



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**November 18, 2021**

Health Science Building  
Room 3608

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## **Annotated Agenda**



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

Thursday, November 18, 2021

6:00 p.m. – Accreditation Criterion Two: Integrity – Ethical & Responsible Conduct,  
Conference Room 430

6:30 p.m. – Dinner, Conference Room 430

7:00 p.m. – Regular Board Meeting, Health Science Building Room 3608

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Health Science Building Room 3608

### **AMENDED ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The November 18, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

#### **CONSENT AGENDA**

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

A copy of the agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Board Retreat/Meeting of October 14, 2021**

Minutes of the October 24, 2021, Board retreat/meeting are included with the electronic Board packet.

##### **C. Financial Reports**

##### **1. Purchases Greater than \$2,500**

**2. Treasurer's Cash Balance**

**3. Budget Control**

Each report is available electronically with all other Board material. Caleb White, Vice President for Administrative Services, will be at the meeting and available for any questions.

**D. Contract Revenue**

There was one contract totaling \$1,350 in October 2021 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

The Personnel Report includes one employment recommendation and one resignation being presented for approval. The report is included with the Board material.

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

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Fund & Account Transfers (2020-21 Budget Modifications)**

Information on the budget modifications is available electronically with all other Board material. Caleb White will present a financial review of all six funds followed by a review of the modifications to the General Fund, Capital Fund, and Enterprise Fund.

**Recommendation:** Approve the 2020-21 budget modifications as presented.

**B. First Reading of Governance Policy 2.6: Acting President**

Included in the electronic Board material, is a proposed update to the Acting President Policy. The update includes adding a third person as Acting President. This will be the first reading of the updated policy.

**Recommendation:** Approve the first reading of the proposed Governance Policy 2.6: Acting President.

**C. Welding Machines Bid #2122-03**

A summary of the bids received is included in the electronic Board packet. Bids were opened on October 28, 2021, with four bids received. The welders are for the Welding Lab in Room 517. Caleb White will present the bid summary and recommendation.

**Recommendation:** Award the bid for Welders for Welding Lab 517 in the amount of \$170,607.28 to Badger Welding Supplies, Inc., of Mineral Point, WI.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

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

Holly Clendenen, Chief Student Services Officer, will present the Board monitor report on Student Access. The report is included in the electronic material.

**B. COVID Response Update**

Members of the COVID Operations Team will provide an update on COVID protocols.

**C. HyFlex/Connected Classroom Report**

Beth Cummins, Flexible Learning Coordinator; Chantel Hampton, Social Sciences Instructor/Diversity Coordinator; Kim Maier, Executive Director of Alternative Learning; and Heath Ahnen, Executive Director of Information Technology Services will provide the Board with the process that was used to develop the connected classrooms on campus and the need for HyFlex course offerings. Chantel Hampton will provide a demonstration of a HyFlex class. Included in the electronic material is an outline of HyFlex.

**D. 2022-23 Budget Process**

Caleb White will present the 2022-23 budget process. An outline of the process is available electronically with all other Board material.

**E. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

- 1. FY 2022 Comparison FTE Report**
- 2. FY 2023 Application Report**

Caleb White will be available for any questions on the reports. The two reports are included in the electronic Board packet.

**B. Chairperson's Report**

- 1. Executive Board Leadership Ad Hoc Committee Update**

The Executive Board Leadership Ad Hoc Committee met on November 3, 2021. Included in the electronic Board packet are the meeting minutes.

**C. College President's Report**

- 1. Review Governance Policy 1.3: Board Responsibility**
- 2. Futuremaker Award**
- 3. Trapshooting Team**
- 4. WTCS Meeting Report**
- 5. Project RISE**
- 6. Aspen Institute**
- 7. President's Goals**
- 8. Chippewa Valley Technical College Visit**
- 9. College Happenings**

## **D. Other Information Items**

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

#### **A. Agenda**

1. Financial Audit
2. Real Estate Foundation Update
3. Data Report

#### **E. Time and Place**

Thursday, December 16, 2021, at 7:00 p.m. on Southwest Tech's Campus, Conference Room 430

### **ADJOURN TO CLOSED SESSION**

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

1. **Discussing potential legal issues per Wisconsin Statutes 19.85(1)(g)**  
{Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. **Discussing personnel issues per Wisconsin Statutes 19.85(1)(f)**  
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
3. **Discussing the 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 from October 14, 2021**

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

### **Open Meeting**

The following statement will be read: "The November 18, 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](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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



## **Consent Agenda**

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



## **BOARD MEETING NOTICE/AGENDA**

Thursday, November 18, 2021

6:00 p.m. – Accreditation Criterion Two: Integrity – Ethical & Responsible Conduct,  
Conference Room 430

6:30 p.m. – Dinner, Conference Room 430

7:00 p.m. – Regular Board Meeting, Health Science Building Room 3608

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Health Science Building Room 3608

## **AMENDED AGENDA**

### **OPEN MEETING**

The following statement will be read: "The November 18, 2021, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Retreat/Meeting of October 14, 2021
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

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

- A. Fund & Account Transfers (2020-21 Budget Modifications)
- B. First Reading of Governance Policy 2.6: Acting President
- C. Welding Machine Bid #2122-03

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

- A. Board Monitoring Report – Student Access
- B. COVID Response Update
- C. HyFlex/Connected Classroom Report
- D. 2022-23 Budget Process
- E. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
  - 1. FY 2022 Comparison FTE Report
  - 2. FY 2023 Application Report
- B. Chairperson's Report
  - 1. Executive Board Leadership Ad Hoc Committee Update
- C. College President's Report
  - 1. Review Governance Policy 1.3: Board Responsibility
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing potential legal issues per Wisconsin Statutes 19.85(1)(g)  
{Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
  - 2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f)  
{Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
  - 3. Discussing the 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 from October 14, 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](mailto:disabilityservices@swtc.edu).}

***B. Minutes of the Board Retreat/Regular Board Meeting of October 14, 2021***

**MINUTES OF THE BOARD RETREAT/REGULAR  
MEETING OF THE BOARD OF DIRECTORS OF  
SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OCTOBER 14, 2021**



The Board of Southwest Wisconsin Technical College met in open session of the Board retreat/regular Board meeting commencing at 12:02 p.m. on October 14, 2021, in Conference Room 430 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

David Blume, Charles Bolstad, Kent Enright, Tracy Fillback, Jeanne Jordie, Chris Prange, Donald Tuescher (arrived at 12:20 p.m.), Jane Wonderling (arrived at 1:03 p.m.), Crystal Wallin

Others present for all or a portion of the meeting included Jason Wood and Executive Team Members: Heath Ahnen, Karen Campbell, Holly Clendenen, Katie Garrity, Katie Glass, Dan Imhoff, Cynde Larsen, Kim Maier, Krista Weber, and Caleb White.

Vice 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:



Thursday, October 14, 2021

12:00 p.m. – Lunch / Board Retreat

4:15 p.m. – Regular Board Meeting

6:00 p.m. – Dinner & Joint Board Meeting with the Foundation Board and Real Estate

Foundation Board

Southwest Tech Campus

Conference Room 430

**AMENDED AGENDA**

**12:00 p.m. – Board Retreat**

**OPEN MEETING**

The following statement will be read: "The October 14, 2021, retreat/regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is

open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at [www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus and in the City of Fennimore and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

- A. Roll Call

### **BOARD RETREAT**

- A. Leading & Leadership
- B. Review Board Ends with an Emphasis on College Health Indicators
- C. Goals with the President

**4:15 p.m. – Regular Board Meeting  
Southwest Tech Campus  
Conference Room 430**

### **OPEN MEETING**

- A. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 28, 2021
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. American Association of Community Colleges Membership

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

- A. Resolution for Adoption of 2021 Tax Levy
- B. Three-Year Facilities Plan Amendment

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

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. Federal COVID Relief Funding Projects
- D. Pandemic Response Update
- E. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. Board Policy 1.1 – Governance Commitment
  - 2. Board Policy 1.2 – Governing Philosophy
- C. College President's Report
  - 1. Board Policy 1.1 – Governance Commitment
  - 2. Board Policy 1.2 – Governing Philosophy
  - 3. College Happenings
- D. Other Information Items

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

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
- B. Approval of Closed Session Minutes of September 28, 2021

### **RECONVENE TO OPEN SESSION**

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

**6:00 p.m. – Dinner and Joint Meeting with the SWTC Foundation Board and Real Estate Foundation Board**

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

- A. Charger Vision Report

### **ADJOURNMENT**

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

The following employees were recognized at the luncheon for their exceptional efforts to serve our students and each other.

- Connie Haberkorn, Director of Human Resources
- CoraBeth Schmitz, Student Financial Assistance Manager
- Chris Bowers, Disability & Support Services Manager
- Giulio Reyes, Multicultural Success Coach
- Kelly Kelly, Director of Fiscal Services/Controller
- Heath Ahnen, Executive Director of Information Technology Services
- Dennis Cooley, Charger Leadership Director
- Josh Bedward, Facilities Manager/Master Electrician
- Kris Schoville, Medical Assistant Instructor
- Ryan Weigel, Animal Science Instructor
- Paula Timmerman, Child Care Lab Assistant
- Joe Randall, Electrical Power Distribution Instructor

The Board reviewed the Board Ends with an emphasis on the College Health Indicators. The College Effectiveness Team presented the College Health Indicators. Present from College Effectiveness were Mandy Henkel, Director of College Effectiveness; Camille Chappell, Data Analyst; Holly Straka, College Effectiveness Specialist; Lisa Riley, State Reporting & Curriculum Coordinator; and Sasha Annan, Data Analyst/Data Analytics Instructor. The College Effectiveness Team reviewed the College Health Indicators and showed the alignment with the strategic initiatives for each College Health Indicator. The Board and Executive Team members discussed various ways the data could be used and what the college could focus on moving forward. The information will be reviewed and the results shared with the Executive Team and Board.

The President's goals for 21-22 were discussed with the Board. The Board members expressed support for the many positive accomplishments of the College. The board was complimentary of the College's ability to continue in-person learning during COVID, breadth of college offerings, the wide-spread expertise of faculty and staff, low loan default rate, fundraising successes, leadership growth at all levels of the college, and high student success indicators compared to other colleges. The board appreciates the College's success and wants the college to continue to learn, grow, and improve. Initial areas brainstormed for growth include meaningful appreciating faculty and staff for their accomplishments, emphasizing student learning in all planning, expanding k-12 partnerships, investing in leadership growth, board self-assessment, and staying close to students as the center of all we do.

After a review of the Consent Agenda, including the October 14, 2021, agenda; September 28, 2021, Board meeting minutes; financial reports; six contracts totaling \$13,760.30 in September 2021; employment recommendation for Amy Seeboth-Wilson – Director of Grants; the resignations of Holly Crubel – Grants Accountant and Jan Portwine – Electrical Power Distribution Lab Assistant; and the 2022 membership renewal to the American Association of Community Colleges for \$3,538, Mr. Blume

moved to approve the Consent Agenda, as presented. Mr. Enright seconded the motion; motion carried.

The resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2021 in the amounts of \$5,067,569 for operational expenses and \$6,210,000 for debt retirement for a total tax levy of \$11,277,569 was presented for approval. Caleb White, Vice President for Administrative Services, provided a summary of the factors that impact the tax levy. The equalized valuation went up significantly, net new construction increased, as well as increases in property tax relief aid, personal property tax aid, refunded/rescinded taxes, and debt service. The mil rate is 1.12710. Mr. Enright moved to approved, as presented, the Resolution Providing for Tax Levy for the Year 2021. Ms. Wonderling seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried.

At the July 12, 2021, District Board annual meeting, the Board had approved the College's three-year Facilities Plan. Dr. Wood recommended to the Board a proposal to move the Lenz Center remodel up to 2021-22 and move the student activities center/learning lab to 2022-23. The remodel of the Lenz Center would commence in May 2022 and the student activities center/learning lab would start in 2023. Ms. Jordie moved to approve moving the Lenz Center remodel to 2021-22 and pushing the student activities center/learning lab project back to 2022-23 in the approved three-year Facilities Plan. Mr. Prange seconded the motion; the motion carried.

Kim Schmelz, Director of the Foundation, presented a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. Highlights of the report included over \$500,000 in gifts in the first quarter and the fall Phonathon has begun.

A six-year Purchase Card Activity Summary report and a listing of the FY2021 >\$50,000 Vendors were presented to the Board by Caleb White. Mr. White noted the purchase card activity was down due to the lack of travel during the pandemic.

The College has received Higher Education Emergency Relief Funds (HEERF) for distribution to students and to aid in funding costs associated with the pandemic. Mr. White noted that \$2.6 million has been received that go directly to students and \$3.6 million is designated as flexible for anything that has affected the college or students is allowable. He noted that 1,488 students have received \$1,628,771.14 so far with a balance of \$953,981.86 left to be distributed to the students. The college has allocated \$2,642,767.07 for expenses incurred related to the pandemic and the balance remaining to be allocated is \$942,062.93. The funds must be spent by May 2022.

Cynde Larsen, Katie Glass, and Caleb White provided information on the Covid-19 Response Plan. Information included in the report was the science of Covid-19, the communication that has occurred throughout Covid-19, and the work the Covid-19 Operations Team has done since the start of the pandemic.



Krista Weber, Chief Human Resources Officer, provided an update on College staffing. Noted in her report were the open positions of a Surgical Technology Instructor/ Program Director, Academic Success Coach, and Electrical Power Distribution Lab Assistant.

The Board reviewed the Enrollment Report noting that the FTE count has increased 2.59 percent compared to this time last year. Katie Glass, Executive Director of Marketing and the Foundation, demonstrated the mobile application available to students to apply to the College.

Under the Chairperson's Report, the Board unanimously supported nominating Chuck Bolstad for the District Boards Association Board Member of the Year. Mr. Tuescher reminded the Board that the District Boards Association Legal Issues Seminar and quarterly meeting will be held October 28-29. This will be a virtual meeting.

Under the College President's Report, the Board had received Board Governance Policies 1.1 – Governance Commitment and 1.2 – Governing Philosophy for review. The Board had no changes to Policy 1.1 and under Policy 1.2, the Ad Hoc Executive Board Leadership Committee will discuss a self-evaluation of the Board.

Mr. Blume moved to adjourn to Closed Session to discuss personnel issues per Wisconsin Statutes 19.85(1)(f). Ms. Fillback seconded the motion. Upon a roll call vote with all members voting affirmatively, the motion carried and the meeting adjourned to closed session at 5:35 p.m.

The Board reconvened to open session at 6:10 p.m. with no action taken. The Board immediately recessed for dinner with the District Board, SWTC Foundation Board, and Real Estate Foundation Board. The Board reconvened the meeting at 7:00 p.m.

The District Board, SWTC Foundation Board, and Real Estate Foundation Board heard reports from Troy Maggied, Southwest Wisconsin Regional Planning, on population statistics and trends and Rhonda Suda, Southwest Wisconsin Workforce Development Board, on the October 2021 workforce snapshot. The three Boards had been provided with a report from EMSI on "The Demographic Drought: How the approaching pandemic will transform the labor market for the rest of our lives." These three reports were used to base discussions on the College's Core Abilities. In small groups, the Board members reviewed the Core Abilities and made suggestions for edits to the Core Abilities.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Enright seconding the motion. The motion carried and the meeting adjourned at 8:30 p.m.

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Crystal Wallin, Secretary

## ***C. Financial Reports***

### ***1. Purchases Greater than \$2,500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
PURCHASES GREATER THAN \$2,500  
FOR THE PERIOD 10/01/2021 - 10/31/2021**

Expenditure				
Vendor	Invoice #	Description	Amount	
SWTC REF	Housing pmnts	Fall/Summer/housing	132,510.29	
Landmark	8.26.21	6 week UD Training	27,500.00	
Fennimore Utilities	9/29/21	College Utilities	24,249.98	
HBS	468966-H	HBS FLEX	20,270.00	
PCARD - Pearson	14857298	textbook	18,617.90	
Kunes	1GBE5SM6K7115423	2019 Chevy Cruze	17,660.00	
PCARD - Cengage	74768085	textbooks	15,271.50	
PCARD - Pearson	14876610	textbooks	13,873.15	
Franklin Covey	IS10602901	All Access Pass	9,900.00	
Elsevier	WEB00205878-1	First of 4 Install Grad Class June 23	8,526.00	
PCARD - NCRA	261302	Cancer Registry Management Registries	6,368.00	
IRS	CP220	12.31.20	6,242.92	
CDW	J877148	APC Smart UPS SRT	6,137.02	
Trane	11003315	Coil	5,449.00	
Elsevier	WEB00194196-2	second of 4 installs	4,908.75	
PCARD - Federal	23	Trapshooting ammo	4,856.25	
Boardman	240581	Prof Svcs	3,880.00	
PCARD-Square Inc	796160366	Square POS	3,795.89	
Veterans Affairs	505069877 9.7.21	P Barillas 9.7.21	3,719.23	
PCARD - Rittenhouse	753	textbooks	3,519.36	
Campuspeak	21-0929.sau2	Saul Flores	3,500.00	
PCARD - Salon	523372063	salon supplies	3,493.81	
CDW	M412525/L835185	IT Supplies	3,428.81	
WTA Properties	Nov Rent	November Rent	3,400.00	
PCARD-Badger Welding	3665664	welders kit	3,294.88	
PCARD - Testout	ORD332414	TestOut Codes	3,225.00	

Hillyard	604472862	Trident	3,125.46
PCARD - Rittenhouse	5638873	modern welding textbooks	2,991.36
Les Mack Chevy	130956	WO# 779	2,990.12
Trane	10736218	Filters	2,945.64
Shopping News	9.30.21 Stmt	Mktg Ads Mid-term classes	2,896.56
Millennium	3	Meevo2 Subscription	2,820.48
PCARD - Cengage	74775899	textbooks	2,808.00
TDS	608-822-3262 10.121	monthly phone bill Sept/Oct	2,786.15
PCARD - Matthew	2394287	Diag Reference manual	2,771.62
City Utilities RC	12-05500-02 10.25.21	10.25.21 utilities	2,768.76
National Business	2214579	National Instruments	2,764.25
LaCoona	161	Everything DISC	2,553.60
Mike Holt	528753	textbooks	2,549.10
CDW	L714744	IT equipment	2,524.56

**Total Invoices****\$396,893.40**

Bank Withdrawals			
Vendor	Transaction Date	Audit Trail	Amount
ACH ITEMS WI TECHNICAL COL WTCEBC MONTHLY PULL	10/5/2021	GNJL000587	298,361.26
WI DEPT REVENUE TAXPAYMNT XXXXX8720	10/6/2021	GNJL000611	23,772.95
IRS USATAXPYMT 270169155045761	10/18/2021	GNJL000924	64,489.18
EMPLOYE TRUST FU WRS REMIT 4715000	10/29/2021	GNJL000982	64,276.34
EMPLOYE TRUST FU WRS REMIT 4715000	10/29/2021	GNJL000981	64,050.06
IRS USATAXPYMT 270170253694742	10/29/2021	GNJL000978	63,380.64
IRS USATAXPYMT 270170253694742	10/29/2021	GNJL000980	44,121.10
IRS USATAXPYMT 270169155045761	10/18/2021	GNJL000926	43,624.02
WI DEPT REVENUE TAXPAYMNT XXXXX2944	10/29/2021	GNJL000975	24,951.70
WI DEPT REVENUE TAXPAYMNT XXXXXX5920	10/18/2021	GNJL000905	24,730.85
IRS USATAXPYMT 270169155045761	10/18/2021	GNJL000925	15,547.35
IRS USATAXPYMT 270170253694742	10/29/2021	GNJL000979	15,295.41
GREAT-WEST TRUST PAYMENTS 707015069692	10/4/2021	GNJL000582	8,626.06
Delta Dental WI	10/6/2021	GNJL000612	8,272.53
GREAT-WEST TRUST PAYMENTS 510019119960	10/19/2021	GNJL000927	7,620.31
WAGEWORKS FSA RECEIVABLE INV3109494	10/15/2021	GNJL000858	5,656.15
WAGEWORKS FSA RECEIVABLE INV3095844	10/12/2021	GNJL000747	4,298.14
Delta Dental WI ASO Pymt	10/20/2021	GNJL000942	4,211.29
SYMETRA LIFE INS 8004267784 2NT3GKDHSPK4L2C	10/18/2021	GNJL000907	4,083.23
Delta Dental WI	10/27/2021	GNJL000962	2,866.00
Delta Dental WI	10/13/2021	GNJL000802	2,554.70

**Total Bank Withdrawals****\$794,789.27**

Payroll			
10/15/2021 Payroll	10/15/2021	PRIMP000011	425,200.33
10/29/2021 Payroll	10/29/2021	PRIMP000012	392,690.28
10/01/2021 Payroll	10/1/2021	PRIMP000010	375,490.90
<b>Total Payroll</b>			<b>\$1,193,381.51</b>

