225,739	117,424	167,670	-	133,681	-	-	183,829	237,534	212,141	1,278,017
Milwaukee Area	-	-	461,564	679,531	636,514	-	334,814	440,299	446,256	553,760	3,552,738
Moraine Park	-	-	-	176,699	311,897	106,410	342,532	214,016	330,250	175,565	1,739,370
Nicolet Area	154,036	68,255	136,085	93,510	150,849	-	-	153,576	173,214	-	929,527
Northcentral	-	249,302	302,250	-	257,940	320,516	263,175	-	254,600	268,175	1,915,957
Northeast Wisconsin	386,977	382,786	380,340	-	-	458,924	250,639	324,796	293,895	-	2,478,358
Southwest Wisconsin	207,453	-	182,841	-	109,484	133,333	-	173,836	138,785	152,595	1,098,328
Waukesha County	-	276,604	263,969	-	246,036	290,125	-	246,702	253,054	205,118	1,781,608
Western	-	214,835	247,631	202,671	-	188,058	-	233,216	296,287	262,323	1,645,020
Wisconsin Indianhead	277,580	316,940	231,958	-	203,288	110,369	-	196,900	114,462	-	1,451,495
Total	2,990,453	3,193,425	3,396,396	1,975,593	3,193,425	2,990,453	2,178,565	3,802,340	3,599,368	2,990,453	30,310,470

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

The percentage of graduates employed within 6 months has been 86 percent or higher for each of the past 18 years. Technical college graduates overwhelmingly stay to work and live in Wisconsin, with 93 percent of graduates employed in the state.

As shown in Table 2, between 85.9 and 84.1 percent of employed graduates report being employed in jobs related to their education, within six months of completing a technical college program. These averages have been shown to be consistent over time, regardless of the state's unemployment rate or the overall state of the economy.

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

As shown in the Table below, nearly 80 percent of employed graduates report being employed in jobs related to their specific programs of study within six months of completing a technical college program. These high levels of employment and employment related to their specific programs of study have been shown to be consistent over time, regardless of the state's unemployment rate or the overall state of the economy.

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

	Graduates Employed	Graduates Employed in Related Fields	Percentage Employed in Related Fields
Blackhawk	544	462	84.9%
Chippewa Valley	2,265	1,964	86.7%
Fox Valley	3,569	2,946	82.5%
Gateway	1,821	1,461	80.2%
Lakeshore	1,103	876	79.4%
Madison Area	4,662	3,429	73.6%
Mid-State	1,202	1,013	84.3%
Milwaukee Area	3,227	2,388	74.0%
Moraine Park	1,050	869	82.8%
Nicolet Area	357	277	77.6%
Northcentral	1,642	1,365	83.1%
Northeast Wisconsin	3,882	3,080	79.3%
Southwest Wisconsin	1,138	899	79.0%
Waukesha County	1,710	1,355	79.2%
Western	1,282	1,027	80.1%
Wisconsin Indianhead	2,393	1,817	75.9%
Statewide	31,847	25,228	79.2%

Fifty percent of the funds are distributed based on a college's job placement rate and fifty percent based on a college's proportionate share of statewide graduates that report they are working in jobs related to their programs of study.

ABE Transitions:

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

A primary mission of Wisconsin technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three

years, technical colleges helped almost 18,000 students transition out of basic education.

Table 5 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

TABLE 5: 3-Year Total, Transitions from Adult Basic to Postsecondary Education

	3-Year Total
Blackhawk	675
Chippewa Valley	527
Fox Valley	437
Gateway	644
Lakeshore	297
Madison Area	3,470
Mid-State	403
Milwaukee Area	3,430
Moraine Park	902
Nicolet Area	472
Northcentral	1,179
Northeast Wisconsin	339
Southwest Wisconsin	120
Waukesha County	500
Western	1,023
Wisconsin Indianhead	453
Statewide	14,871

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

Analysis

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

STRENGTHS

1. Rates of placement and student/employer satisfaction >90%
2. Outcomes based funding indicators (high demand, dual enrollment, workforce training, et al.)
3. Faculty Engagement as evidenced by the rapid response and movement to a virtual platform, WIDS, TAP, and Schoology, and college service on councils and workgroups

WEAKNESSES

1. Outcomes Based Funding Indicators (ABE/GED transitions to college) <40%
2. WIDS below the line consistency (current audit underway)
3. Co-Curricular assessment and systematic development (clubs, teams, etc.)

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Development and work of assessment teams – Team Action Plans aligned with Strategic Directions and based on data analysis
2. Continued Alternative Delivery resources and training
3. Continued Student Success Resources (Knox, Charger 360, Charge Forward)
4. Program Viability annual process
5. Development and maintenance of Academic Master Plan (ongoing)

APPENDICES

1. April 2020 Board Monitoring Report
2. Culture of Assessment continuum graphics
3. Team Action Plans guidelines and development
4. Outcomes-Based Funding Report

Board Monitoring Report Student Learning

April 23, 2020



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Status of Programming and Change During COVID-19

Program	Instructor(s)	Plan	Will Need to Return for Skills
Accounting	Melinda Nicely/Gary Christianson	Moved to Online	No
Ag Business Science & Technology (Agronomy, Animal Science, & AgBus Management)	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Agricultural Power	Justin Rounds/John Kvigne	Moved to Online	No
Auto Collision	Greg Wubben	Accommodated Virtual Limited	Yes
Automotive Technician	Tyson Larsen/Brian Waldner	First-year Students Accommodated Fully Online; Second-year Students Accommodated Virtual Limited	Yes
Building Trades	Craig Peterson	Moved to Online with Home-based Kit Projects	No
Business Management	Karyl Nicholson/Paul Bell	Moved to Online	No
Cancer Information Management	Sara Biese	Already Fully Online	No
Child Care Services	Renae Blaske/Emily McBee	Accommodated Virtual Limited	Yes
CNC	Jason Robbins	Accommodated Virtual Limited	Yes
Computer Support Technician	Aaron Holverson	Moved to Online	No
Cosmetology	Barb McCormick/Cindy DeSalvo	Accommodated Virtual Limited	Yes
Criminal Justice Studies	Tom Kretschman/Gary Roberts	Moved to Online/Limited	Yes
Culinary Management	Jeff Dombeck/Karen Bast	Moved to Online	No
Culinary Arts	Jeff Dombeck/Karen Bast	Moved to Online	No
Dairy Goat Herd Mgt Certificate	Clare Heberlein	Already Fully Online	No
Dental Assistant	Krista Demo	Not run in Spring	
Driver Safety and Education	Annette Biggin	Moved to Online	Unknown
Drivers Education	Annette Biggin	Moved to Online	Yes
Early Childhood Education	Renae Blaske/Emily McBee	Moved to Online	Yes
Electrical Power	Joe Randall/Kyle McCorkle	Moved to Online	Yes
Electrician Apprenticeship	Scotty Wallace	Moved to Online	No
Electromechanical Technology	Stephen Goss/Jobert Bermuda/Bart Wood	Moved to Online	No
EMT	Ken Bartz	Run with Modifications As Needed	Yes

Program	Instructor(s)	Plan	Will Need to Return for Skills
Farm Business and Production Management	Kory Stalsberg/Jonna Schutte	Moved to Online with Limited Farm Visits	No
Farm Ops & Mgt - Ag Mechanics	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Crop Operations	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Crops	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Dairy	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Dairy Tech	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Farm Ag Maintenance	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Livestock	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Livestock Tech	Paul Cutting, Jamie Horsfall, Ryan Weigel, Christina Winch, Dan Kieffer	Moved to Online	No
Farm Ops & Mgt - Reproduction Tech	Ryan Weigel	Moved to Online	No
Golf Course Management	Scott Kennedy	Moved to Online	Yes
Graphic & Web	Katie Anderson	Moved to Online	No
Health Information Technology	Jenny Lame	Already Fully Online	No
Human Services	Kathy Witzig/Amber McKelvey	Moved to Online	Yes
Individual Tech Studies	Unknown	Moved to Online	No
Industrial Electrician Apprenticeship	Derek Dachelet	Moved to Online	No
Industrial Mechanical	Bart Wood/Jobert Bermuda/Steven Goss	Move to Online	No
Instrumentation and Controls	Bart Wood/Jobert Bermuda/Steven Goss	Moved to Online	No
Lab Science	Karen Bricco	Moved to Online	Yes. RCHS
Law Enforcement Academy	Kris Wubben	Planning to Run	Yes
Leadership Development	Kim Maier	Already Fully Online	No
Logistics Certificate	Doris Pulvermacher	Already Fully Online	No

Program	Instructor(s)	Plan	Will Need to Return for Skills
Mechatronics Technician Apprenticeship	Derek Dachelet	Moved to Online	No
Medical Assistant	Tonia Breur/Kris Schoville	Moved to Online	No
Medical Coding	Jenny Lame	Already Fully Online	No
Medical Lab Technician	Joan Young	Moved to Online	No
Midwife	Hilary Schlinger	Online	Yes
Nail Technician	Barb McCormack/Cindy DeSalvo	No Current Students	No
Network Specialist	Aaron Holverson	Moved to Online	No
Nursing	Darci Colsch	Moved to Online	No
Nursing Assistant	Jill Henry	Moved to Online	Yes
Payroll Assistant	Melinda Nicely/Gary Christianson	Moved to Online	No
Pharmacy Tech	Shared program . Contact Lakeshore Technical	Virtual	No
Physical Therapist Assistant	Stacey Place	Moved to Online	Yes
Plumbing Apprenticeship	Earlynn Hanson	Moved to Online	No
Production Planner	Doris Pulvermacher	Already Fully Online	No
Purchasing Agent	Doris Pulvermacher	Already Fully Online	No
Respiratory Therapist	Shared with Western Technical College		
Supply Chain Assistant	Doris Pulvermacher	Already Fully Online	No
Supply Chain Management	Doris Pulvermacher	Already Fully Online	No
Tax Preparer Assistant	Gary Christianson/Melinda Nicely	Moved to Online	No
Transfer Liberal Arts	Shared with Nicolet	Virtual	No
Welding	Ed Anderson	Moved to Online	Yes

Schoology (ONLINE) Status Report

1. Schoology Support and Documentation

- a. Nine hours of Schoology trainings offered March 18 – March 20
- b. Academic Continuity Checklist Knowledge Base creation
 - i. <https://kb.swtc.edu/98863>
- c. Distribution of live training recordings and Knowledge Base via training wrap-up and weekly update emails sent by Innovative & Alternative Learning (IAL) staff
- d. Mentor/mentee relationship established for Instructors. Pairing together new Schoology users with a more experienced Instructor as well as an IAL coach.

2. Schoology Response to Outages

- a. Schoology has proactively turned off non-essential features for Instructors/Students during high usage periods to restore normal functioning(No outages since April 2)

3. Best Way to Answer Student Questions

- a. IAL staff have reached out to both students (Update forum within Schoology) and Instructors (Weekly update forum in Schoology) to address the stability issues by recommending:
 - i. Move due dates outside of the 10am – 3pm window If Possible
 - ii. Remember that if something isn't working the best thing to do is just give Schoology 30 minutes and try again later.
 - iii. Do not expect perfection (Out of Ourselves, our Students or the Technology)

Transitioning to Alternative Learning

Quantitative Impact

1. 80 faculty impacted
2. 257 courses were transitioned to Online Delivery
3. Seven new KB articles created including a comprehensive "Academic Continuity Checklist" addressing the transition to Online Delivery
 - a. Academic Continuity Checklist <https://kb.swtc.edu/98863>
4. Offered six Zoom trainings with over 70 faculty attendees during the week of March 16.
5. Offered six Schoology Café sessions with 16 faculty attendees during the week of March 16.
6. Over 250 Instructor created videos submitted for Closed Captioning/Schoology Hosting
7. 80 faculty supported via 1:1 consultations and email communication

Qualitative Impact

1. Gary Christiansen, Joe Randall and John Kvigne have whole heartedly embraced using Video technologies during the online transition. They have all created Synchronous Zoom lectures, posted them as Recordings in Schoology for asynchronous review and topic specific videos so students can study on their own time. Students are able to take advantage of their wealth of knowledge on their subjects in real time and at their own pace.

Assessment Overview and Compliance Higher Learning Commission Reporting

What is the initial expected time frame of the operations adjustment? (HLC does not expect an adjustment to last beyond September 1, 2020. Any time frame can be extended if a situation changes.) (*)

At this time, we anticipate that virtual coursework will be maintained through the Spring 2020 semester as well as through the summer 2020 course offerings.

Describe the scope of the operations adjustment (e.g., is the entire campus shutting down or will essential staff be on ground while classes operate online?): (*)

As required by the Governor of Wisconsin, our College is closed to students and staff. The only staff on campus are for security purposes. All remaining departments are maintaining operations virtually.

Outline the institution's plan for assuring quality:

For nearly three years, Southwest Tech has worked to move all courses into the content management system, Schoology. Students access all course information through Schoology regardless of the form of delivery – face2face, online, or blended. Consequently, moving all courses to a virtual format did not require faculty or students to access course content any differently. The courses within Schoology are structured uniformly to ensure that regardless of delivery, the course competencies and rubrics for assessing achievement are uniform. Faculty conduct course assessments each semester and this process will remain unchanged. Course competency assessments are tied to program mastery outcomes. This linkage enables faculty to readily identify where students are struggling in concept mastery to aid faculty to make changes where needed to enhance student skill attainment. In addition, students complete a Student Perception of Teaching (SPOT) survey for each course. This will continue. Student responses are shared with faculty and their supervisor at the end of each semester and used to make changes within the course if needed and/or for identifying professional development opportunities for faculty.

Schoology is supported by the Instructional Alternative Learning (IAL) department. Faculty and students experiencing any technical difficulties can reach out to the IAL and the Southwest Tech IT department to obtain assistance. The entire college is focused on ensuring our students and faculty have the resources and support needed to continue and complete programming successfully.

Outline the institution's plan for overall business continuity during the suspension: (*)

The Southwest Wisconsin Technical College Board and leadership made a commitment to retain all college staff through June 30, 2020 in order to provide the best services possible to students. Wisconsin's Governor ordered the closure of all non-essential businesses, including educational facilities, by March 23, 2020. He also issued a "Safer at Home" order through April 24, 2020. Prior to this pandemic, each department at Southwest Tech created a business continuity plan in preparation for any emergency closure. These plans were implemented upon campus closure. All instruction, college departments, service areas, and student supports are continuing in a virtual format until this order is removed and/or until student and staff safety can be assured. We plan to continue virtual course delivery through the entire spring semester to minimize instructional disruptions. The sole exception are required hands-on lab instruction which necessitate face2face delivery. Our college leadership is finalizing options and safety standards to enable completion of these hands-on lab components which will be implemented when the "Safer at Home" order is removed.

Outline the institution's communication plan to constituents related to the suspension: (*)

A COVID-19-Coronavirus web page was launched on March 9th to keep our college staff abreast of the pandemic and actions taken by Wisconsin government. A link to this page is prominently displayed on the Campus' main webpage as well as the main page of the College's staff communication site, *The Hub*. The COVID-19 webpage includes multiple tabs to inform staff, students, and the public about Southwest Tech's actions related to COVID-19; to answer frequently asked questions related to COVID-1; and to provide the public and staff with links to reliable sources of information. All college communications related to COVID-19 direct the audience to this webpage which is: <https://www.swtc.edu/news/covid-19-coronavirus>

Southwest Tech utilized the emergency notification system texting option to push employees and students to check their emails for important updates. Our College continues to utilize the all-campus (staff and student) text alert to steer staff and

students to this webpage or to college email for information and updates related to COVID-19.

Staff Communication:

The President of Southwest Tech initiated all staff COVID-19 communications on March 17, 2020. These President "COVID-19 Updates" have been shared with all staff on March 17 – 20; March 23-26, March 30, and April 4. These update emails are stored on the COVID-19 webpage for all staff, students, and public to view. In addition, virtual all-campus meetings were held March 20 and 27 and April 9.

Student Communication:

Students have received texts, emails, and phone calls beginning March 18. Southwest Tech's President has shared student specific emails March 18, March 20, March 23, and March 30. In addition, faculty have reached out to every student enrolled in their courses; college advisors have reached out to our most vulnerable students; Special Needs staff have contacted students who need special accommodations, and an all student call list has been created to ensure all students are aware of the services available to assist them during this time. A [Student Resources page](#) was created on March 20 directing students to agencies, services, and supports within their communities and at the college and a [Virtual Programming page](#) was created on March 30 with links to virtual events to assist students with health and fitness, entertainment, and Just for Fun virtual sites to support emotional well-being.

Course Assessment Documentation During COVID-19

Italicized words represent the directions that can be seen when you click on Edit.

Course Info Tab

- Remains the same

Assessment Tab (to be completed in August, January, or June – at the beginning of the semester)

Step 1: Fill in general assessment information

Course Name

Assessment Required?

Leave as Default "Assessment Required" unless Independent Study or Course Cancelled

Date Assessed

You will need to come back and fill this out when you complete the Follow Up Tab

Enter Today's data as the date us assessed the course

Delivery Mode Assessed

If more than one delivery mode is being assessed, select combination and include details in the 'Results Summary

Step 2: Review your course assessment and identify an area where you can improve student learning. (instructional methods, learning activities, resource materials, labs, stimulations, etc.) This information can be found on the Follow Up tab the last time the course was taught.

Assessment Activity

Select the course assessment used to assess course competency or core ability

Previous Data

Summarize the assessment activity data that identified this as an improvement opportunity. For example, only 60% of students received an 80% or above on the identified assessment activity.

Core Ability

IF a core ability is being assessed, select from the list. NOTE: Select a Core Ability OR enter a Competency

Course Competency

If core ability is being assessed, this may be left blank.

Step 3: Set Goal

Standard for Student Success

Enter the measurement of success per student. (Example: Student will earn 8/10 using rubric to meet success level.)

Cohort Quality Objective

Enter your student cohort goal. (Example: 80% of student cohort will be at or above the Standard for Student Success level.)

Improvement Plan

Be specific with tasks/actions/steps you will take to achieve your objective. For example,

- 1. Add video to course*
- 2. Add quiz covering video material*
- 3. Analyze quiz results*

Step 4: Implement the Improvement Plan then use the Follow Up tab to document your results by the end of the course.

Follow Up Tab (to be completed by the end of the semester)

Course Name

Improvement Plan (copy over from Assessment Tab)

Be specific with tasks/actions/steps you will take to achieve your objective. For example,

1. *Add video to course*
2. *Add quiz covering video material*
3. *Analyze quiz results*

Cohort Quality Objective (copy over from Assessment Tab)

Enter your student cohort goal. (Example: 80% of student cohort will be at or above the Standard for Student Success level.)

Results Analysis Summary

Enter your actual results from the current term here. What did you observe after implement your improvement plan?

Goal Met/Not Met

Choose from Met or Not Met based on your student cohort goal.

Follow – Up

Based on our results/observations/achievement of goal, what are your next steps for this course? Write these so anyone who teaches the course can apply them.

Examples:

If goals were met or nearly met, consider:

- *Setting a higher goal and continuing to assess the identified competency*
- *Close the loop on assessment of this competency/core ability and select a new one for assessment based on student learning needs*

If goals were not met, consider:

- *Retaining the same goal and modifying improvement plan interventions*
- *Modifying the numeric goal to a more achievable one*

Advisory Committee Notification and Guidelines during COVID-19

Advisory committee meeting has **not** yet met for the 19-20 academic year

Hold Advisory Committee meeting using the approved template, located on the HUB, and including the Spring 2020 COVID Update (framework below)

Advisory committee meeting has been held for the 19-20 academic year

Faculty complete the Spring 2020 COVID Update. Distribute to Advisory Committee members with the guiding script, below.

Dear Advisory Committee Members,

Thank you for your service in maintaining the high standards of the Southwest Tech [Engineering] program. We are writing to share the work being done in response to the unprecedented realities associated with the COVID-19 pandemic and to invite your input into this work.

The program faculty members have responded by designing and delivering instruction and assessments consistent with the evolving public safety recommendations. The changes made were consistent with institutional and programmatic accreditation guidance, state and federal requirements, and credentialing exam pathways. In working with you, we are seeking to assure this work is fitting with the needs of our local communities and employers.

A summary of the work follows:

The week of March 18-22 - Faculty and staff members transitioned to online and alternative delivery methods, guided by our Innovative and Alternative Learning (IAL) team.

Monday, March 25 - Courses resumed on in alternative format. Faculty members contacted every student personally to assess that student's comfort with the changes and to assess whether the student had adequate access to the technologies needed to continue their learning. Students with technological or financial needs were referred to the Southwest Tech Information Technology team, or to the appropriate support teams, including the members of the Knox Learning Center.

Regarding the [Engineering] program's [13] courses, [4] courses required changes in delivery related to the move to alternative delivery. Those changes are noted below:

Course	Changes in Learning Activities	Changes in Assessment Activities
Engineering Fundamentals	No changes	3 exams moved from face-to-face to online format
Intermediate Engineering	Model building project changed from a face-to-face group project to an individual project conducted at home, worked on collaboratively over Zoom.	Students conducted live model demonstration to classmates from their home using Zoom versus a classroom demonstration
Engineering Three	No changes	Rather than completing a 1-week practical observation with a local municipal engineer, students collaborated virtually with a local municipal engineer and used the 'Engineer Pro' application to design an urban planning project based on an actual urban planning challenge in a selected district city.
Engineering Four	Classroom lectures were replaced with recorded Zoom lectures and twice weekly synchronous focused Zoom discussion periods.	The fourth semester 4-week practicum has been divided into an advanced 'Engineer Pro' project, completed with a local municipal engineer, and a 2-week face-to-face practicum which will be completed in the summer of 2020.

Thank you for your ongoing engagement with and support for the Southwest Tech [Engineering] program. Please reach out to the program faculty and administrators with any suggestions. Your engagement is foundational to the work of providing skilled [Engineers] for the employers and communities of Southwest Wisconsin.

Overcoming Student Needs During COVID-19

Southwest Tech provided to students

- 24 Virtual Desktops
- 17 Laptops
- 1 Hotspot

Charger Cupboard: Began family delivery services

Student Calling Campaign by Faculty and Staff

Southwest Tech Foundation: Emergency Loans

Mental Health Services have moved to a virtual format

Accommodations have moved to virtual and phone format

Student Life has moved to a virtual format with multiple activity offerings and invitations for participation

Knox Learning Center moved to a virtual format Academic At-Risk students are being contracted and grades monitored. Faculty and the Knox Learning Center staff are in close daily communication with instructors, students, and staff.