Purchase Cards			
U.S. BANK AUTOPAY 448559455550942	10/13/2021	GNJL000801	67,752.55
U.S. BANK AUTOPAY 448559455550942	10/27/2021	GNJL000961	37,137.20
<b>Total Purchase Cards</b>			<b>\$104,889.75</b>
<b>Total Purchases &gt;= \$2,500</b>			<b>\$2,489,953.93</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 10/31/2021			
<b>Receipts</b>			
Fund			
1 General	1,704,674.00		
2 Special Revenue			
3 Capital Projects	7,997.00		
4 Debt Service			
5 Enterprise	44,503.00		
6 Internal Service	165,983.00		
7 Financial Aid/Activities	68,031.00		
<b>Total Receipts</b>		<b>1,991,188.00</b>	
<b>Expenses</b>			
Fund			
1 General	2,302,116.00		
2 Special Revenue			
3 Capital Projects	143,343.00		
4 Debt Service			
5 Enterprise	185,159.00		
6 Internal Service	331,586.00		
7 Financial Aid/Activities	248,820.00		
<b>Total Expenses</b>		<b>3,211,024.00</b>	
<b>Net cash change - month</b>			<b>(1,219,836.00)</b>
<b>EOM Cash Balances</b>			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	14,869,851.21		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,232,883.78		
<b>Ending Cash/Investment Balance</b>		<b>16,105,674.99</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 4 Months ended October 2021							
	<b>2021-22</b>	<b>2021-22</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	25,822,200.00	6,318,146.18	24.47	26.42	22.95	22.66	22.67
General Fund Expenditures	26,558,800.00	7,581,518.70	28.55	35.16	29.17	29.00	28.80
Capital Projects Fund Revenue	4,335,000.00	20,335.85	0.47	0.22	0.06	99.07	99.44
Capital Projects Fund Expenditures	4,352,500.00	110,334.70	2.53	13.03	8.40	10.36	26.81
Debt Service Fund Revenue	6,090,500.00	-	-	0.00	0.00	0.00	0.66
Debt Service Fund Expenditures	7,080,000.00	-	-	0.00	0.00	0.50	0.62
Enterprise Fund Revenue	1,621,500.00	635,156.46	39.17	47.87	43.20	37.74	35.15
Enterprise Fund Expenditure	1,541,300.00	1,016,134.41	65.93	36.57	41.70	29.71	33.24
Internal Service Fund Revenue	4,425,000.00	1,160,898.75	26.24	29.98	28.14	9.28	30.46
Internal Service Fund Expenditures	4,435,000.00	1,331,192.07	30.02	30.92	30.16	31.68	31.99
Trust & Agency Fund Revenue	9,800,000.00	3,460,745.68	35.31	19.11	30.61	27.15	37.82
Trust & Agency Fund Expenditures	9,800,000.00	3,202,263.81	32.68	30.56	33.76	35.21	38.24
<b>Grand Total Revenue</b>	<b>52,094,200.00</b>	<b>11,595,282.92</b>	<b>22.26</b>	<b>20.54</b>	<b>20.91</b>	<b>28.49</b>	<b>28.39</b>
<b>Grand Total Expenditures</b>	<b>53,767,600.00</b>	<b>13,241,443.69</b>	<b>24.63</b>	<b>26.83</b>	<b>24.88</b>	<b>25.53</b>	<b>27.53</b>

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

There were one contract totaling \$1,350 in October 2021 being presented for Board approval. The Contract Revenue Report is included below.

<b>2021-2022 CONTRACTS</b>							<u>INDIRECT COST FACTOR</u>		
10/1/2021 to 10/31/2021									
<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Crawford County Health & Human Services	03-2022-0104-I-22	Spanish for the Workplace 1	Dennis Cooley	11	\$ 1,350.00	No		X	
<b>TOTAL of all Contracts</b>				<b>11</b>	<b>\$ 1,350.00</b>				
Exchange of Services				-	\$ -				
For Pay Service				11	\$ 1,350.00				

***E. Personnel Report***

One employment recommendation and one resignation are being presented for approval in the Personnel Report. The Personnel Report follows:

**PERSONNEL REPORT  
November 18, 2021**

**Employment: NEW HIRES**

Name:	Todd Kasper
Title:	Electrical Power Distribution Lab Assistant
Number of Applicants & Interviewees:	2 applicants/2 interviews
Start Date:	11/1/2021
Salary/Wages:	\$20.50/hour
Classification:	Part-time
Education and/or Experience:	Graduate of Southwest Tech Electrical Power Distribution Program with 1 year of experience. Bachelors in Criminal Justice from UWP with 20 years of experience in law enforcement.

**PROMOTIONS / TRANSFERS**

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**RETIREMENTS / RESIGNATIONS**

Alecia Hach (Resignation – 11/12/21)	Day Custodian – Limited Term
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**Recommendation** – Approve the Consent Agenda as presented.



## **Other Items Requiring Board Action**

### ***A. Fund & Account Transfers (2020-21 Budget Modifications)***

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

**Recommendation:** Approve the 2020-21 budget modifications as presented.

<b>BUDGET MODIFICATION</b>			
<b>District: Southwest Wisconsin Technical College</b>			
<b>Fiscal Year: 2020-21</b>			
<b>General Fund - 100</b>			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2020</u>	<u>10/18/2021</u>	<u>Change</u>
<u>Resources</u>			
Local Government	5,366,000	5,366,000	-
State Aids	10,310,500	10,310,500	-
Program Fees	4,546,600	4,546,600	-
Material Fees	286,000	286,000	-
Other Student Fees	433,100	433,100	-
Institutional	1,808,400	1,808,400	-
Federal	379,500	379,500	-
Transfers from Reserves and Designated Fund Balances	6,000	6,000	-
Total Resources	23,136,100	23,136,100	-
<u>Uses</u>			
Instructional	14,811,600	14,361,600	(450,000)
Instructional Resources	143,900	193,900	50,000
Student Services	2,140,400	2,140,400	-
General Institutional	4,615,900	5,115,900	500,000
Physical Plant	2,070,300	1,970,300	(100,000)
Total Uses	23,782,100	23,782,100	-
	Caleb J. White		
	Vice President for Administrative Services		

<b>BUDGET MODIFICATION</b>			
<b>District: Southwest Wisconsin Technical College</b>			
<b>Fiscal Year: 2020-21</b>			
<b>Capital Fund - 300</b>			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2020</u>	<u>10/18/2021</u>	<u>Change</u>
<u>Resources</u>			
Insitutional	20,000	20,000	-
Proceeds from Debt	4,000,000	4,000,000	-
Transfer	(53,000)	(53,000)	-
Total Resources	3,967,000	3,967,000	-
<u>Uses</u>			
Instructional	819,800	819,800	-
Instructional Resources	18,000	68,000	50,000
General Institutional	2,760,000	2,760,000	-
Physical Plant	2,264,200	2,214,200	(50,000)
Total Uses	5,862,000	5,862,000	-
	Caleb J. White		
	Vice President for Administrative Services		

<b>BUDGET MODIFICATION</b>			
<b>District: Southwest Wisconsin Technical College</b>			
<b>Fiscal Year: 2020-21</b>			
<b>Enterprise Fund - 500</b>			
	Current Budget	Modified Budget	Amount
	Adopted	Adopted	of
	<u>6/25/2020</u>	<u>10/18/2021</u>	<u>Change</u>
<u>Resources</u>			
Institutional	1,336,000	1,336,000	-
Federal	-	450,000	450,000
Total Resources	1,336,000	1,786,000	450,000
<u>Uses</u>			
Auxiliary Services	1,706,000	2,156,000	450,000
Transfer	-	-	-
Total Uses	1,706,000	2,156,000	450,000
	Caleb J. White		
	Vice President for Administrative Services		

### ***B. First Reading of Governance Policy 2.6: Acting President***

Included below is a proposed update to the Acting President Policy. The update includes adding a third person as Acting President. This will be the first reading of the updated policy.

**Recommendation:** Approve the first reading of the proposed Governance Policy 2.6: Acting President.

## **2.6 – ACTING and INTERIM PRESIDENT**

On occasion, the President of the College will be absent from campus on account of official business, vacation, illness, or other unavoidable cause. It is possible a situation may arise when the president is suddenly unavailable and/or may not be able to perform their duties for an extended period of time. At some point, there will be a change in Presidents.

During Presidential absences, it is essential that provision be made so that official business may proceed. Furthermore, the long-term vitality of the College is strengthened by providing executive leadership learning opportunities for people to learn and grow.

An Acting President serves in the temporary and short-term absence of the President when the President is expected to return to work, the order of succession for President of the College will be as follows:

1. Chief Financial Officer, Caleb White
2. Chief Human Resources Officer, Krista Weber
3. Chief Student Services Officer, Holly Clendenen

The Chief Academic Officer serves as an Executive Advisor to the President and maintains that role with the Acting President to ensure the teaching and learning perspective is considered in decisions as possible.

An Interim President serves as a bridge to a new President when it is likely the incumbent President will not return to work. In the event the President will be unavailable and out of the office for a period of time longer than 30 calendar days, the Interim President will be:

1. Chief Human Resources Officer, Krista Weber
2. Chief Financial Officer, Caleb White

Prior to appointing an Interim President, the Board will determine if it intends to conduct a full search or make an appointment at the conclusion of a successful term. It is clearly understood if the Board determines to replace the current President for any reason, they

will have full autonomy to appoint a new President using the process and parameters of their choosing. This policy provides a plan for their consideration in the event a presidential transition occurs and facilitates professional development and training. In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. If the President is unable to name an Acting President, the Board Chair will appoint someone until the full Board can take action at the next Board meeting. An Interim President will be appointed by the Board Chair and considered by the entire Board at the next Board meeting during which time they will adjust the compensation for the Interim President according to the situation. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration through the policy approval process

The President's Office will notify the Leadership Team when an Acting President or Interim President is named and forward that notification to the Board Chair. The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

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

1. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
2. Assess and evaluate the performance of the Acting President.
3. Provide compensation for services rendered as Acting President.
4. Support the pursuit of a terminal degree when needed through an investment of time and resources.

Adopted: 7/9/18

Reviewed:

Revised: 1/24/19, 3/28/19, 8/26/21

***C. Welding Machines Bid #2122-03***

A summary of the bids received is included in the electronic Board packet. Bids were opened on October 28, 2021, with four bids received. The welders are for the Welding Lab in Room 517. Caleb White will present the bid summary and recommendation.

**Recommendation:** Award the bid for Welders for Welding Lab 517 in the amount of \$170,607.28 to Badger Welding Supplies, Inc., of Mineral Point, WI.

## **Board Monitoring of College Effectiveness**

### ***A. Board Monitoring Report -Student Access***

Holly Clendenen, Chief Student Services Officer, will present the Board monitor report on Student Access. The report is included below.

## Board Monitoring Report

Student Access and Success  
November 2021

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### EXECUTIVE SUMMARY

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

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities. Southwest Tech recognizes the importance of access to post-secondary education and skill training. To maintain economic stability and growth for the region, Southwest Tech must be responsive to students in an ever-changing environment. Southwest Tech must continue to work diligently to reduce barriers, encourage enrollment and support student success in college programming. The focus of this report outlines Southwest Tech's efforts to increase access, reduce barriers to success, increase retention and completion, and provide a skilled workforce for district employers. This report will highlight areas of effort to increase access and improve student success.

#### **Alignment with Strategic Directions**

Southwest Tech's three strategic directions each support student access and success through the alignment of goal and priorities. Strategic priorities must align with a strategic direction and focus on impacting one or more College Health Indicators.

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

#### **Competitive Positioning Statement**

Following a national trend, regional employers have indicated they are suffering from a lack of qualified workers. Southwest Tech plays a key role in providing qualified people to fill important jobs in our service district. Improving our retention and graduation rates helps local employers hire the talent they need to operate their businesses and is a boost to our local economy.

College Health Indicator #1 – Equity in Student Learning compels us to help all students succeed with a special interest in increasing the rate of success for our Special Populations. The Wisconsin Technical College System (WTCS) includes the following categories as Special Populations: minority, incarcerated, dislocated workers, students with a disability, veterans, and Pell grant eligible. We can position our college to be a preferred provider of education as we welcome all students into our classrooms and improve the likelihood of success for all students, especially the most at-risk populations.

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### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. **Universal Design** - This initiative seeks to increase the universal design of our campus to ensure all products and environments at Southwest Tech are usable by all people to the greatest extent possible,



## Board Monitoring Report

Student Access and Success  
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without the need for adaptation or specialized design. The project will serve to not only increase recruitment of a more diverse population on campus but also improve retention of both students and employees. While all aspects of campus will be considered (instruction, services, information technology, events, and physical spaces), priorities will be given to instructional practices in the initial phases.

- Sponsoring Council: College Council
  - College Health Indicators: Retention Rate, Graduation Rate, Enrollment Headcount, Equity in Student Learning, Student Satisfaction
  - Project Lead: Chris Bowers
  - Team Members: Derek Dachelet, Josh Krohn, Demi Vetesnik, Chantel Hampton and Betsy Tollefson
  - Chris Bowers, Josh Krohn and Betsy Tollefson are completing a year-long Certificate in Learning Differences and Neurodiversity through Landmark College
  - Universal Design Module Participants: 24 faculty, staff and administrators across campus
2. **Student Recruitment and FTE Generation** – This initiative seeks to increase enrollment at the college through targeted recruitment strategies. Executive team members are leading three projects aimed at different populations of prospective students – traditional students, working adults, high school students and incarcerated adults.
- Sponsoring Council: Executive Team
  - College Health Indicators: FTEs
  - Women in Athletics Project
    - i. Project Leads: Dan Imhoff and Holly Clendenen
    - ii. Team Members: Robin Hamel, Scott Kennedy, and Matt Schneider
    - iii. Goal of 31 FTEs generated in Fall 2022 through the creation of a women’s golf team, women’s target shooting team, and co-ed eSports team
  - Business Outreach Project
    - i. Project Leads: Katie Glass and Krista Weber
    - ii. Team Members: Heather Fifrick, Dennis Cooley, Kim Schmelz, Brianna Williamson, Kaye Woodke, Kyle Bennett, Craig Woodhouse, Holly Straka, Kim Maier, and Mary Johannesen
    - iii. Goal of 20 new students recruited and enrolled in 2021-22 from Durr Universal closing
    - iv. Goal of 10 students in data analytics, 10 students in non-profit leadership, and 5 new adult students from business contacts enrolled in Spring 2022 semester
  - Career and Technical Education in High Schools and Department of Corrections (DOC) Project – See Appendix Item 5 for promotional flyer.
    - i. Project Leads: Kim Maier and Derek Dachelet

## Board Monitoring Report

Student Access and Success  
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- ii. Team Members: Mary Johannesen, Beth Cummins, Katie Garrity, Cynde Larsen, Jason Robbins, Karen Bricco, Julie Pluemer, Kris Wubben, Katie Glass, Rex Smith, Rose Averkamp
- iii. Goal: Increase FTE generation in 38.14 contracts, COLLEGE Up, Start College Now, and High School Academies by 20% to generate 77 FTEs in 2021-22
- iv. Fall 2021 Highlights
  - 182 students enrolled in 804 credits through COLLEGE Up including 8 students in CNC at Platteville High School and 10 students in Lab Science at Platteville High School and Richland Center High School
  - 99 students enrolled in 414 credits through Start College Now
  - 6 contract courses offered at several district high schools
  - 17 students at Prairie du Chien Corrections Facility enrolled in Math Review course

### 3. Diversity, Equity and Inclusion – Recruitment and Retention Efforts

#### In Progress

- a. Charge Forward Scholars – Giulio Reyes, Katie Snitker, Chantel Hampton, and Holly Clendenen Scholarship and wrap-around academic services support program for identified students with the initial goal to increase retention and graduation of special population students. Each year since 2019-20 the program has been reviewed and adjusted to support college priorities. Last year a special recruitment effort was done from November 2020 to January 2021 to recruit and enroll new special population students using the Charge Forward program combined with STEP scholarships. This effort enrolled 12 new students and had a spring to fall retention rate of 92%.
  - i. 2019-20 Cohort – Economically Disadvantaged and Minority Students
    - 1. 22 students started Fall 2019 (new students)
    - 2. 82% retention rate as of Fall 2021 – 10 graduated, 8 enrolled
  - ii. 2020-2021 Cohort – Minority Students
    - 1. 27 students enrolled Fall 2020 (new and continuing students)
    - 2. 56% retention rate as of Fall 2021 – 3 graduated, 12 enrolled
  - iii. January 2021 Cohort – Special Population Students
    - 1. 12 students enrolled Spring 2021 (new students)
      - a. 92% retention from Spring 2021 to Fall 2021
- b. Partnership with Darlington High School – Kyle Bennett and Giulio Reyes

The objective of the collaboration with Darlington High School is to provide campus tours for prospective students interested in attending Southwest Tech. We conduct two campus visits to

## Board Monitoring Report

Student Access and Success  
November 2021

Darlington High School in which we provide information about our institution and programs. Moreover, we provide one-on-one meetings with students seeking further information about a specific program of interest. In addition, Darlington students have group tours of campus with Spanish-speaking staff leading the tours. Throughout the development of the partnership we've been able to establish a good rapport with Darlington High School and ELL teacher Ms. Kalee Crist. These relationships have led to students enrolling and graduating from Southwest Tech. These personal partnerships with high schools can be expanded to other high schools within our district.

- c. Non-traditional Occupations grant – Kris Wubben, Jordyn Poad, Kelsey Wagner, Matt Schneider, Pauline Wetter, and Kyle Bennett

This initiative works to recruit and support students that are in Non-traditional Occupations. Non-Traditional Occupations is defined by the US Department of Labor is occupations in which 25% or fewer workers are either women or men. Current anticipated projects include: Women in IT (networking luncheon), Men in Cosmetology (industry speaker), Men in Healthcare, and Women in Criminal Justice. In the fall of 2021, all NTO students were offered Charger Leadership training at no cost. There has been a strong effort to work with the marketing department to promote and highlight students that are part of a NTO. See Appendix Item 6 for list of NTO Program Enrollees for 2020-21.

### In Development

- d. ELL Support Plan – Giulio Reyes, Julie Pluemer, and Adult Basic Ed (ABE) instructors

The purpose of the ELL Support Plan is to provide our growing ELL students the services and resources to be successful. Began by assessing the current services and resources available at Southwest Tech and examined how it was being utilized to fit the needs this student population. Next step was to conduct interviews with college departments (ABE, Advising, Financial Aid, and Recruitment) as well as other Technical Colleges to gather data on the services and resources they provide ELL students. Once the data was gathered, plan was developed and in process of being implemented to support our ELL students.

- e. Under-Represented Student Recruitment in Apprenticeship – Derek Dachelet and Dan Imhoff

Under the grant, we will be conducting outreach efforts to promote apprenticeship careers among traditionally under-represented groups. Grant activities include three outreach presentations to prospective new apprentices. We envision the presentations being conducted in three different locations in the District. The other activity under the grant is an employer-focused workshop on how to create a more inclusive work environment to help recruit and retain diverse populations. We will market this event to both companies that have apprentices and other non-apprentice employers.

## Board Monitoring Report

Student Access and Success  
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### 4. Project RISE – Raising and Innovating the Student Experience

- Sponsoring Council: Operations Council
- College Health Indicators: FTEs, Student Satisfaction, Employee Satisfaction
- Project Leads: Heath Ahnen and Matthew Baute
- Anthology Student: Danielle Seippel and CoraBeth Schmitz module owners
- Anthology Reach: Katie Glass module owner
  - i. Apply: Katie Glass and Danielle Seippel
  - ii. Succeed: Holly Clendenen
- Process Efficiencies to Impact Student Experience (as of 10/2021)
  - i. Student Satisfaction = 11
  - ii. Increase Student Access – Enrollment = 6
  - iii. Increase Student Success – Retention = 5
- Student and Staff Experience Improvements (as of 10/2021)
  - i. Student Satisfaction = 6
  - ii. Increase Student Access – Enrollment = 4
  - iii. Increase Student Success – Retention = 3

### 5. Charger Tech 360

- Sponsoring Council: Academic Council
- College Health Indicators: Equity in Student Learning, Retention Rate, Student Satisfaction, FTEs
- Project Leads: Katie Garrity and Heath Ahnen
- Team Members: Derek Dachelet, Jake Mootz, Kelly Kelly, Katie Glass, Holly Clendenen, Kim Maier
- Charger Technology Support Center supported 582 students with technical issues
- Fall 2021: 387 laptops deployed; 324 in-person, 63 shipped
- Current active laptops (as of Nov. 11, 2021): 688
- Total laptops assigned to students since Fall 2020: 1,041; 324 in-person, 717 shipped
- Total laptops returned since Fall 2020: 514
- Total students served: 1,202

## OTHER STUDENT SUPPORT PROJECTS DESIGNED TO IMPROVE STUDENT SUCCESS

### 1. Southwest Tech Education Pledge (STEP) Scholarship Program

- This first STEP scholarship was offered in 2019-2020 to graduates of Boscobel High School attending Southwest Tech in a technical degree or associate's degree program. In 2020-2021 the program was expanded to graduates of Wauzeka High School. In January 2021 a new version of the STEP scholarship program was offered to recruit and retain students. Two populations of students were targeted: students who previously attended Southwest Tech but did not complete

## Board Monitoring Report

Student Access and Success  
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their program (Once a Charger, Always a Charger) and special population students enrolling in a diploma or degree program (Charge Forward STEP Scholars).

- Retention data for the James and Grace Thiele STEP Scholarship for Boscobel High School graduates shows higher retention rates of 2019-20 cohort students (91% and 92%) compared to 69% retention rate in 2019-20. Fall 2020 cohort retention rate was 71%, the same as the 2020-21 overall retention rate, and the Spring 2021 cohort rate of 64% dropped below the overall 71% retention rate.
- Retention data for James and Grace Thiele STEP Scholarship for Wauzeka High School graduates shows a 100% retention rates for 2020-21 cohort compared to overall retention rate of 71%.

### James and Grace Thiele Southwest Tech Educational Pledge (STEP) Scholarship Program Retention Rates

<b>Boscobel High School Thiele Scholarship Recipients</b>				
Term	Retained as of 9.24.21	Count	%	
<b>Fall 1920</b>				
	No	1	4%	
	No - Enrolled in new program Fall 2022	1	4%	
	Yes - Enrolled	1	4%	
	Yes - Graduated	20	87%	91%
<b>Fall 2021</b>				
	No	2	29%	
	Yes - Enrolled	3	43%	
	Yes - Graduated	2	29%	71%
<b>Spr 1920</b>				
	No	1	8%	
	Yes - Graduated	12	92%	92%
<b>Spr 2021</b>				
	No	5	36%	
	Yes - Enrolled	5	36%	
	Yes - Graduated	4	29%	64%
<b>Grand Total</b>		<b>57</b>	<b>100%</b>	

### Wauzeka High School Thiele Scholarship Recipients

Term	Retained as of 9.24.21	Count	%	
<b>Fall 2021</b>				
	Yes - Enrolled	2	33%	
	Yes - Graduated	4	67%	100%
<b>Spr 2021</b>				
	Yes - Enrolled	5	100%	
<b>Grand Total</b>		<b>11</b>	<b>100%</b>	



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### **2. New Student Orientation**

In-person New Student Orientation (NSO) was re-imagined in summer 2021. All new program face-to-face program students were invited to campus for a half-day New Student Registration. During this event students attended sessions on Charger Tech 360 (where laptops were deployed), SWTC LEADS (leadership development), Charger Success (academic support services), and a program faculty meet and greet. More than 522 students attended and 189 student supporters (parents, spouse, grandparent, etc.) Sessions were grouped by academic program so that students could meet and engage with their future classmates. Participants could also schedule financial aid meetings, visit the bookstore, and tour campus and student housing. Staff feedback was been positive with qualitative feedback that students who attended NSO had fewer questions the first few days of the semester and were more prepared for the start of the semester. Student survey feedback showed that students were most satisfied with the Charger Tech 360 session, Charger Success session, and Instructor Meet and Greet.