Academic Services Students Served Since COVID-19

Overall Big Picture Numbers

Unique Students Served March 30	Hours of Tutoring Occurring	Total Number of SASs since March 30
133	334 Hours	223

Individual Tutor Numbers

Tutor Name	Tutoring Sessions Occurred/Student Appointments (Individual) Since March 30 th	SASs Addressed
Melissa Klinkhammer	33 Student Appointments	4 SASs
Katie Snitker	48 Appointments/ 20 Unique Students	66 SASs
Matt Cram	10 Unique Student Served	79 SASs

Brenda Schwarzmnn	22 Unique Students Served (129 hours of tutoring)	N/A
Pete Esser	12 Unique Students for an average of 34.89 hours (3 hours a week per student)	N/A
Carol Soden (Part Time)	12 Unique Students (but touched based with 73 students over the phone- not tutoring sessions)	74 SASs
Sue Gillitzer (Part Time 3 Hours A Week)	8 Unique Students	N/A
Cara Jones (Part Time 6 hours a week)	16 Unique Students	N/A

Withdrawal Trends and Practices

Since March 9, there have been approximately 49 withdrawals.

Students are required to contact Student Services prior to withdrawal and this is being tracked daily.

Faculty are meeting via Zoom at a minimum of once per week and have counseled and encouraged student completion.

Retention, persistence, and completion data will be collected at semester end.

Appendix 2 - ASSESSMENT CONTINUUM

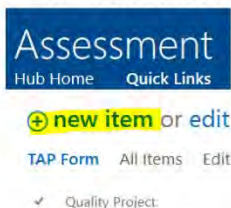


Appendix 3 - TAP Form Development (SWTC website)

1. Select the TAP Form under Assessment Tools on the Assessment Site



2. Select 'New Item'



3. Enter information.
Note: Items with a star are required.

4. Select 'Save' in the lower right or upper left.

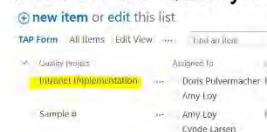


Edit a TAP Form

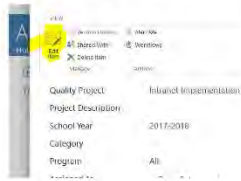
1. Select the TAP Form under Assessment Tools on the Assessment Site



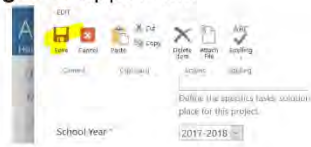
2. Click on the Quality Project Title



3. Select 'Edit Item' in the upper right hand corner.



4. Update information as required on form.
5. Select 'Save' in the lower right or upper left.



OUTCOME-BASED FUNDING REPORT: WTCS 2020



Outcomes-Based Funding

2019-20 report of th
Wisconsin Technical College System

September 202

Annual WTCS Outcomes-Based Funding Report

EXECUTIVE SUMMARY

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

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

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

- The number of degrees awarded in high-demand fields increased 7 percent from 2016-17 to 2018-19.
- The number of programs with technical skills attainment assessment expanded by over 43 percent between 2016-17 and 2018-19.
- The number of dual enrollment credits awarded to Wisconsin high school students grew by 45 percent from 2016-17 to 2018-19.
- The number of workforce training credits awarded to employees of Wisconsin businesses increased 12 percent from 2016-17 to 2017-18.
- The total number of minority students who received education or training increased by 7 percent from 2016-17 to 2018-19.
- The number of credits awarded to students for prior education and training increased by 38 percent from 2016-17 to 2018-19.

September 2020

Annual WTCS Outcomes-Based Funding Report

BACKGROUND

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

STATUTORY CRITERIA

The funding model is based on an initial nine criteria:

- 1) job placement rates in jobs related to students' programs of study;
- 2) number of degrees and certificates awarded in high-demand fields;
- 3) number of programs or courses with industry-validated curriculum;
- 4) the transition of adult basic education students to skills training;
- 5) the success rate of adults in basic education courses;
- 6) participation in dual enrollment programs;
- 7) workforce training provided to businesses and individuals;
- 8) participation in collaboration or efficiency initiatives; and
- 9) training provided to special populations or demographic groups unique to the district;
- 10) number of credits awarded to students for relevant education experience or training, including skills and training received during military service.

Act 20 further specified that:

- the funding model be used to distribute 30 percent of general state aid funding;
- the remainder of general state aid be distributed based on the enrollment and cost-based statutory aid formula;
- the model use data from the three previous fiscal years; and
- each college designate seven of ten statutory criteria for use in the funding allocations.

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

September 2020

Annual WTCS Outcomes-Based Funding Report

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ALLOCATION OF FUNDS AMONG CRITERIA

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

2019-20 OUTCOMES FUNDING

TABLE 1: Distribution of 2020-21 Outcomes-Based Funding, by College and Criteria (in \$)

	Criteria 1: Job Placement	Criteria 2: High Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	Criteria 10: Credit for Prior Learning	
Blackhawk	181,631	-	130,649	133,727	210,047	180,422	-	182,311	168,605	-	1,
Chippewa Valley	307,886	301,312	267,728	-	-	303,100	162,564	257,581	-	251,496	1,
Fox Valley	381,404	422,133	393,735	-	-	418,926	597,533	323,765	-	386,681	2,
Gateway	255,649	294,085	-	-	292,410	400,268	227,307	281,104	295,095	-	2,
Lakeshore	206,279	154,300	229,978	-	196,514	-	-	183,610	174,418	109,143	1,
Madison Area	405,816	395,449	-	687,456	444,764	-	-	406,800	422,914	413,455	3,
Mid-State	225,739	117,424	167,670	-	133,681	-	-	183,829	237,534	212,141	1,
Milwaukee Area	-	-	461,564	679,531	636,514	-	334,814	440,299	446,256	553,760	3,
Moraine Park	-	-	-	178,699	311,897	186,410	342,532	214,016	330,250	175,565	1,
Nicolet Area	154,038	68,255	136,085	93,510	150,849	-	-	153,576	173,214	-	92
Northcentral	-	249,302	302,250	-	257,940	320,516	263,175	-	254,600	268,175	1,
Northeast Wisconsin	386,977	382,786	380,340	-	-	458,924	250,639	324,796	293,895	-	2,
Southwest Wisconsin	207,453	-	182,841	-	109,484	133,333	-	173,836	138,785	152,595	1,
Waukesha County	-	276,604	263,969	-	246,036	290,125	-	246,702	253,054	205,118	1,
Western	-	214,835	247,631	202,671	-	188,058	-	233,216	296,287	262,323	1,
Wisconsin Indianhead	277,580	316,940	231,958	-	203,288	110,369	-	196,900	114,462	-	1,
Total	2,990,453	3,193,425	3,396,396	1,975,593	3,193,425	2,990,453	2,178,565	3,802,340	3,599,368	2,990,453	30

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Annual WTCS Outcomes-Based Funding Report

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JOB PLACEMENT

WTCS gathers job placement data by annually surveying all credential completers six months after graduation. While not all graduates choose to answer the survey, 65% of 2019 graduates responded to the survey's standardized questions.

Among 2019 graduates, 93 percent of respondents were employed within six months of graduation.

Technical college graduates overwhelmingly stay to work and live in Wisconsin, with 93 percent of 2019 graduates who reported location are employed in the state.

As shown in the Table below, nearly 80 percent of employed graduates report being employed in jobs related to their specific programs of study within six months of completing a technical college program. These high levels of employment and employment related to their specific programs of study have been shown to be consistent over time, regardless of the state's unemployment rate or the overall state of the economy.

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

	Graduates Employed	Graduates Employed in Related Fields	Percentage Employed in Related Fields
Blackhawk	544	462	84.9%
Chippewa Valley	2,265	1,964	86.7%
Fox Valley	3,569	2,946	82.5%
Gateway	1,821	1,461	80.2%
Lakeshore	1,103	876	79.4%
Madison Area	4,662	3,429	73.6%
Mid-State	1,202	1,013	84.3%
Milwaukee Area	3,227	2,388	74.0%
Moraine Park	1,050	869	82.8%
Nicolet Area	357	277	77.6%
Northcentral	1,642	1,365	83.1%
Northeast Wisconsin	3,882	3,080	79.3%
Southwest Wisconsin	1,138	899	79.0%
Waukesha County	1,710	1,355	79.2%
Western	1,282	1,027	80.1%
Wisconsin Indianhead	2,393	1,817	75.9%
Statewide	31,847	25,228	79.2%

Fifty percent of the funds are distributed based on a college's job placement rate and fifty percent based on a college's proportionate share of statewide graduates that report they are working in jobs related to their programs of study.

September 2020

Annual WTCS Outcomes-Based Funding Report

GRADUATES IN HIGH-DEMAND FIELDS

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

Examples of high-demand occupations for 2018-19 include: nurses and related health care professionals, truck drivers, welders, machinists, carpenters, first-line supervisors, accountants/auditors, and computer systems analysts.

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

As shown in Table 3, technical colleges produced close to 89,000 degrees and credentials for Wisconsin's workforce in the past three years, including more than 62,000 credentials in fields with the most acute talent needs in the state.

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

	High-Demand Fields	All Fields	Percentage
Blackhawk	1,183	1,637	72.3%
Chippewa Valley	4,878	7,054	69.2%
Fox Valley	6,834	10,270	66.5%
Gateway	4,761	5,310	89.7%
Lakeshore	2,498	3,008	83.0%
Madison Area	6,402	11,210	57.1%
Mid-State	1,901	2,614	72.7%
Milwaukee Area	5,134	8,152	63.0%
Moraine Park	3,173	4,081	77.8%
Nicolet Area	1,105	1,539	71.8%
Northcentral	4,036	5,522	73.1%
Northeast Wisconsin	6,197	8,789	70.5%
Southwest Wisconsin	1,597	2,255	70.8%
Waukesha County	4,478	6,292	71.2%
Western	3,478	4,868	71.4%
Wisconsin Indianhead	5,131	6,376	80.5%
Statewide	62,786	88,977	70.6%

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

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Annual WTCS Outcomes-Based Funding Report

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INDUSTRY-VALIDATED CURRICULUM

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

Technical Skill Attainment assessments are formal, direct measurements that provide evidence that students have achieved intended program outcomes or skills. TSAs may include third-party exams, performance-based assessments, portfolios, capstone projects, clinical evaluations or other measures. TSAs measure student achievement in core industry-relevant program outcomes, while ensuring that those outcomes derive directly from valid industry standards.

Table 4: Industry-Validated Programs and TSAs, 2018-19

	Industry-Validated Programs	Technical Skills Attainment Assessment
Blackhawk	50	38
Chippewa Valley	112	91
Fox Valley	154	138
Gateway	112	62
Lakeshore	100	68
Madison Area	154	91
Mid-State	83	39
Milwaukee Area	214	93
Moraine Park	96	41
Nicolet Area	59	39

Northcentral	132	80
Northeast Wisconsin	169	112
Southwest Wisconsin	73	58
Waukesha County	103	81
Western	112	64
Wisconsin Indianhead	108	73
Statewide	1,831	1,168

Seventy five percent of the funds are distributed based on each college's proportionate share of active programs (i.e., having enrolled students) and the remaining 25 percent is distributed based on each college's proportionate share of programs with TSA assessments.