### **3. SWTC LEADS**

The SWTC LEADS project seeks to increase the retention of Southwest Tech students and overall student satisfaction. SWTC LEADS is a tiered leadership program that invests in our most vulnerable and at-risk students at Southwest Tech. SWTC LEADS will facilitate core ability attainment through the experiential learning curriculum. The purpose of the free 6-session course is to encourage students to explore the leadership process. Students who participate in the program will know more about leadership, their strengths in leadership, and will have transferable skills that will apply to their Southwest Tech experience and to their life after Southwest Tech. In Fall 2021, 18 students participated in two sections of SWTC LEADS. Additional sections will be offered in Spring 2022. SWTC LEADS curriculum will be evaluated and updated based on feedback from fall student participants and facilitators.

### **4. Student Mental Health Counseling**

Southwest Tech has employed a full-time mental health counselor to support and work with students for more than five years. Gina Trollop meets with students on campus and virtually. The virtual meetings were an adaptation to the COVID-19 pandemic when most students were not on campus regularly and mental health support was in demand. In Fall 2021 Southwest Tech identified the need to provide mental health counseling to out of state students that Gina was not eligible to support and to supplement Gina's on-campus offerings. Student Senate approved funding a 12-month/100 session teletherapy contract with a third-party vendor to meet both these needs. In addition, a group of student services staff is working to develop and implement proactive mental health programming and supports. Jordyn Poad and Heather Swatek are trained in Mental Health First Aid and will be offering additional training sessions in 2021-22 to students, faculty and staff.

### **5. Lawyers for Learners**

Southwest Tech joined the Lawyers for Learners program in the Spring 2021 semester to offer free legal services to students and community members. In the Fall 2021 semester a student intern was hired through Lawyers for Learners and their legal partners to help promote Lawyers for Learners services to

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students and to staff the on-campus office for students who need assistance connecting with legal teams virtually. Currently all legal services are provided remotely, but on-campus legal service hours could be added in the future. Monthly data is shared with Southwest Tech from Lawyers for Learners about the number of students and community members requesting assistance and the type of assistance requested. This new student service will help students facing a legal problem connect with an attorney or legal provider that can provide legal help. Legal issues Lawyers for Learners can help with include but is not limited to child support and family law, driver's license restoration, immigration, rental housing, unemployment compensation, and foreclosures.

### 6. Creation of Non-program Clubs

Starting in 2020-2021 Student Senate started to consider changes to their by-laws to increase support and funding for non-program clubs. These changes were approved by the Student Senate and then the District Board. Since making these changes, three non-program clubs have been approved. The first was The Charger Alliance in Spring 2021 followed by OLAS (Organization of Latin American Students) and The Veterans' Club in Summer 2021. Currently 31 students are members of these 3 new clubs.

## RECOGNIZING AND VALUING PEOPLE

- Chris Bowers, Josh Krohn and Betsy Tollefson for working on a year-long Certificate in Learning Differences and Neurodiversity through Landmark College
- Kyle Bennett and Giulio Reyes for leading the personal and relationship-focused recruitment efforts with ELL students at Darlington High School
- Danielle Seippel, CoraBeth Schmitz, Heather Day, Marnie Easler, Jen Taylor, Sherri Seitz, Sara Bahl, Stephanie Bernhardt, Margaret Chubb, Tina Leis, Lisa Riley, Jody Millin, Lori Needham, Haylee Freymiller, Denise Janssen, Ken Straka, Darwyn Wolfe, Matthew Baute and Bob Thompson for extensive work in Project RISE Student Module configuration, data validation, and process development in order to Raise and Innovate the Student Experience
- Brianna Williamson, Matt Schneider, and Heather Fifrick for rapid response to offer educational opportunities when Durr Universal announced local plant closure. One past employee is currently attending, three plan to enroll in Spring 2022, and one applied to attend next fall.
- Robin Hamel and Student Senate Officers for their support and prioritization of mental health support for students and development and support of non-program clubs
- Stephanie Brown, Robin Hamel, Gina Trollop, Brian Kitelinger, Kris Wubben, and Dan Imhoff for their professional and caring work serving on the Behavior Intervention Team and/or Student Conduct investigation team
- Jake Mootz, Tyler Horton, and Jake Wienkes for their work supporting students' technology needs in Charger Technology Center

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### PRESENTATION OF THE DATA

#### 1. College Health Indicators – Student Access and Success College Health Indicators Highlighted

College Health Indicators	Benchmark	2018-19 Actual	2019-20 Actual	2020-21 Target	2020-21 Actual	2021-22 Target
Engage Students in High Quality Learning						
CHI.1. Equity in Student Learning - Graduation	64%	51%	43%	61%	tbd	64%
CHI.2. Enrollment Headcount	na	6932	6595	6900	6553	6600
CHI.3. Retention Rate	62%	69%	69%	83%	71%	74%
CHI.4. Graduation Rate	42%	61%	61%	65%	55%	65%
CHI.5. Job Placement	91%	93%	94%	97%	tbd	97%
CHI.6. Student Satisfaction	5.65 / 5.59	na	na	6.00	na	6.00
CHI.7. Employer Satisfaction	97%	97%	96%	98%	tbd	98%
Strengthen a Culture of Accountability						
CHI.8. Employee Satisfaction	3.84	4.26	4.44*	4.50	tbd	4.50
CHI.9. Employee Retention	90%	95%	96%	95%	94.79%	95%
Enhance the College's Economic Impact						
CHI.10. FTEs	na	1332.3900	1296.7900	1275.0000	1258.3400	1250.0000
CHI.11. Economic Impact						
CHI.11.A. Job Placement In-District	71%	52%	50%	56%	tbd	56%
CHI.11.B. 5-Year Graduate Wage Growth	67%	na	56%	61%	47%	57%

*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*

\* data availability delayed  
due to Covid19

Dated:  
10/05/2021

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2. Special Population Student Headcount and % of Program Enrollees – See Appendix Item 7 for Special Population Desegregated Data related to Equity in Learning

In 2020-21 57.9% (1,181) of Southwest Tech program enrollees was not in a special population group and 42.1% of program enrollees (857) was in a special population group. This was a slight decrease in the percent of special population students from previous four years.

	2017		2018		2019		2020		2021		Grand Total	
<b>Minority</b>	6.8%	125	7.2%	138	8.1%	155	7.5%	143	9.6%	195	7.9%	756
<b>Incarcerated</b>	0.3%	6	0.3%	6	0.6%	12	0.5%	10	0.1%	2	0.4%	36
<b>Dislocated Worker</b>	0.6%	11	0.5%	9	0.3%	5	0.3%	6	0.5%	11	0.4%	42
<b>Disability</b>	7.2%	131	6.8%	131	7.4%	141	6.8%	129	5.2%	105	6.6%	637
<b>Veteran</b>	na	na	4.6%	88	4.2%	80	3.4%	65	3.7%	76	3.2%	309
<b>Pell Grant</b>	40.8%	747	38.6%	740	35.9%	683	35.5%	675	31.1%	634	36.3%	3,479
<b>Special Pops</b>	47.8%	875	48.6%	931	46.9%	893	45.5%	867	42.1%	857	46.1%	4,423
<b>Non - Special Pops</b>	52.2%	957	51.4%	984	53.1%	1,011	54.3%	1,034	57.9%	1,181	53.9%	5,167
<b>Student Enrollment</b>	1,832		1,915		1,904		1,901		2,038		9,590	

### STRENGTHS

1. Wrap-around Student Support – Southwest Tech offers a multitude of student support services to help students not only academically but also financially, emotionally, physically, and socially. Having a mental health counselor on-campus provides in-person support to students as well as guidance for the Behavior Intervention Team. The additional of teletherapy will allow out-of-state students to access mental health counseling when in need and be a supplement to on-campus students when the mental health counselor is not available on campus. The Charger Dream Fund, Chargers Cupboard, and Fuel a Charger are incredible resources that help students stay enrolled and attending classes when financial emergencies hit. These just-in-time student resources are critical to the college's ability to help students when they are in need.
2. STEP Scholarship and Charge Forward Scholars Programs –The combination of financial resources and wrap-around support such as academic support services and college preparation and success programming is showing early signs of positively impacting retention rates. Early data also shows that the STEP Scholarship program has decreased student debt for its recipients as well.
3. The new College Health Indicator Equity in Student Learning – Graduation is helping the college support all students to be successful while keeping in mind we need to help students who are struggling to make larger steps forward. We are learning that activities that work for some students do not always help the students who need the help the most. Being aware of gaps and opportunities for growth can help the college be more intentional and deliberate with communication, outreach, and support strategies.

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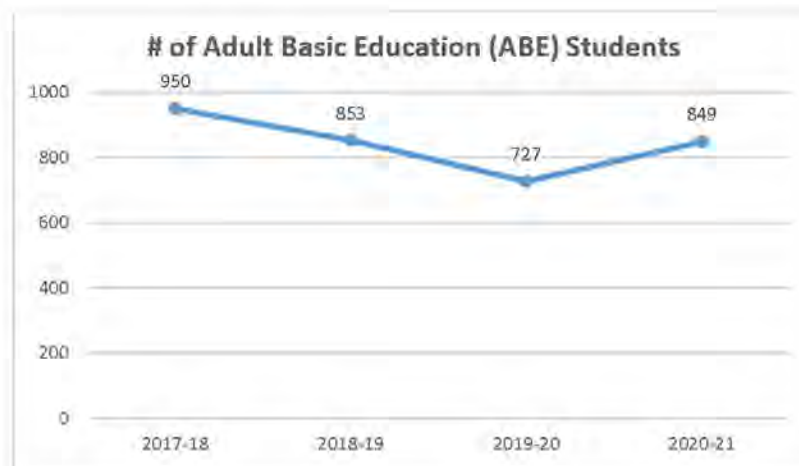
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### WEAKNESSES

1. Data – Not all data is stored in a central location that is easily accessible and available for analysis. For example, student emergency grant and gas card recipients are not recorded within the student system so reports have limited information on how students who receive these supports are retained. Some data is stored within departments and is not easily shared between other departments that could benefit from having the information. This weakness will be reduced when the new ERP systems are implemented and live.
2. Several initiatives (Charger Tech 360, ELL Support Plan, revised New Student Orientation, Lawyers for Learners) are in their infancy and will need continued support and resources to see progress. As we have access to more reliable data, we can use it to make data-informed decisions on programming that is having the largest impact on student access and success.
3. Expanding successful strategies like the STEP Scholarship and Charge Forward Scholars programs to benefit more students is a challenge due to financial cost, staffing resources, and data tracking constraints.