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ABE TRANSITIONS

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

A primary mission of Wisconsin's technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three years, technical colleges helped over 14,000 students transition out of basic education and successfully complete postsecondary work.

Table 5 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

TABLE 5: 3-Year Total, Transitions from Adult Basic to Postsecondary Education

	3-YearTotal
Blackhawk	675
Chippewa Valley	527
Fox Valley	437

Gateway	644
Lakeshore	297
Madison Area	3,470
Mid-State	403
Milwaukee Area	3,430
Moraine Park	902
Nicolet Area	472
Northcentral	1,179
Northeast Wisconsin	339
Southwest Wisconsin	120
Waukesha County	500
Western	1,023
Wisconsin Indianhead	453
Statewide	14,871

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

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ABE SERVICES AND SUCCESS

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

As shown in Table 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
Statewide	68,458

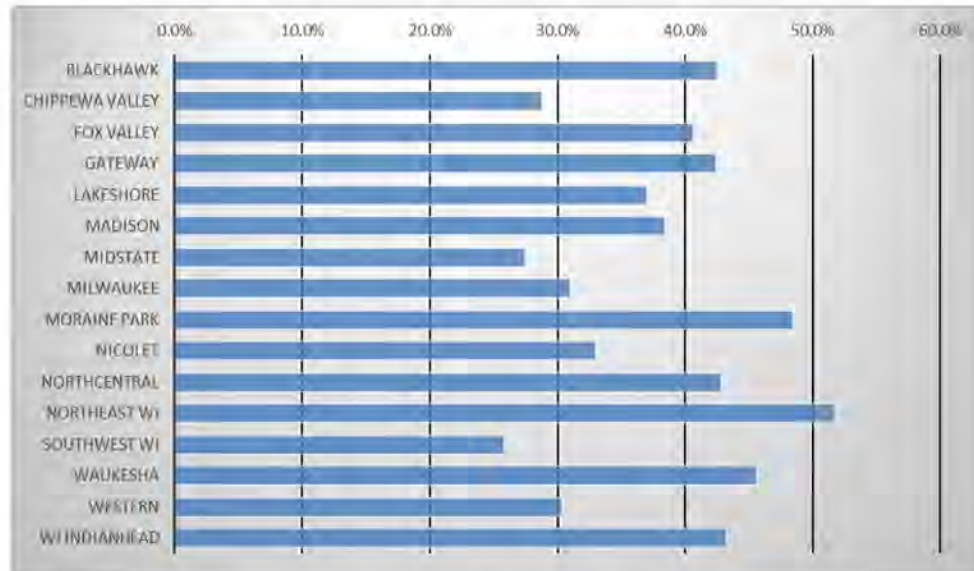
Student success in ABE courses is defined as demonstrated educational gains on standardized national tests, which are administered and reported as a condition of the colleges' receiving federal adult basic education grants.

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Figure 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.

DUAL ENROLLMENT

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

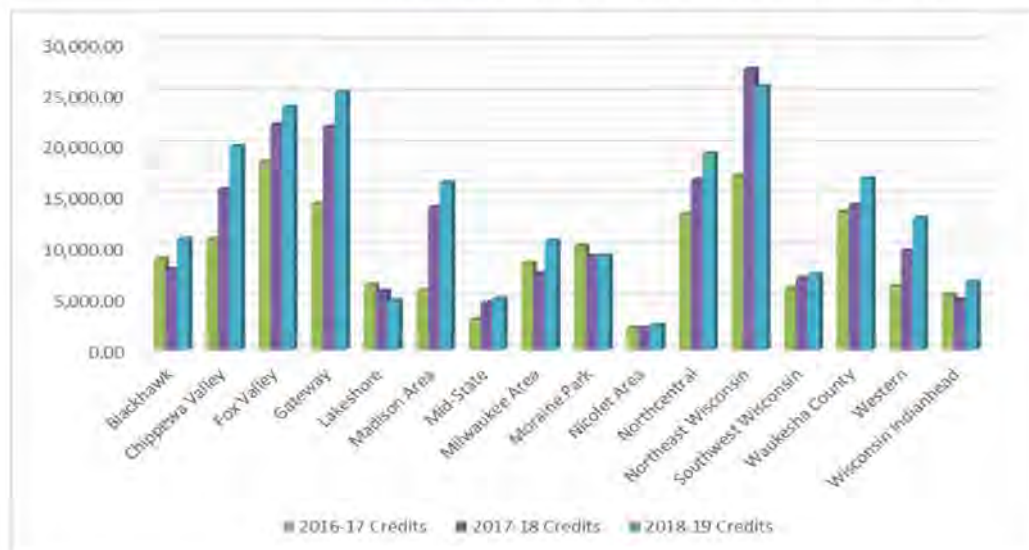
The most popular and fastest growing of these is known as "transcripted credit." It permits students to study technical college curricula at their high school — taught by qualified high school instructors — under agreements that are revenue-neutral to both the college and the school district.

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



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.

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

WORKFORCE TRAINING

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

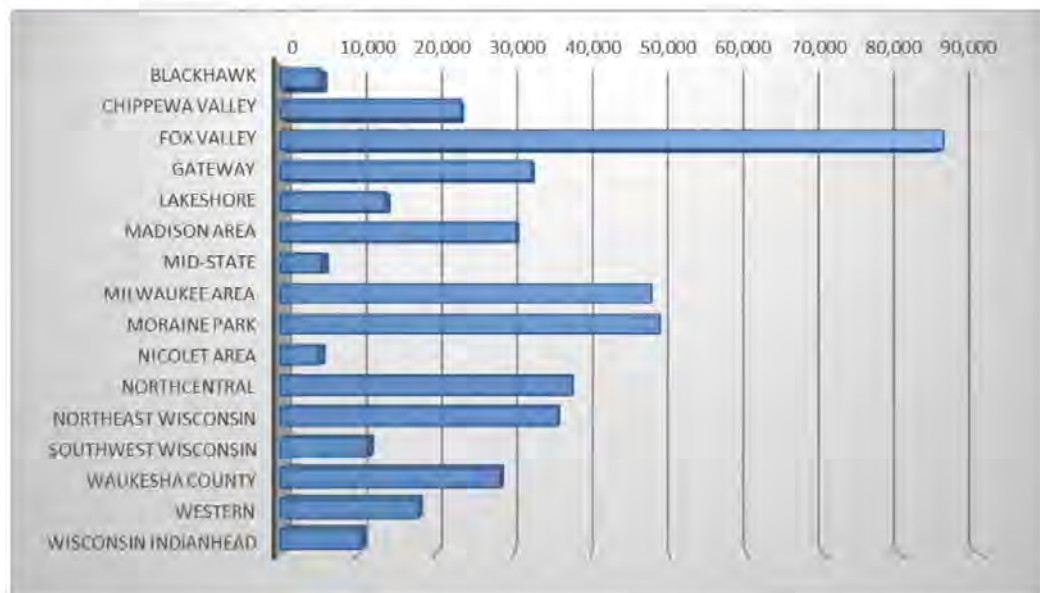
management, leadership development, and other specialized training.

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WTCS-delivered customized training helps businesses increase their efficiency, productivity and worker safety. For employees, it allows them to improve their employability and earning potential. Technical colleges provide workforce training for more than 5,000 employers each year, including businesses of every size and in every industry in the state. As shown in Figure 3, WTCS-delivered 438,000 workforce training credits over the last three years.

FIGURE 3: 3-Year Total, Workforce Training Credits



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

- contracts to provide customized instruction to public and private employers;
- employer-paid tuition and training;

- apprenticeship education; and
- professional development seminars.

COLLABORATION

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

Districts Mutual Insurance (DMI), for example, was formed by the colleges for the

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purposes of insuring property, automobile, liability, workers' compensation and other risk. Since its establishment more than 15 years ago, DMI has saved taxpayers close to \$17 million in insurance premiums, through the collective buying power of all 16 institutions and lowered administrative overhead. Similarly, the WTCS Purchasing Consortium takes advantage of the colleges' combined purchasing power to save on supplies and services common across all 16 colleges.

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

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

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

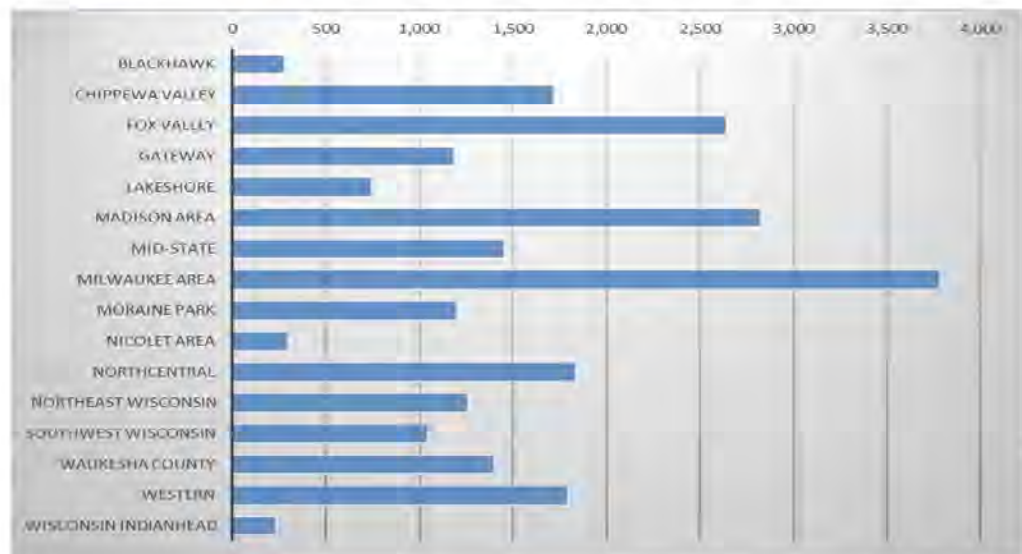
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Half of available funds for these criteria are distributed based on each college's proportionate share of the six special populations: students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers and persons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

Credits Awarded for Relevant Educational Experience or Training Wisconsin's technical colleges provide students with the opportunity to shorten their time to a credential by demonstrating their knowledge and skills they have gained outside the classroom.

Wisconsin's technical colleges award credits for relevant educational experience or training not obtained through an institution of higher education, including skills training received through military training. The colleges increased credits awarded for relevant educational experience and training in this category by 38 percent from 6,834 in 2016-17 to 9,400 in 2018-19.

FIGURE 4: 3-Year Total, Credits Awarded for Relevant Educational Experience or Training



Funds are distributed based on each college's credits awarded to students who successfully demonstrated relevant educational experience or training skills not obtained through an institution of higher education, but acquired through military and work experience, as well as other learning acquired outside traditional academic institutions.

C. Foundation Quarterly Update

Kim Schmelz, Director of External Relations & Alumni Development, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY21 Third Quarter report is below.