### APPENDIX

1. Number of Adult Basic Education (ABE) Students



# of ABE students over last 5 years

as of  
11/1/2021

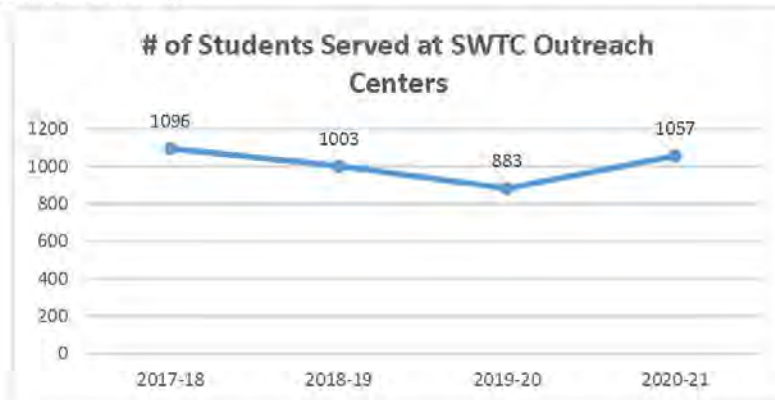
Total Students	2017-18	2018-19	2019-20	2020-21	2021-22
ABE Enrollments	950	853	727	849	367

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2. Number of Students Served at an Outreach Center (Boscobel, Darlington, Dodgeville, Platteville, Prairie du Chien, and Richland Center)

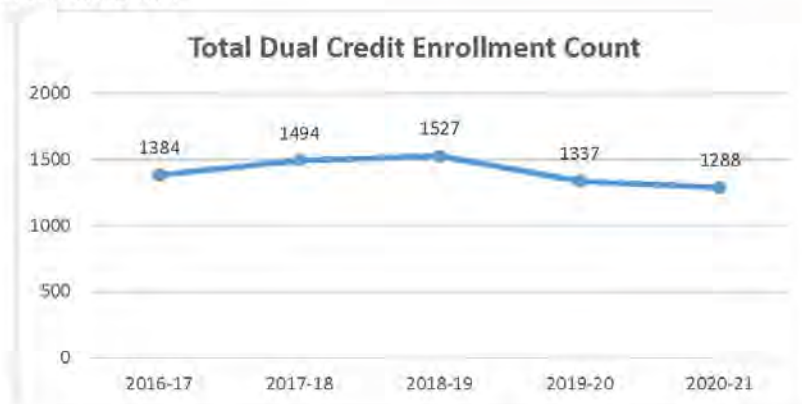


# of students served at an outreach center over last 5 years

as of  
11/1/2021

	2017-18	2018-19	2019-20	2020-21	2021-22
Total Students					
Clients Served at Outreach Centers	1096	1003	883	1057	444

3. Dual Credit Enrollment Count



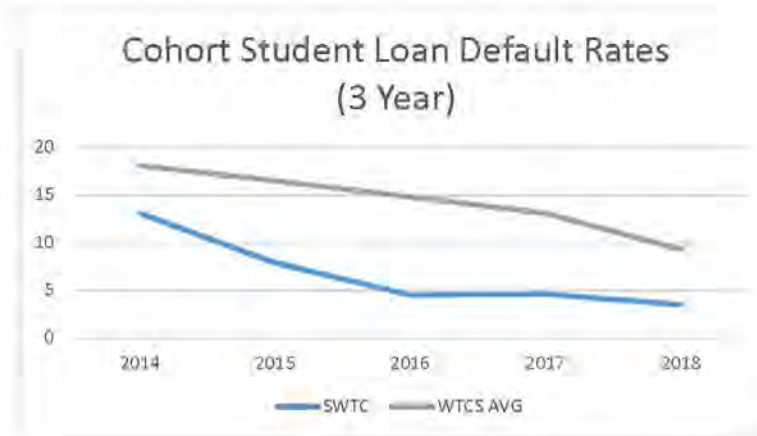
as of  
11/1/2021

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Total Dual Credit Enrollment Count</b>	1384	1494	1527	1337	1288	919
<i>unduplicated by fiscal year</i>						

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### 4. Cohort Student Loan Default Rates (3 Year)



	2014	2015	2016	2017	2018
Southwest Wisconsin Technical College	13.1%	7.9%	4.5%	4.6%	3.5%
WTCS System Average	18.1%	16.5%	14.8%	13.1%	9.3%



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### 5. Career and Technical Education in High Schools

# ColLEDGE UP

This educational partnership between **CESA 3** and **Southwest Wisconsin Technical College** allows students to earn high school and college credits at a cost as low as \$142/credit for general education courses.  
\* Southwest Tech's tuition is about 45% less per year than in-state tuition at a university!

**LABORATORY SCIENCE TECHNICIAN**

**STAY LOCAL, WORK LOCAL IN A FOOD INDUSTRY CAREER!**

**SENIOR YEAR:** Complete 16 Credits  
 Students will complete the 16-credit laboratory science program and earn a college technical diploma. Program is available to any interested high school senior with in-person lab instruction taking place at Platteville High School (south districts) and at Richland Center High School (north districts).

- FALL: 8 credits of lab science coursework
- SPRING: 6 credits of lab science coursework
- SUMMER: 2 credits of lab science practicum—often a paid experience.

**EMERGENCY MEDICAL TECHNICIAN (EMT)/ FIREFIGHTER**

**START YOUR PUBLIC SERVICE CAREER!**

**SENIOR YEAR:** Students can take courses to allow them to become certified as an EMT and/or firefighter. Students can also start their career pathway by earning 14 credits towards Southwest Tech's Criminal Justice Studies program.

**OFFERED FALL**

- EMT 1
- EMT 2
- Emergency Telecommunicator

**OFFERED SPRING**

- Firefighting Principles
- Hazmat Awareness and Ops

**GEAR UP**

**SAVE MONEY!**

**JUNIOR TO SENIOR YEAR:** Students can earn up to 21 transferable college credits while enrolled in high school. The transferability of the course is ultimately up to the receiving institution.

**COURSES AVAILABLE**

- Introduction to Psychology
- Introduction to Sociology
- Economics
- Speech
- Written Communication
- Introduction to Diversity
- Introductory Statistics

**COMPUTER NUMERICAL CONTROL (CNC) MACHINE OPERATOR/PROGRAMMER**

**MEDIAN SALARY: \$37,763\***

**SENIOR YEAR:** Complete 26 Credits  
 Students will complete the 26-credit CNC Machine Operator/Programmer program and earn a college technical diploma. Program is offered at Platteville High School but is available to any interested high school senior.

- FALL: 13 credits of CNC coursework
- SPRING: 13 credits of CNC coursework

**11—12—14 NURSING**

**MEDIAN SALARY: \$57,653\***

**SOPHOMORE YEAR:** Students will complete foundation courses.

**11—JUNIOR YEAR:** Students will complete semester 1 of SWTC's Nursing-Associate degree classes.

**12—SENIOR YEAR:** Students will complete semester 2 of SWTC's Nursing-Associate degree classes qualifying for the national LPN licensure exam.

**14—Students will complete the second year of SWTC's Nursing-Associate degree program on campus**

**PISTONS TO PATHWAYS**

**TRAIN WITH INDUSTRY EXPERTS!**

**JUNIOR AND/OR SENIOR YEAR:** Take the first step toward becoming an automotive technician by enrolling in up to 6 credits that are a part of the Automotive Technician program at Southwest Tech. Classes take place on Wednesday evenings on-site at five area auto dealerships.

**2021-2022 SCHOOL YEAR**

- Automotive Maintenance

**HEALTHCARE CAREERS**

**GET A HEAD START!**

**JUNIOR OR SENIOR YEAR:** Students can get a head start on their career plans by taking 14 credits of foundational courses that are beneficial for any healthcare career.

**OFFERED FALL**

- Medical Terminology
- Fundamentals of Chemistry
- Nursing Assistant #

**OFFERED SPRING**

- Introductory Statistics
- General Anatomy & Physiology

**DELIVERY FORMAT**

- Offered to all CESA 3 school districts in an academy/cohort format.
- Classes are held at high schools using the following delivery methods, which vary depending on program area:
  - a. Online (Schoology) with added resource of recorded video lectures
  - b. SRTNC (Zoom) synchronous video lecture
  - c. Face-to-face on SWTC's campus
- Participating high schools will provide a room and room facilitator (synchronous video lectures only)

**FOR MORE INFO CONTACT MARY JOHANNESSEN**  
 SWTC Career Prep & Dual Enrollment Coordinator  
**608.822.2367 | mjohannesen@swtc.edu**

Accommodations: 608.822.2632 (TDD: 608.822.2072 | [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu))

**Southwest Wisconsin TECHNICAL COLLEGE**

\* Credit cost each year is dependent on state approved tuition for the academic year and does not include textbooks.

# CNA cost will be at regular tuition/fees and student will enroll in course section that best fits his/her schedule.

^ Wisconsin Technical College System Outcomes Report for 2019 Graduates.

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

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### 6. NTO Program Enrollees for 2020-21



#### Client Reporting System (CLI545) Non-Traditional Program Enrollees

Run On: 11/10/2021 8:14:37 AM

Fiscal Year: 2021  
District: Southwest Wisconsin Technical College

			NTO		Enrollments				Graduates				%Difference ***
District	Program	Program Title	Gender	Male	Female	Total	% NTO*	Male	Female	Total	% NTO**		
Southwest Wisconsin	31-006-3	Agribusiness Science & Technology - Agronomy Tech	Female	0	1	1	100.00 %	0	0	0	0.00 %	-100.00 %	
	31-080-2	Farm Operations & Management - Farm Ag Maintenance	Female	4	1	5	20.00 %	2	0	2	0.00 %	-20.00 %	
	31-080-3	Farm Operations & Management - Dairy Technician	Female	2	1	3	33.33 %	1	1	2	50.00 %	16.67 %	
	31-080-6	Farm Operations & Management - Crop Operations	Female	1	0	1	0.00 %	1	0	1	0.00 %	0.00 %	
	31-101-1	Accounting Assistant	Male	2	12	14	14.29 %	1	3	4	25.00 %	10.71 %	
	31-182-1	Supply Chain Assistant	Female	4	3	7	42.86 %	3	3	6	50.00 %	7.14 %	
	31-307-1	Child Care Services	Male	1	6	7	14.29 %	0	3	3	0.00 %	-14.29 %	
	31-317-1	Culinary Assistant	Female	0	3	3	100.00 %	0	3	3	100.00 %	0.00 %	
	31-405-1	Auto Collision Repair & Refinish Technician	Female	11	0	11	0.00 %	9	0	9	0.00 %	0.00 %	
	31-413-2	Electrical Power Distribution	Female	44	0	44	0.00 %	39	0	39	0.00 %	0.00 %	
	31-442-1	Welding	Female	45	8	53	15.09 %	29	4	33	12.12 %	-2.97 %	
	31-444-1	CNC Machine Operator/Programmer	Female	3	1	4	25.00 %	3	0	3	0.00 %	-25.00 %	
	31-475-1	Building Trades - Carpentry	Female	8	2	10	20.00 %	6	2	8	25.00 %	5.00 %	
	31-502-1	Cosmetology	Male	0	20	20	0.00 %	0	7	7	0.00 %	0.00 %	
	31-504-5	Security Operations	Female	1	0	1	0.00 %	1	0	1	0.00 %	0.00 %	
	31-509-1	Medical Assistant	Male	0	45	45	0.00 %	0	28	28	0.00 %	0.00 %	
	31-530-2	Medical Coding Specialist	Male	5	105	110	4.55 %	1	27	28	3.57 %	-0.97 %	
	31-620-1	Industrial Mechanic	Female	5	0	5	0.00 %	3	0	3	0.00 %	0.00 %	
	32-070-1	Agricultural Power & Equipment Technician	Female	36	0	36	0.00 %	15	0	15	0.00 %	0.00 %	
	32-080-3	Farm Operations & Management - Dairy	Female	5	3	8	37.50 %	1	2	3	66.67 %	29.17 %	