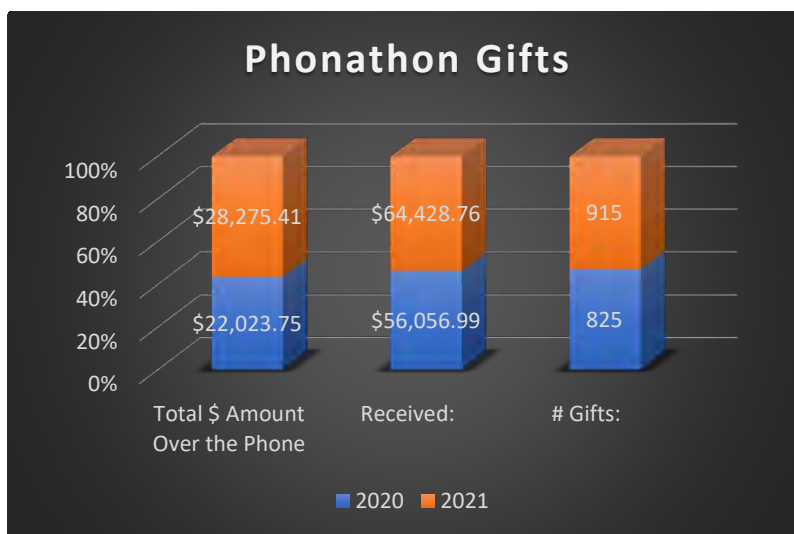
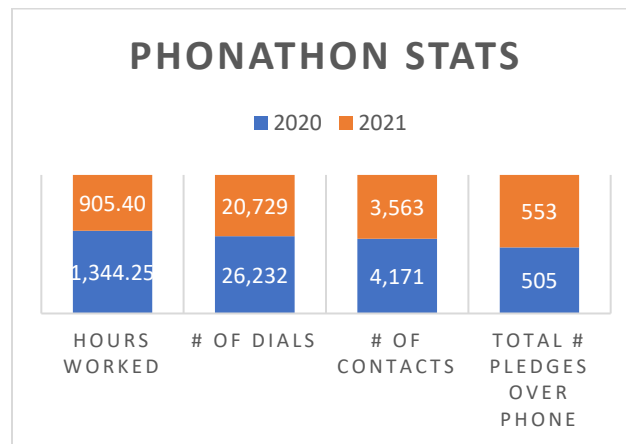
**Southwest Tech Foundation
FY21 Third Quarter Report to District Board
April 22, 2021**

- **FY21 Fundraising Totals 7/1/20-3/31/21**
 - \$899,284.75 total gifts received (*FY21 goal is \$1,000,000*)
 - \$723,590.00 cash received (*FY21 goal is \$800,000*)
 - \$175,694.68 Gift In-Kind total
 - 4878 total gifts (*FY20 total was 6,427*)
 - 979 total donors (*FY20 total was 1,074*)
- **Gift Highlights – Thank you!**
 - Denise Janssen - \$20,000 – Brian T Janssen Memorial Scholarship
 - Richland Center Fire Department - \$16,000 – Gift-in-Kind donation for Public Safety
 - Joyce M. Czajkowski - \$5,000 Czajkowski IT Scholarship
 - Elise Lindeman - \$5,000 – Elizabeth Mundy Hughes Scholarship, Harold Lindeman Memorial Scholarship, Medical Assistant Scholarship, Dodgeville CSP, and Student Support Fund donations
 - McFarlane Manufacturing Co., Inc. - \$5,000 – Gift-in-Kind donation for Agriculture
 - United Fund of Iowa County - \$3,000 – Charger Dream grant
 - Queen B Radio - \$2,044 – Gift-in-Kind Foundation advertising
 - Community Foundation of Southern Wisconsin - \$2,000
 - Southwest Tech Cosmetology Club - \$2,000 – Creative Elements Scholarship
- **Scholarships**
 - 682 Scholarship applications were received for 2021-22 applications. That's an increase from the 647 that we received last year.

- The selection process started this week and students will start to receive notifications the week of April 26, 2021.

- **Appeals/Requests as of 4/14/21**

- Phonathon
 - The phonathon has received \$64,428.76 to date for fiscal year 21. (Goal is \$65,000)
 - Phonathon calling ended on 4.15.21
 - More gifts are expected to come in through the mail from pledge cards sent out to donors and prospective donors



- **FY21 Fundraising Priorities**

- Funding for Diversity, Equity, and Inclusivity – increase the number/percentage of students/faculty/staff of color
- Funding for Diversity, Equity, and Inclusivity – increase programming to sustain the conversation, learning moments, and policy development

- Create more endowed scholarships – offer the same amount of scholarships from endowment funding as is currently being provided by pass-through funds
- Create a student support endowment – offer the same level of support we are currently providing with annual investments
- Create operating flexibility in case the financial situation worsens considerably
- **News Releases**
 - [Lancaster Community Fund support Southwest Tech students](#)
 - [National FFA Week celebrated with local donations](#)
 - [Platteville Community Fund support Southwest Tech students](#)
 - [Compeer Financial commits \\$1.9 million in developing agriculture workforce](#)
 - [Janssen's passion recognized with endowed scholarship for Southwest Tech students](#)

D. Real Estate Foundation Quarterly Update

Caleb White will present a quarterly Real Estate Foundation report to the Board highlighting a YOY look at number of leases and the upcoming April 28 SWTC Real Estate Foundation Board meeting. The FY21 Third Quarter report is available with the electronic Board material.

Southwest Tech Real Estate Foundation

FY21 Third Quarter Report to District Board

April 22, 2021

Student Housing Leases

- 111 leases for spring, compared to 138 last year
- 7 leases received for summer, compared to 12 at this point last year
- 66 (27 return/39 new) leases received for fall, compared to 83 (44 return/39 new) at this point last year

SWTC Real Estate Foundation Board

- Board meeting scheduled for April 28. Agenda includes 21/22 budget, maintenance items, future building plans.

E. Health Insurance Plan Design Changes and Premium Equivalent

Included below is a PowerPoint presentation on proposed health insurance plan design changes and premium equivalent. Connie Haberkorn, HR/Benefits & Compensation Manager, Caleb White, and Krista Weber will present the PowerPoint.



Southwest Wisconsin
TECHNICAL COLLEGE

Proposal for Health & Dental Benefits

Proposed Adoption Date:
July 1, 2021

Premium changes made through the WTCEBC

(Wisconsin Technical College Employee Benefits Consortium)

Year	Increase %
15/16	0.0%
16/17	2.3%
17/18	4.4%
18/19	0.0%
19/20	0.0%
20/21	5.0%
21/22	4.3% or -0.1% (If Option 2 is adopted)



Health Insurance – Current

Current	Family	Single
<i>Deductible in and out of network (Annual)</i>	\$3,000.00	\$1,500.00
<i>Co-insurance in network</i>	n/a	n/a
<i>Co-insurance <u>out of network</u></i>	10%	10%



Option 1

- Option 1 would be effective on July 1, 2021 with no plan design changes
- Increase 4.3% straight across the board with our current plan

Option 2

- Option 2 would be to maintain current plan through December 31, 2021
- Effective January 1, 2022
- **In Network**
 - Add a 4-tiered plan (*Family, Employee + Children, Employee + Spouse, Employee*)
 - Increase deductibles and out of pocket maximums
 - Increase Health Savings Account funding
 - Add 10% in-network coinsurance
- **Out of Network**
 - Increase deductibles and out-of-pocket maximums
 - Increase co-insurance to 30%



Option 1- Health Insurance increase rates 4.3%

Current Rates

	Family	Single
<i>Monthly Premium</i>	\$2,276.58	\$911.13
<i>Monthly Employee Premium Share (10%)</i>	\$227.66	\$91.12
<i>Bi-weekly Employee Premium Share (10%)</i>	\$113.83	\$45.56

July 1, 2021 – June 30, 2022 Rates

Proposed	Family	Single
<i>Monthly Premium</i>	\$2,374.47	\$950.31
<i>Monthly Employee Premium Share (10%)</i>	\$237.45	\$95.03
<i>Bi-weekly Employee Premium Share (10%)</i>	\$118.73	\$47.52



Option 2 - Health Insurance

(maintain current rates through December 31, 2021)

2020 Rates

	Family	Single
<i>Monthly Premium</i>	\$2,276.58	\$911.13
<i>Monthly Employee Premium Share (10%)</i>	\$227.66	\$91.12
<i>Bi-weekly Employee Premium Share (10%)</i>	\$113.83	\$45.56

July 1, – December 31, 2021 Rates

Proposed	Family	Single		
<i>Monthly Premium</i>	\$2,276.58	\$911.13	n/a	n/a
<i>Monthly Employee Premium Share (10%)</i>	\$227.66	\$91.12	n/a	n/a
<i>Bi-weekly Employee Premium Share (10%)</i>	\$113.83	\$45.56	n/a	n/a



Option 2 cont. - Health Insurance Rates

Add a 4-Tiered-Structure – Effective January 1, 2022

Proposed	Family	Single	Employee + Spouse	Employee + Child(ren)
<i>Monthly Premium</i>	\$2,474.38	\$824.79	\$1,814.56	\$1,484.63
<i>Monthly Employee Premium Share (10%)</i>	\$247.44	\$82.48	\$181.46	\$148.46
<i>Bi-weekly Amount Employee pays per Check</i>	\$123.72	\$41.24	\$90.73	\$74.23



Option 2 cont. - Health Insurance

Increase Deductibles & Co-Insurance- Effective January 1, 2022

Proposed	Family	Single	Employee + Spouse	Employee + Child(ren)
<i><u>Deductible in network</u></i>	\$4,000.00	\$2,000.00	\$4,000.00	\$4,000.00
<i><u>Co-insurance in network</u></i>	10% (\$5,000.00 out of pocket maximum)	10% (2,500.00 out of pocket maximum)	10% (\$5,000.00 out of pocket maximum)	10% \$5,000.00 out of pocket maximum)
<i><u>Deductible out of network</u></i>	\$8,000.00	\$4,000.00	\$8,000.00	\$8,000.00
<i><u>Co insurance out of network</u></i>	30% (\$10,000.00 out of pocket maximum)	30% (\$5,000.00 out of pocket maximum)	30% (\$10,000.00 out of pocket maximum)	30% (\$10,000.00 out of pocket maximum)



Health Savings Account

Changes Effective January 1, 2022

Southwest Tech Contribution to Health Savings Account

Family - Current	\$1,000.00	Single - Current	\$500.00
Option 1 - Family <i>(contribution stays the same)</i>	\$1,000.00	Option 1- Single <i>(contribution stays the same)</i>	\$500.00
Family – additional option for health savings account	\$1,500.00	Single – additional option for health savings account	\$750.00
Option 2 Family, Employee plus spouse and employee plus children	\$2,000.00	Single - Option 2	\$1,000.00



Comparison Employee Contribution Option 1 vs Option 2

Option	Current Bi-Weekly Rate	Option 1 (+4.3%)	Option 2 (4 tiered with plan design changes)
Family	\$113.83	\$118.73 increase of \$4.90	\$123.73 increase of \$9.90
Single	\$45.56	\$47.52 increase of \$1.96	\$41.24 decrease of \$4.21
Employee + Spouse	n/a	n/a	\$90.73
Employee + Children	n/a	n/a	\$74.23





Dental Insurance – July 1, 2021 to June 30, 2022

Current

- Annual maximum \$1,500/individual; \$25/individual, \$50/family deductible
- Diagnostic/Preventive Services, Basic Restorative Services – 100% covered

Current	Family	Single
<i>Monthly Premium</i>	\$159.20	\$44.55
<i>Monthly Employee Premium Share (10%)</i>	\$15.92	\$4.46

July 1, 2021 Rates

- Annual maximum \$1,500/individual; \$25/individual, \$50/family deductible
- Diagnostic/Preventive Services, Basic Restorative Services – 100% covered

Proposed	Family	Single
<i>Monthly Premium</i>	\$159.20	\$44.55
<i>Monthly Employee Premium Share (10%)</i>	\$15.92	\$4.46



Questions & Feedback

Please email chaberkorn@swtc.edu, complete the [Questions Web Form](#)
or speak with your supervisor and they will contact me.











































***Q & A answers will be posted on the Charger HUB
under announcements by March 3, 2020***



Medical Plan Design Summaries*

HDHP

 Benefits richer than benchmark
 In line with benchmark
 Benefits less rich than benchmark

In-Network Benefits	Fox Valley	Lakeshore	MATC	Nicolet	Northcentral	Southwest	Higher Education \$00+	Midwest \$00+	Wisconsin \$00+
Deductible (Single/Family)	 \$2,250 / \$3,750	 \$2,000 / \$4,000	 \$3,000 / \$6,000	 \$2,000 / \$4,000	 \$2,000 / \$4,000	 \$1,500 / \$3,000	\$2,000 / \$3,750	\$2,000 / \$4,000	\$2,500 / \$5,000
Account Funding (Single/Family)	 \$1,125 / \$2,250	 HRA: \$500 / \$1,000	 \$1,200 / \$2,400	 \$2,000 / \$4,000	 \$1,200 / \$2,400	 \$500 / \$1,000	\$600 / \$1,000	\$500 / \$1,000	\$500 / \$1,000
Out of Pocket Maximum (Single/Family)	 \$2,500 / \$4,250	 \$4,000 / \$8,000	 \$3,000 / \$6,000	 \$2,500 / \$5,000	 \$4,000 / \$8,000	 \$1,500 / \$3,000	\$3,500 / \$6,850	\$4,000 / \$7,350	\$4,000 / \$8,000
Coinsurance	 10%	 20%	 0%	 20%	 20%	 0%	20%	20%	20%
Rx - Retail (Tier 1 / 2 / 3, 4 if applicable)	 10%	 \$10 / \$30 / \$60 / 90-day retail cost	 0%	 20%	 \$0 / \$10 / \$20 / \$50	 0%	\$11 / \$33 / \$56 / \$79	\$11 / \$35 / \$60 / \$105	\$10 / \$29 / \$53 / \$56
Rx - Mail Order (Tier 1 / 2 / 3)	 10%	 \$20 / \$60 / \$120	 0%	 20%	 \$0 / \$25 / \$50	 0%	\$24 / \$73 / \$124	\$23 / \$74 / \$125	\$23 / \$77 / \$118
Employee Cost Share	 15%	 20%	 11.5%	 9%	 20%	 10%	13% Single / 17% Family	19% Single / 23% Family	18% Single / 21% Family
Actuarial Value w/o funding (custom assumptions)	87.1%	82.8%	86.4%	86.9%	82.0%	91.5%	n/a	n/a	n/a
Actuarial Value with funding (custom assumptions)	97.0%	86.5%	94.1%	100.7%	91.0%	95.3%	n/a	n/a	n/a
Actuarial Value with funding (standard assumptions)	95.0%	83.8%	91.0%	100.3%	89.0%	91.3%	82.2%	81.0%	78.8%

*2021 Benefits compared to 2020 Mercer's National Survey of Employer-Sponsored Health Plans

Medical Plan Design Summaries*

PPO

● Benefits richer than benchmark
● In line with benchmark
● Benefits less rich than benchmark

In-Network Benefits	MATC	Moraine Park	Nicolet (PPO Plan)	Waukesha	Western (EPO Plan)	Higher Education 500+	Midwest 500+	Wisconsin 500+
Deductible (Single/Family)	● \$500 / \$1,000	● \$2,000 / \$4,000	● \$400 / \$800	● \$300 / \$900	● \$2,750 / \$5,500	\$500 / \$1,225	\$750 / \$2,000	\$800 / \$2,000
HRA Funding (Single/Family)	● n/a	● \$900 / \$1,800	● n/a	● n/a	● \$500 / \$1,250**	\$675 / \$1,250	\$750 / \$1,550	\$1,625 / \$3,250
Out of Pocket Maximum (Single/Family)	● Med: \$2,000 / \$4,000 Rx: \$3,000 / \$6,000	● Med: \$4,000 / \$8,000 Rx: \$1,000 per person	● \$800 / \$1,600	● Med: \$1,300 / \$2,900 Rx: \$1,500 / \$4,500	● Med: \$3,750 / \$7,500 Rx: \$2,500 / \$4,000	\$3,000 / \$7,100	\$3,250 / \$7,000	\$4,000 / \$8,000
Coinsurance	● 10%	● 10%	● 20%	● 0%	● 20%	20%	20%	20%
Office Visit (PCP / SCP)	● 10%	● \$25 / \$40	● 20%	● \$10 / \$10	● 20%	\$25 / \$43	\$25 / \$50	\$25 / \$40
Emergency Room	● Ded, then 10%	● \$150, then 10%	● \$150, then 20%	● \$100	● \$100, then 20%	\$150	\$150	\$200
Rx – Retail (Tier 1 / 2 / 3, 4 if applicable)	● \$7 / \$30 / \$60 / 20% to \$200	● \$5 / 25% / 30%	● \$10 / \$20 / \$40	● \$10 / \$20 / \$40	● \$10 / \$40 / \$40 / 20%	\$11 / \$33 / \$56 / \$79	\$11 / \$35 / \$60 / \$105	\$10 / \$29 / \$53 / \$56
Rx – Mail Order (Tier 1 / 2 / 3)	● \$17.50 / \$75 / \$150	● \$10 / 20% / 30%	● \$20 / \$40 / \$80	● \$20 / \$40 / \$80	● \$25 / \$100 / \$100	\$24 / \$73 / \$124	\$23 / \$74 / \$125	\$23 / \$77 / \$118
Employee Cost Share	● 12.5%	● 12%	● 9%	● 15%	● 10%	23% Single / 28% Family	24% Single / 28% Family	24% Single / 28% Family
Actuarial Value w/o funding (custom assumptions)	93.7%	85.8%	95.5%	95.6%	80.6%	n/a	n/a	n/a
Actuarial Value with funding (custom assumptions)	93.7%	91.3%	95.5%	95.6%	85.4%	n/a	n/a	n/a
Actuarial Value with funding (standard assumptions)	90.6%	90.6%	92.8%	93.7%	78.7%	88.0%	86.8%	86.2%

*2021 Benefits compared to 2020 Mercer's National Survey of Employer-Sponsored Health Plans

** Employees can earn up to an additional \$500 by participating in employee wellness incentives

Southwest Wisconsin
TECHNICAL COLLEGE

THANK YOU!

FOR MORE INFORMATION, PLEASE CONTACT

Caleb White, Krista Weber,
Connie Haberkorn

F. 2021-22 Budget Update

Caleb White will present information on the 2021-22 budget status, which is available below.

Southwest Wisconsin Technical College
General Fund 2021-2022 Budgetary Development Status

	2019-20	2020-21	2021-22	Change	
REVENUES	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
Local Government	5,305,000	5,366,000	5,545,000	179,000	21%
State Aids	10,762,965	10,310,500	10,675,400	364,900	40%
Program Fees	4,498,373	4,546,600	4,628,000	81,400	17%
Material Fees	282,343	286,000	284,000	(2,000)	1%
Other Student Fees	522,807	433,100	531,000	97,900	2%
Institutional	1,775,918	1,808,400	1,506,500	(301,900)	6%
Federal	<u>799,525</u>	<u>379,500</u>	<u>3,443,380</u>	<u>3,063,880</u>	13%
Total Revenues	23,946,931	23,130,100	26,613,280	3,483,180	100%
EXPENDITURES					
Instruction	13,974,073	14,811,600	15,460,400	648,800	56%
Instructional Resources	126,998	143,900	296,700	152,800	1%
Student Services	2,043,777	2,140,400	2,556,370	415,970	9%
General Institutional	4,987,213	4,615,900	6,442,224	1,826,324	23%
Physical Plant	<u>1,878,757</u>	<u>2,070,300</u>	<u>2,768,296</u>	<u>697,996</u>	10%
Total Expenditures	23,010,818	23,782,100	27,523,990	3,741,890	100%
Net Revenue (Expenditures)	936,113	(652,000)	(910,710)		
Operating Transfer In (Out)	<u>170,200</u>	<u>6,000</u>	<u>-</u>		
Change in Fund balance	1,106,313	(646,000)	(910,710)		
Beginning Fund Balance	<u>8,931,137</u>	<u>9,446,137</u>	<u>8,800,137</u>		
Ending Fund Balance	<u>10,037,450</u>	<u>8,800,137</u>	<u>7,889,427</u>		

Budget Assumptions/Considerations

1,250 FTEs

Uncertainty with state budget & COVID relief funding

Health/Dental changes @ 0%/0%

1.23% CPI raise

G. State of the College

Jason Wood will present the State of the College. Information will include key accomplishments over the past year and updates focused on the Strategic Directions of Engaging students in High-Quality Learning, Strengthening a Culture of Accountability, and Enhancing the College's Economic Impact. Included below is the most recent College Health Indicators.



College Health Indicators	Benchmark	2018-19 Actual	2019-20 Target	2019-20 Actual	2020-21 Target
Engage Students in High Quality Learning					
CHI.1. Equity in Student Learning - Graduation	61%	42%	na	tbd	61%
CHI.2. Enrollment Headcount	na	6932	7000	6595	6900
CHI.3. Retention Rate	60%	69%	83%	69%	83%
CHI.4. Graduation Rate	41%	61%	65%	61%	65%
CHI.5. Job Placement	93%	93%	97%	94%	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	6.00	na	6.00
CHI.7. Employer Satisfaction	97%	97%	98%	tbd	98%
Strengthen a Culture of Accountability					
CHI.8. Employee Satisfaction	3.84	4.26	4.30	4.44*	4.50
CHI.9. Employee Retention	90%	95%	95%	96%	95%
Enhance the College's Economic Impact					
CHI.10. FTEs	na	1332.3900	1300.0000	1296.7900	1275.0000
CHI.11. Economic Impact					
CHI.11.A. Job Placement In-District	71%	52%	na	50%	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	na	na	56%	61%

Actual: Current or Most Recent measure available

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

Target: Goal to achieve after implementing activities/initiatives

Dated: 02/23/2021

* data availability delayed due to Covid19

H. Staffing Update

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

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 - \$32.8 Hired at \$32.25
5	New Position	System Analyst - Student Services/Financial Aid/Business Office	Hired - Darwyn Wolfe	8/24/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.25
6	New Position	System Analyst - Finance/HR/Payroll	Hired - Andrew Draus	8/31/2020	Salary Band C42 Hourly- \$23.46 - \$32.84 Hired at \$32.69

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 \$15.00
16	Replacement - Holly Miller	Chief Student Services Officer	Holly Clendenen	12/21/2020	Salary Band E83 \$81,863 - \$118,702 Salary: \$112,000
17	Replacements	Evening Custodians	Matt Nation	2/1/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.50
18	Replacements	Evening Custodians	Robert Lund	2/10/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$15.50

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacements	Evening Custodians	Austin Whiteaker	2/15/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
20	Replacements	Evening Custodians	Chris Reuter	2/15/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
21	Replacement	Financial Aid/Business Office Assistant (LTE)	Tina Leis	3/1/2021	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.65
22	Replacement	Student Services Specialist (LTE)	Jaimie Fogel	3/8/2021	Hourly Band A13 \$16.77 - \$20.12 Hired at \$17.00
23	Replacement	Evening Custodians	Rence Schlaugat	3/22/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00
24	Replacement	Evening Custodians	Bryce Kazda	4/5/2021	Hourly Range A12 \$15.61 - \$18.73 Hired at \$16.00

Staffing Update 2020-2021

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	New Position	Data Analyst/Data Analytics Instructor	Interview Scheduled	5/10/2021	Salary Band C43 \$51,467 - \$72,055
26	Replacement	Physical Therapy Assistant Instructor	Interview Scheduled	5/10/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
27	Replacement	Biology Instructor	Posted	5/17/2021	Masters Salary Range \$53,314 - \$84,768


Information and Correspondence

A. Enrollment Report

The 2020-21 and 2021-22 FTE Comparison Enrollment Reports and Fall 2021 Application Report are below.