\* - Total NTO Count/Total Enrollment Count

\*\* - Total NTO Count/Total Graduates Count

\*\*\* - NTO Graduate Percent-NTO Enrollment Percent

Client Reporting/CLI545

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### 7. Special Population Desegregated Data

Southwest Tech College Health Indicator	Indicator Definition and Disaggregated Demographics	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
<b>CHI.1. Equity in Student Learning - Graduation</b>	<b>Program enrolled student completing within 150% of normal time to program completion.</b>	<b>16.57%</b>	<b>16.04%</b>	<b>16.04%^</b>	<b>tbd</b>	<b>tbd</b>
	Students of Color (Minority)	42.7%	33.3%	44.0%		
		89	90	91		
	Pell Grant Recipients	51.2%	47.7%	49.6%		
		441	453	413		
	Military Veterans		51.7%	50.0%		
			58	48		
	Incarcerated	100.0%	75.0%	90.9%		
		5	4	11		
	Dislocated Workers	60.0%	50.0%	75.0%		
		5	2	4		
	Persons with Disabilities	50.0%	36.3%	49.4%		
		72	80	89		
	<b>Total Special Pops (unduplicated)</b>	<b>50.1%</b>	<b>47.4%</b>	<b>51.0%</b>		
		527	580	539		
	<b>Total Non-Special Pops (unduplicated)</b>	<b>66.7%</b>	<b>63.5%</b>	<b>67.1%</b>		
		666	665	674		
<b>CHI.1.A. GPA*</b>	<b>Cumulative Grade Point Average (GPA) - Average of cohort.</b>	<b>0.27</b>	<b>0.41</b>	<b>0.36</b>	<b>tbd</b>	<b>tbd</b>
<b>CHI.1.B. Semester- to-Semester Retention</b>	<b>Student retained from fall-to-spring, or graduated.</b>	<b>1.0%</b>	<b>0.4%</b>	<b>4.5%</b>	<b>0.0%</b>	<b>0.6%</b>
	Students of Color (Minority)	81.4%	73.2%	70.0%	90.4%	75.0%
		59	56	70	52	72
	Pell Grant Recipients	85.5%	84.9%	84.3%	86.7%	84.7%
		366	384	351	347	288
	Military Veterans		79.1%	87.5%	87.5%	73.7%
		0	43	32	24	38
	Incarcerated	100.0%	66.7%	87.5%	100.0%	
		4	3	8	7	0
	Dislocated Workers	100.0%	0.0%	75.0%	100.0%	100.0%
		5	1	4	1	7
	Persons with Disabilities	85.7%	71.4%	74.3%	85.9%	78.4%
		63	63	74	64	51
	<b>Total Special Pops (unduplicated)</b>	<b>84.5%</b>	<b>82.6%</b>	<b>81.2%</b>	<b>85.9%</b>	<b>81.8%</b>
		431	470	437	412	380
	<b>Total Non-Special Pops (unduplicated)</b>	<b>85.5%</b>	<b>82.9%</b>	<b>85.7%</b>	<b>85.9%</b>	<b>82.5%</b>
		448	434	463	434	588

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Southwest Tech College Health Indicator	Indicator Definition and Disaggregated Demographics	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual
<b>CHI.1.D. Job Placement</b>	<b>Employed in a related occupation.</b>	<b>-8.9%</b>	<b>-4.4%</b>	<b>-8.8%</b>	<b>2.0%</b>	<b>tbd</b>
	Students of Color (Minority)	80.0%	92.9%	66.7%	92.3%	
		8	13	10	12	
	Pell Grant Recipients	80.7%	78.0%	82.6%	75.2%	
		113	117	100	85	
	Military Veterans		61.9%	61.1%	46.7%	
		0	13	11	7	
	Incarcerated			100.0%	100.0%	
		0	0	1	3	
	Dislocated Workers	100.0%	75.0%		100.0%	
		1	3	0	1	
	Persons with Disabilities	69.6%	83.3%	68.8%	73.7%	
		16	20	11	14	
	<b>Total Special Pops (unduplicated)</b>	<b>80.4%</b>	<b>77.7%</b>	<b>78.8%</b>	<b>75.0%</b>	
		123	150	119	108	
	<b>Total Non-Special Pops (unduplicated)</b>	<b>71.5%</b>	<b>73.3%</b>	<b>70.1%</b>	<b>77.0%</b>	
		158	165	138	184	
<b>CHI.1.E. Wages</b>	<b>Median Wage for graduates employed in a related occupation.</b>	<b>\$0.12</b>	<b>-\$1.19</b>	<b>\$0.00</b>	<b>-\$3.00</b>	<b>tbd</b>
	Students of Color (Minority)	\$17.88	\$16.52	\$17.79	\$21.89	
		5	8	7	10	
	Pell Grant Recipients	\$15.78	\$16.63	\$17.00	\$18.75	
		96	98	83	68	
	Military Veterans		\$21.30	\$19.00	\$22.38	
			11	7	6	
	Incarcerated				1	
	Dislocated Workers		\$18.50			
		1	3		1	
	Persons with Disabilities	\$14.00	\$13.65	\$22.12	\$20.90	
		13	16	9	12	
	<b>Total Special Pops (unduplicated)</b>	<b>\$15.91</b>	<b>\$16.62</b>	<b>\$17.00</b>	<b>\$21.00</b>	
		104	124	94	86	
	<b>Total Non-Special Pops (unduplicated)</b>	<b>\$16.03</b>	<b>\$15.43</b>	<b>\$17.00</b>	<b>\$18.00</b>	
		128	136	112	147	

Actuals on blue lines equal the gap between Non-Special Population Students and Special Population students (NSP-SP)

\* GPA data not updated by the date of this reporting.

<sup>A</sup> Not final, 2019-20 cohort has not met 150% completion yet



***B. COVID Response Update***

Members of the COVID Operations Team will provide an update on COVID protocols.

***C. HyFlex/Connected Classroom Report***

Beth Cummins, Flexible Learning Coordinator; Chantel Hampton, Social Sciences Instructor/Diversity Coordinator; Kim Maier, Executive Director of Alternative Learning; and Heath Ahnen, Executive Director of Information Technology Services will provide the Board with the process that was used to develop the connected classrooms on campus and the need for HyFlex course offerings. Chantel Hampton will provide a demonstration of a HyFlex class. Included below is an outline of HyFlex.

### **HyFlex – Meeting Students Where They Are with Virtual Options for Face to Face Courses.**

HyFlex offers students flexibility depending on their individual needs and wants. Schedule, personality, and work or family requirements can affect a student's ability to come to class on campus.



*Southwest Tech's Definition developed by the HyFlex Project Group:*

*HyFlex (Hybrid-Flexible) Courses are face-to-face lecture courses offered at specific times that combine options for in-person or virtual connection via Zoom delivery as approved/determined by the instructor. Students may choose the option that works best for them on any given day.*

### **Timeline of HyFlex at Southwest Tech**

1. Spring/Fall 2020 & Spring 2021 – Remote options in course offerings allowed the college to honor its commitment of helping students finish course work during the pandemic. COVID pushed us to look at ways to best serve our students and increase access across our rural district.

2. Spring/Summer 2021 – Connected Classroom group made up of Information Technology Services, Innovative and Alternative Learning, Academic Deans, and Facilities staff worked to determine classroom technology needs to support HyFlex.

3. Summer 2021 - The HyFlex project group made up of faculty and Innovative and Alternative Delivery (IAL) staff was formed as part of Academic Council. The group used research from Brian Beatty and his Ed Tech Book to complete the following tasks:

- Create a HyFlex Definition for Southwest Tech
- Develop Training Materials to Support Faculty Teaching in the HyFlex Model
- Support Students by making education available even when they can't come to campus
- Determine the Best Delivery Method

*Beatty, B. J. (2019). Designing a Hybrid-Flexible Course: Creating an Effective Learning Environment for All Students. In B. J. Beatty (Ed.), Hybrid-Flexible Course Design. EdTech Books.*

[https://edtechbooks.org/hyflex/hyflex\\_design](https://edtechbooks.org/hyflex/hyflex_design)

4. Fall 2021 semester - A HyFlex pilot was introduced with the following six courses currently being offered using the HyFlex model:

- Abnormal Psychology
- Developmental Psychology
- Intro to Psychology (2 Sections)

***D. 2022-23 Budget Process***

Caleb White will present the 2022-23 budget process. An outline of the process is available below.

### DISTRICT BUDGETARY PROCESS

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

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

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

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

***E. Staffing Update***

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

## Staffing Update 2021-2022

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	New Position	Medical Lab Tech Instructor-50%	JoAnn Wiederholt	7/1/2021	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$58,000
2	New Position	Day Custodian LTE ending 12/31/2021	Alecía Hach	7/19/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$15.80
3	Replacement	Evening Custodian	Chuck Merten	7/12/2021	A12 - Hourly Range: \$15.61 - \$18.73 Hired at \$16.00
4	Replacement	Academic Success Coach-Part-time LTE	Vickie Udelhoven	8/6/2021	B24 - Hourly Range: \$21.01 - \$27.31 Hired at \$25.00
5	Replacement	Student Services Administrative Assistant	Wanda Ware	9/1/2021	A13, Hourly Range \$16.98- \$20.37 Hired at \$18.00
6	New Positon	Surgical Technology Instructor/Program Director	Reposted	1/1/2022	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768

## Staffing Update 2021-2022

	<b>Name</b>	<b>Title</b>	<b>Status and/or Additional Info</b>	<b>Effective Date</b>	<b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>
7	Replacement	Director of Grants	Amy Seeboth-Wilson	11/8/2021	D62-Salary Band: \$64,304 - \$93,241 Hired at \$84,000
8	Replacement	Academic Success Coach- Full-Time LTE	(Reposted) Interviews scheduled	12/1/2021	B24 - Hourly Range: \$21.01 - \$27.31
9	Replacement	Electrical Power Distribution Lab Assistant	Todd Kasper	11/1/2021	B21 - Hourly Range: \$17.36 - \$22.57 Hired at \$20.50
10	Replacement	Grant Accountant	Offer Pending	12/1/2021	C44-Salary Band: \$55,488 - \$77,683


## **Information and Correspondence**

### **A. Enrollment Report**

The 2021-22 FTE Comparison Enrollment Report and FY 2023 Application Report are below.

1. **2021-22 FTE Comparison YOY Report**

2. [FY 2023 Application Report](#)

		School Years 2019-20, 2020-21, and 2021-22 FTE Comparison									
Program Code	Program Title	SY 19-20 11/11/19 Students	SY 20-21 11/09/20 Students	SY 21-22 11/08/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 11/11/19 FTE	SY 20-21 11/09/20 FTE	SY 21-22 11/08/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-101-1	Accounting	44	57	55	11	(2)	19.03	22.87	22.83	3.80	(0.03)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	8	11	(6)	3	9.57	3.53	5.97	(3.60)	2.43
10-006-5	Agribusiness Science & Technology - Agronomy	14	18	11	(3)	(7)	7.70	9.90	5.60	(2.10)	(4.30)
10-006-6	Agribusiness Science & Technology - Animal Science	27	16	30	3	14	15.97	8.40	13.00	(2.97)	4.60
10-102-3	Business Management	109	116	90	(19)	(26)	44.10	46.90	36.57	(7.53)	(10.33)
10-530-5	Cancer Information Management	86	92	76	(10)	(16)	27.20	30.20	28.60	1.40	(1.60)
10-504-X	Criminal Justice	39	44	40	1	(4)	17.13	18.70	20.93	3.80	2.23
10-316-1	Culinary Arts	3	5	5	2	-	0.87	2.17	3.43	2.57	1.27
10-317-1	Culinary Management	7	3		(7)	(3)	3.50	1.47		(3.50)	(1.47)
10-102-1	Data Analytics			1	1	1			0.50	0.50	0.50
10-510-6	Direct Entry Midwife	49	58	96	47	38	15.67	18.50	35.47	19.80	16.97
10-307-1	Early Childhood Education	43	60	43	-	(17)	17.27	23.03	17.70	0.43	(5.33)
10-620-1	Electro-Mechanical Technology	36	33	26	(10)	(7)	17.30	16.73	12.37	(4.93)	(4.37)
10-325-1	Golf Course Management	19	10	11	(8)	1	9.07	4.93	6.17	(2.90)	1.23
10-201-2	Graphic And Web Design	24	16	25	1	9	9.83	6.87	10.53	0.70	3.67
10-530-1	Health Information Technology	48	39	47	(1)	8	16.13	12.70	14.40	(1.73)	1.70
10-520-3	Human Services Associate	37	30	29	(8)	(1)	17.43	14.63	14.63	(2.80)	-
10-825-1	Individualized Technical Studies	1	2		(1)	(2)	0.30	0.70		(0.30)	(0.70)
10-620-3	Instrumentation and Controls Technology	9	4		(9)	(4)	3.40	0.63		(3.40)	(0.63)
10-150-2	IT-Network Specialist	30	23	26	(4)	3	12.90	9.53	11.30	(1.60)	1.77
10-196-1	Leadership Development	23	7	10	(13)	3	6.93	1.43	3.87	(3.07)	2.43
10-513-1	Medical Laboratory Technician	21	19	19	(2)	-	8.90	6.93	7.63	(1.27)	0.70
10-196-6	Nonprofit Leadership			3	3	3			1.47	1.47	1.47
10-543-1	Nursing-Associate Degree	192	217	200	8	(17)	54.87	69.53	61.40	6.53	(8.13)



Program Code	Program Title	SY 19-20 11/11/19 Students	SY 20-21 11/09/20 Students	SY 21-22 11/08/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 11/11/19 FTE	SY 20-21 11/09/20 FTE	SY 21-22 11/08/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
10-524-1	Physical Therapist Assistant	31	27	18	(13)	(9)	11.63	9.27	6.93	(4.70)	(2.33)
10-182-1	Supply Chain Management	44	23	29	(15)	6	15.63	7.20	9.70	(5.93)	2.50
10-499-5	Technical Studies-Journeyworker			1	1	1			0.20	0.20	0.20
	<b>Total Associate Degree</b>	<b>953</b>	<b>927</b>	<b>902</b>	<b>(51)</b>	<b>(25)</b>	<b>362.33</b>	<b>346.77</b>	<b>351.20</b>	<b>(11.13)</b>	<b>4.43</b>
31-101-1	Accounting Assistant	3	10	9	6	(1)	0.83	2.57	3.50	2.67	0.93
30-531-6	EMT-IV (Advanced EMT)			12	12	12			1.73	1.73	1.73
31-006-3	Agribusiness Science & Technology - Agronomy Tech		1	1	1	-		0.53	0.10	0.10	(0.43)
32-070-1	Agricultural Power & Equipment Technician	35	36	36	1	-	17.63	18.63	18.33	0.70	(0.30)
31-405-1	Auto Collision Repair & Refinish Technician	10	11	9	(1)	(2)	3.47	5.07	5.10	1.63	0.03
32-404-2	Automotive Technician	26	34	19	(7)	(15)	12.47	13.13	8.23	(4.23)	(4.90)
31-408-1	Bricklaying & Masonry	1		1	-	1	0.07		0.03	(0.03)	0.03
30-443-1	Building Maintenance & Construction	1	1	1	-	-	0.07	0.07	0.07	-	-
31-475-1	Building Trades-Carpentry	10	9	9	(1)	-	4.93	4.73	4.70	(0.23)	(0.03)
31-307-1	Child Care Services	9	5	4	(5)	(1)	3.23	2.00	1.73	(1.50)	(0.27)
30-420-2	CNC Machine Operator/Programmer	8	2	6	(2)	4	3.90	0.83	2.40	(1.50)	1.57
31-502-1	Cosmetology	26	18	25	(1)	7	12.63	8.80	11.93	(0.70)	3.13
30-504-2	Criminal Justice-Law Enforcement 720 Academy	17	15	7	(10)	(8)	12.23	10.03	5.13	(7.10)	(4.90)
31-317-1	Culinary Specialist	3			(3)	-	0.67			(0.67)	-
30-508-2	Dental Assistant	16	11	18	2	7	7.93	5.57	8.77	0.83	3.20
30-812-1	Driver and Safety Education Certification	13	16	7	(6)	(9)	2.50	3.10	1.00	(1.50)	(2.10)
31-413-2	Electrical Power Distribution	45	44	44	(1)	-	22.40	21.33	19.93	(2.47)	(1.40)
50-413-2	Electricity (Construction) Apprentice	19	20	24	5	4	1.27	1.43	1.60	0.33	0.17
30-531-3	Emergency Medical Technician	46	62	28	(18)	(34)	7.50	10.20	4.30	(3.20)	(5.90)
32-080-4	Farm Operations & Management - Ag Mechanics	2	7	11	9	4	0.87	3.17	5.53	4.67	2.37
31-080-6	Farm Operations & Management - Crop Operations	1	1		(1)	(1)	0.10	0.07		(0.10)	(0.07)
32-080-3	Farm Operations & Management - Dairy	16	8	8	(8)	-	9.63	3.37	4.10	(5.53)	0.73
31-080-3	Farm Operations & Management - Dairy Technician	4	2	2	(2)	-	1.00	0.27	1.07	0.07	0.80
31-080-2	Farm Operations & Management - Farm Ag Maintenance	13	4	2	(11)	(2)	3.57	1.53	0.20	(3.37)	(1.33)
32-080-6	Farm Operations & Management - Livestock	1	1	3	2	2	0.53	0.60	1.53	1.00	0.93
31-080-7	Farm Operations & Management - Livestock Tech	2		1	(1)	1	0.77		0.37	(0.40)	0.37
50-413-1	Industrial Electrician Apprentice	8	10	6	(2)	(4)	0.87	0.87	0.40	(0.47)	(0.47)
31-620-1	Industrial Mechanic	2	2	2	-	-	1.07	1.13	1.00	(0.07)	(0.13)
31-154-6	IT-Computer Support Technician	17	10	6	(11)	(4)	7.63	4.83	1.57	(6.07)	(3.27)
31-513-1	Laboratory Science Technician	4	4	10	6	6	1.07	1.20	2.77	1.70	1.57

Program Code	Program Title	SY 19-20 11/11/19 Students	SY 20-21 11/09/20 Students	SY 21-22 11/08/21 Students	20 to '22 Student Change	21 to '22 Student Change	SY 19-20 11/11/19 FTE	SY 20-21 11/09/20 FTE	SY 21-22 11/08/21 FTE	20 to '22 FTE Change	21 to '22 FTE Change
50-620-1	Mechatronics Technician Apprentice	6	6		(6)	(6)	0.80	0.73		(0.80)	(0.73)
31-509-1	Medical Assistant	28	37	32	4	(5)	14.47	19.37	14.53	0.07	(4.83)
31-530-2	Medical Coding Specialist	45	50	85	40	35	14.70	16.27	31.07	16.37	14.80
30-504-4	Nail Technician	2	2	1	(1)	(1)	0.27	0.53	0.17	(0.10)	(0.37)
30-543-1	Nursing Assistant	111	170	127	16	(43)	13.60	17.13	11.63	(1.97)	(5.50)
50-427-5	Plumbing Apprentice	21	15	21	-	6	1.93	0.97	2.00	0.07	1.03
31-504-5	Security Operations	3			(3)	-	1.27			(1.27)	-
31-182-1	Supply Chain Assistant	3	4	1	(2)	(3)	0.37	1.27	0.13	(0.23)	(1.13)
31-442-1	Welding	35	43	32	(3)	(11)	16.03	20.83	16.07	0.03	(4.77)
	<b>Total Technical Diploma</b>	<b>612</b>	<b>671</b>	<b>610</b>	<b>(2)</b>	<b>(61)</b>	<b>204.27</b>	<b>202.17</b>	<b>192.73</b>	<b>(11.53)</b>	<b>(9.43)</b>
20-800-1	Liberal Arts - Associate of Arts	21	28	41	20	13	4.20	6.53	10.73	6.53	4.20
20-800-2	Liberal Arts - Associate of Science	9	10	8	(1)	(2)	3.07	2.27	2.30	(0.77)	0.03
	Undeclared Majors	386	371	482	96	111	51.73	52.07	65.80	14.07	13.73
	<b>Total Liberal Arts &amp; Undeclared Majors</b>	<b>416</b>	<b>409</b>	<b>531</b>	<b>115</b>	<b>122</b>	<b>59.00</b>	<b>60.87</b>	<b>78.83</b>	<b>19.83</b>	<b>17.97</b>
	<b>Total</b>	<b>1,981</b>	<b>2,007</b>	<b>2,043</b>	<b>62</b>	<b>36</b>	<b>625.60</b>	<b>609.80</b>	<b>622.77</b>	<b>(2.83)</b>	<b>12.97</b>
	<b>Percent of Change</b>									<b>-0.45%</b>	<b>2.13%</b>
	Vocational Adult (Aid Codes 42-47)	1,989	1,909	1,958	(31)	49	41.67	40.96	40.27	(1.40)	(0.69)
	Community Services (Aid Code 60)	-	48	-	-	(48)	-	0.16	-	-	(0.16)
	Basic Skills (Aid Codes 73,74,75,76)	211	122	185	(26)	63	19.80	14.90	24.37	4.57	9.47
	Basic Skills (Aid Codes 77 & 78)	89	60	52	(37)	(8)	2.73	-	1.07	(1.67)	1.07
	<b>Grand Total</b>	<b>4,270</b>	<b>4,146</b>	<b>4,238</b>	<b>(32)</b>	<b>92</b>	<b>689.80</b>	<b>665.82</b>	<b>688.47</b>	<b>(1.33)</b>	<b>22.65</b>
	<b>Total Percent of Change</b>									<b>-0.19%</b>	<b>3.40%</b>
						Budgeted/Goal FTEs	1,300	1,275	1,250		
						% of Budgeted/Goal FTEs Achieved to date	53.1%	52.2%	55.1%		
						Final Actual FTEs Achieved	1,297	1,256			
						% of Final Actual FTEs Achieved to date	53.2%	53.0%			
						<b>21/22 Projected Ending FTEs using historical trend</b>	<b>1,294</b>	<b>1,299</b>			
						<b>Will budget be met</b>	<b>YES</b>	<b>