1. **2020-21 FTE Comparison YOY Report**
2. [2021-22 FTE Comparison YOY Report](#)
3. [Fall 2021 Application Report](#)


2020-21 FTE Comparison YOY Report

		2018-2019, 2019-2020 and 2020-2021 FTE Comparison									
Program Code	Program Title	04-15-19 Students	04-13-20 Students	04-12-21 Students	19 to '21 Student Change	20 to '21 Student Change	04-15-19 FTE	04-13-20 FTE	04-12-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
10-101-1	Accounting	25	51	70	45	19	17.33	38.10	45.90	28.57	7.80
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	19	14	9	(10)	(5)	17.83	14.20	4.57	(13.27)	(9.63)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	19	5	3	13.73	17.57	18.37	4.63	0.80
10-006-6	Agribusiness Science & Technology - Animal Science	30	29	20	(10)	(9)	27.27	29.87	16.57	(10.70)	(13.30)
10-102-3	Business Management	135	134	132	(3)	(2)	88.27	84.70	82.50	(5.77)	(2.20)
10-530-5	Cancer Information Management	97	95	111	14	16	50.87	50.97	56.07	5.20	5.10
10-504-X	Criminal Justice	53	46	49	(4)	3	40.73	37.07	33.37	(7.37)	(3.70)
10-316-1	Culinary Arts	12	6	6	(6)	-	7.63	2.77	5.10	(2.53)	2.33
10-317-1	Culinary Management	7	5	2	(5)	(3)	5.80	4.80	1.53	(4.27)	(3.27)
10-510-6	Direct Entry Midwife	60	77	124	64	47	23.33	31.80	48.87	25.53	17.07
10-307-1	Early Childhood Education	56	46	63	7	17	41.07	32.53	43.43	2.37	10.90
10-620-1	Electro-Mechanical Technology	36	31	33	(3)	2	32.87	29.07	30.53	(2.33)	1.47
10-325-1	Golf Course Management	24	18	10	(14)	(8)	20.57	14.63	9.87	(10.70)	(4.77)
10-201-2	Graphic And Web Design	31	26	20	(11)	(6)	25.50	18.63	15.20	(10.30)	(3.43)
10-530-1	Health Information Technology	47	52	47	-	(5)	26.07	24.63	18.87	(7.20)	(5.77)
10-520-3	Human Services Associate	38	42	32	(6)	(10)	27.70	31.63	26.07	(1.63)	(5.57)
10-825-1	Individualized Technical Studies	6	2	3	(3)	1	5.10	1.00	1.40	(3.70)	0.40
10-620-3	Instrumentation and Controls Technology	7	10	4	(3)	(6)	5.70	7.57	0.90	(4.80)	(6.67)
10-150-2	IT-Network Specialist	46	23	27	(19)	4	31.47	13.27	14.53	(16.93)	1.27
10-196-1	Leadership Development	34	24	11	(23)	(13)	16.23	11.20	3.47	(12.77)	(7.73)

Program Code	Program Title	04-15-19 Students	04-13-20 Students	04-12-21 Students	19 to '21 Student Change	20 to '21 Student Change	04-15-19 FTE	04-13-20 FTE	04-12-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
10-513-1	Medical Laboratory Technician	19	21	21	2	-	13.30	16.37	14.57	1.27	(1.80)
10-196-6	Nonprofit Leadership			1	1	1			0.40	0.40	0.40
10-543-1	Nursing-Associate Degree	201	210	225	24	15	106.63	107.67	127.17	20.53	19.50
10-524-1	Physical Therapist Assistant	44	40	31	(13)	(9)	28.67	24.07	18.93	(9.73)	(5.13)
10-182-1	Supply Chain Management	41	44	25	(16)	(19)	22.03	25.50	10.97	(11.07)	(14.53)
	Total Associate Degree	1,082	1,062	1,095	13	33	695.70	669.60	649.13	(46.57)	(20.47)
31-101-1	Accounting Assistant	8	6	13	5	7	4.10	2.43	5.57	1.47	3.13
30-531-6	Advanced EMT	9	10		(9)	(10)	2.97	1.33		(2.97)	(1.33)
31-006-3	Agribusiness Science & Technology - Agronomy Tech			1	1	1			1.13	1.13	1.13
32-070-1	Agricultural Power & Equipment Technician	34	34	35	1	1	31.90	32.10	33.10	1.20	1.00
31-405-1	Auto Collision Repair & Refinish Technician	14	11	11	(3)	-	9.97	5.87	8.07	(1.90)	2.20
32-404-2	Automotive Technician	32	27	34	2	7	25.60	24.30	22.97	(2.63)	(1.33)
31-408-1	Bricklaying & Masonry		3		-	(3)		1.33		-	(1.33)
30-443-1	Building Maintenance & Construction	4	3	1	(3)	(2)	1.53	0.70	0.07	(1.47)	(0.63)
31-475-1	Building Trades-Carpentry	7	11	9	2	(2)	5.93	9.27	8.20	2.27	(1.07)
31-307-1	Child Care Services	11	8	5	(6)	(3)	7.50	3.83	3.40	(4.10)	(0.43)
30-420-2	CNC Machine Operator/Programmer	6	8	2	(4)	(6)	4.97	7.97	1.30	(3.67)	(6.67)
31-502-1	Cosmetology	23	29	19	(4)	(10)	17.40	19.83	13.60	(3.80)	(6.23)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	17	14	-	(3)	10.23	12.23	9.33	(0.90)	(2.90)
31-317-1	Culinary Specialist	2	3		(2)	(3)	1.33	1.47		(1.33)	(1.47)
30-508-2	Dental Assistant	17	16	11	(6)	(5)	8.97	8.87	5.57	(3.40)	(3.30)
30-812-1	Driver and Safety Education Certification	14	26	27	13	1	3.40	5.80	5.50	2.10	(0.30)
31-413-2	Electrical Power Distribution	24	45	44	20	(1)	24.47	43.83	40.60	16.13	(3.23)
50-413-2	Electricity (Construction) Apprentice	22	19	20	(2)	1	2.93	2.47	3.03	0.10	0.57
30-531-3	Emergency Medical Technician	37	52	108	71	56	9.07	9.07	17.27	8.20	8.20
32-080-4	Farm Operations & Management - Ag Mechanics	2	2	9	7	7	1.77	1.67	7.60	5.83	5.93
31-080-6	Farm Operations & Management - Crop Operations	3	2	1	(2)	(1)	1.07	0.37	0.07	(1.00)	(0.30)
32-080-3	Farm Operations & Management - Dairy	13	16	8	(5)	(8)	13.33	14.87	5.97	(7.37)	(8.90)
31-080-3	Farm Operations & Management - Dairy Technician	7	4	3	(4)	(1)	4.93	1.80	0.67	(4.27)	(1.13)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	8	13	5	(3)	(8)	6.40	5.67	3.20	(3.20)	(2.47)
32-080-6	Farm Operations & Management - Livestock		1	1	1	-		0.97	1.03	1.03	0.07
31-080-7	Farm Operations & Management - Livestock Tech	3	3		(3)	(3)	2.90	1.77		(2.90)	(1.77)
30-317-1	Food Production Assistant	1			(1)	-	1.03			(1.03)	-
50-413-1	Industrial Electrician Apprentice	5	8	10	5	2	0.67	1.40	1.67	1.00	0.27
31-620-1	Industrial Mechanic	2	4	3	1	(1)	1.83	3.43	2.83	1.00	(0.60)
31-154-6	IT-Computer Support Technician	10	26	15	5	(11)	5.00	20.47	11.53	6.53	(8.93)
31-513-1	Laboratory Science Technician	4	4	5	1	1	2.30	2.13	2.80	0.50	0.67

Program Code	Program Title	04-15-19 Students	04-13-20 Students	04-12-21 Students	19 to '21 Student Change	20 to '21 Student Change	04-15-19 FTE	04-13-20 FTE	04-12-21 FTE	19 to '21 FTE Change	20 to '21 FTE Change
50-620-1	Mechatronics Technician Apprentice	8	6	5	(3)	(1)	1.93	1.60	1.27	(0.67)	(0.33)
31-509-1	Medical Assistant	38	33	44	6	11	28.57	24.57	34.40	5.83	9.83
31-530-2	Medical Coding Specialist	62	65	102	40	37	27.80	30.83	42.23	14.43	11.40
30-504-4	Nail Technician		2	3	3	1		0.37	1.20	1.20	0.83
30-543-1	Nursing Assistant	245	198	239	(6)	41	35.80	26.83	30.30	(5.50)	3.47
50-427-5	Plumbing Apprentice	26	20	18	(8)	(2)	3.28	3.52	2.52	(0.77)	(1.00)
31-504-5	Security Operations	1	2	1	-	(1)	1.00	1.20	0.70	(0.30)	(0.50)
31-182-1	Supply Chain Assistant	5	3	7	2	4	2.87	0.37	3.93	1.07	3.57
31-442-1	Welding	49	45	53	4	8	34.10	30.47	41.13	7.03	10.67
	Total Technical Diploma	770	785	886	116	101	348.85	366.98	373.75	24.90	6.77
20-800-1	Liberal Arts - Associate of Arts	23	24	31	8	7	8.57	8.50	9.73	1.17	1.23
20-800-2	Liberal Arts - Associate of Science	13	9	12	(1)	3	4.87	4.73	3.27	(1.60)	(1.47)
	Undeclared Majors	459	544	478	19	(66)	87.93	94.13	82.27	(5.67)	(11.87)
	Total Liberal Arts and Undeclared Majors	495	577	521	26	(56)	101.37	107.37	95.27	(6.10)	(12.10)
	Total	2,347	2,424	2,502	155	78	1,145.92	1,143.95	1,118.15	(27.77)	(25.80)
	Percent of Change									-2.42%	-2.26%
	Vocational Adult (Aid Codes 42-47)	2,997	3,067	2,831	(166)	(236)	61.56	64.10	59.26	(2.30)	(4.84)
	Community Services (Aid Code 60)	33	-	48	15	48	0.43	-	0.16	(0.27)	0.16
	Basic Skills (Aid Codes 73,74,75,76)	293	312	208	(85)	(104)	40.80	36.87	38.30	(2.50)	1.43
	Basic Skills (Aid Codes 77 & 78)	732	693	311	(421)	(382)	33.60	36.60	11.63	(21.97)	(24.97)
	Grand Total	6,402	6,496	5,900	(502)	(596)	1,282.31	1,281.52	1,227.50	(54.80)	(54.02)
	Total Percent of Change									-4.27%	-4.21%
					Budgeted/Goal FTEs		1,380	1,300	1,275		
					% of Budgeted/Goal FTEs Achieved to date		92.9%	98.6%	96.3%		
					Final Actual FTEs Achieved		1,333	1,296			
					% of Final Actual FTEs Achieved to date		96.2%	98.9%			
					20/21 Projected Ending FTEs using historical trend		1,276	1,241			
							will be met	will not be met			

2021-22 FTE Comparison YOY Report

		2020-2021 and 2021-2022 FTE Comparison					
Program Code	Program Title	04-20-20 Students	04-12-21 Students	21 to '22 Student Change	04-20-20 FTE	04-12-21 FTE	21 to '22 FTE Change
10-101-1	Accounting	34	25	(9)	15.43	11.67	(3.77)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	3	6	3	1.40	3.30	1.90
10-006-5	Agribusiness Science & Technology - Agronomy	11	8	(3)	6.27	4.20	(2.07)
10-006-6	Agribusiness Science & Technology - Animal Science	8	14	6	3.80	7.13	3.33
10-102-3	Business Management	66	33	(33)	28.77	14.30	(14.47)
10-530-5	Cancer Information Management	51	48	(3)	16.87	19.07	2.20
10-504-X	Criminal Justice Studies	10	26	16	3.57	14.87	11.30
10-316-1	Culinary Arts	1	2	1	0.47	1.03	0.57
10-317-1	Culinary Management	1		(1)	0.20		(0.20)
10-510-6	Direct Entry Midwife	20	59	39	6.47	23.63	17.17
10-307-1	Early Childhood Education	31	18	(13)	12.80	7.80	(5.00)
10-620-1	Electro-Mechanical Technology	19	18	(1)	9.13	9.00	(0.13)
10-325-1	Golf Course Management	7	7	-	3.27	3.90	0.63
10-201-2	Graphic And Web Design	12	11	(1)	5.53	5.63	0.10
10-530-1	Health Information Technology	18	21	3	5.60	7.03	1.43
10-520-3	Human Services Associate	9	17	8	4.57	9.00	4.43
10-825-1	Individualized Technical Studies	2		(2)	0.40		(0.40)
10-620-3	Instrumentation and Controls Technology	5	1	(4)	0.70	0.10	(0.60)
10-150-2	IT-Network Specialist	9	7	(2)	4.70	3.63	(1.07)
10-196-1	Leadership Development	6	2	(4)	1.40	0.97	(0.43)
10-513-1	Medical Laboratory Technician	15	10	(5)	5.93	3.20	(2.73)
10-196-6	Nonprofit Leadership		1	1		0.60	0.60
10-543-1	Nursing-Associate Degree	128	151	23	35.40	45.77	10.37
10-524-1	Physical Therapist Assistant	5	10	5	2.30	3.50	1.20
10-182-1	Supply Chain Management	13	7	(6)	4.57	2.60	(1.97)
	Total Associate Degree	484	502	18	179.53	201.93	22.40
31-101-1	Accounting Assistant	5	3	(2)	2.17	1.00	(1.17)
32-070-1	Agricultural Power & Equipment Technician	29	23	(6)	15.20	12.27	(2.93)
31-405-1	Auto Collision Repair & Refinish Technician	9	9	-	5.03	5.03	-
32-404-2	Automotive Technician	14	15	1	6.70	7.03	0.33
31-475-1	Building Trades-Carpentry	6	3	(3)	3.20	1.60	(1.60)

Program Code	Program Title	04-20-20 Students	04-12-21 Students	21 to '22 Student Change	04-20-20 FTE	04-12-21 FTE	21 to '22 FTE Change
31-307-1	Child Care Services	5	1	(4)	2.00	0.50	(1.50)
30-420-2	CNC Machine Operator/Programmer	1		(1)	0.37		(0.37)
31-502-1	Cosmetology	10	12	2	4.83	5.83	1.00
30-508-2	Dental Assistant	7	6	(1)	3.73	3.20	(0.53)
30-812-1	Driver and Safety Education Certification	1		(1)	0.10		(0.10)
31-413-2	Electrical Power Distribution	30	26	(4)	14.73	12.90	(1.83)
30-531-3	Emergency Medical Technician		1	1		0.43	0.43
32-080-4	Farm Operations & Management - Ag Mechanics	1	10	9	0.57	4.57	4.00
32-080-3	Farm Operations & Management - Dairy	5	5	-	1.90	2.47	0.57
31-080-2	Farm Operations & Management - Farm Ag Maintenance		1	1		0.10	0.10
32-080-6	Farm Operations & Management - Livestock	1	3	2	0.57	1.53	0.97
31-080-7	Farm Operations & Management - Livestock Tech		1	1		0.47	0.47
50-413-1	Industrial Electrician Apprentice		1	1		0.07	0.07
31-620-1	Industrial Mechanic	2		(2)	1.13		(1.13)
31-154-6	IT-Computer Support Technician	7	3	(4)	3.33	1.40	(1.93)
31-509-1	Medical Assistant	16	16	-	7.57	6.77	(0.80)
31-530-2	Medical Coding Specialist	21	57	36	7.37	22.60	15.23
30-504-4	Nail Technician		1	1		0.17	0.17
30-543-1	Nursing Assistant	15		(15)	1.60		(1.60)
31-182-1	Supply Chain Assistant		3	3		0.90	0.90
31-442-1	Welding	29	13	(16)	14.30	6.23	(8.07)
	Total Technical Diploma	214	213	(1)	96.40	97.07	0.67
20-800-1	Liberal Arts - Associate of Arts	8	10	2	1.73	1.80	0.07
20-800-2	Liberal Arts - Associate of Science	5	1	(4)	1.17	0.23	(0.93)
	Undeclared Majors	36	21	(15)	5.03	1.97	(3.07)
	Total Liberal Arts & Undeclared Majors	49	32	(17)	7.93	4.00	(3.93)
	Total	747	747	-	283.87	303.00	19.13
	Percent of Change						6.74%
	Vocational Adult (Aid Codes 42-47)	293	49	(244)	6.77	0.70	(6.08)
	Basic Skills (Aid Codes 77 & 78)	55	98	43	-	-	-
	Grand Total	1,095	894	(201)	290.64	303.70	13.06
	Total Percent of Change						4.49%
				Budgeted/Goal FTEs	1,275	1,250	
				% of Budgeted/Goal FTEs Achieved to date	22.8%	24.3%	

Fall 2021 Application Report

Program Application Comparison 2020/21 vs. 2021/22								
PROGRAM	CAP	04/13/20			04/13/21			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Accounting			20	20	5	15	20	0
Accounting Assistant			4	4		3	3	-1
Agribusiness Science & Technology - Agbus Mgmt	20		5	5		8	8	3
Agribusiness Science & Technology - Agronomy	20		5	5		10	10	5
Agribusiness Science & Technology - Agronomy Tech	20		1	1		0	0	-1
Agribusiness Science & Technology - Animal Science	20		16	16		25	25	9
Agricultural Power & Equipment Technician	22		28	28		20	20	-8
Auto Collision Repair & Refinish Technician	22		18	18		15	15	-3
Automotive Technician	22		35	35		16	16	-19
Building Trades-Carpentry	20		18	18		19	19	1
Business Management			43	43	10	22	32	-11
Cancer Information Management	44	15	60	75	12	48	60	-15
Child Care Services	13		7	7	5	4	9	2
CNC Machine Operator/Programmer	5		4	4		6	6	2
Cosmetology	24		17	17		22	22	5
Criminal Justice Studies	70		34	34		13	13	-21
Criminal Justice-Law Enforcement 2			1	1		16	16	15
Culinary Arts			5	5				-5
Culinary Management			2	2				-2
Dental Assistant	18		22	22		23	23	1
Driver and Safety Education Certification			1	1		3	3	2
Early Childhood Education	28		28	28	9	20	29	1
Electrical Power Distribution	44		84	84		90	90	6
Electro-Mechanical Technology	24		25	25		17	17	-8
Farm Operations & Management - Ag Mechanics	20		2	2		7	7	5
Farm Operations & Management - Crops Operations	20		2	2				-2
Farm Operations & Management - Crops	20		1	1				-1
Farm Operations & Management - Dairy	20		7	7		5	5	-2
Farm Operations & Management - Dairy Technician	20		2	2		1	1	-1
Farm Operations & Management - Farm Ag Maintenance	20		1	1		1	1	0
Farm Operations & Management - Livestock	20		1	1		7	7	6
Farm Operations & Management - Livestock Tech	20		2	2		1	1	-1
Golf Course Management			5	5		8	8	3
Graphic and Web Design	25		20	20		13	13	-7
Health Information Technology	22	4	18	22	7	20	27	5
Human Services Associate	31		22	22		26	26	4
Industrial Mechanic	6		3	3		1	1	-2
Instrumentation and Controls Technology	6		2	2		0	0	-2
IT-Computer Support Technician			9	9		7	7	-2
IT-Network Specialist			23	23		18	18	-5
Laboratory Science Technician	15		0	0		3	3	3
Leadership Development			1	1		0	0	-1
Liberal Arts - Associate of Arts		9	9	18	14	12	26	8
Liberal Arts - Associate of Science		8	2	10	5	2	7	-3

PROGRAM	CAP	04/13/20			04/13/21			YOY
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	
Medical Assistant	32		31	31		27	27	-4
Medical Coding Specialist	75	9	22	31	41	66	107	76
Medical Laboratory Technician	16	5	6	11	6	4	10	-1
Nail Technician			1	1		4	4	3
Nonprofit Leadership						1	1	1
Nursing-Associate Degree	54	108	56	164	131	60	191	27
Nursing-Associate Degree-Part-time	28	2	24	26		27	27	1
Pharmacy Tech (Shared)			2	2		1	1	-1
Physical Therapist Assistant	18	11	16	27	8	10	18	-9
Security Operations			0	0		0	0	0
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			3	3	5	7	12	9
Undecided		31	0	31	34	0	34	3
Welding	40		56	56		31	31	-25
TOTAL		202	832	1034	292	785	1077	43

PROGRAM (JANUARY START)	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Accounting			0	0		1	1	1
Cancer Information Management			0	0		1	1	1
Direct Entry Midwife	32	14	18	32	45	45	90	58
Nail Tech			0	0		1	1	1
Welding (January Start)	20		1	1		0	0	-1
TOTAL		14	19	33	45	48	93	60

B. Chairperson's Report

C. College President's Report

1. Update on State Statute 36.31
2. Professional Development – Educational Degrees
3. Legal Clinic for Students
4. STAR Event – May 21, 2021
5. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda

1. Board Retreat
2. RFP: Timekeeping System
3. RFP: Universal Design Training
4. FY2022 Budget Update
5. Financial Sustainability Monitoring Report
6. President's Evaluation & Contract

B. Time and Place

The May Board Retreat/Meeting will be held on Friday, May 21, 2021, at 3:00 pm on Southwest Tech's Campus, Conference Room 430, and virtually using Zoom.

Adjourn to Closed Session

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

1. Deliberating over potential college property opportunities per Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Discussing the President's Contract and Evaluation 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.

B. Approval of Closed Session Minutes of February 25, 2021, and March 25, 2021

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment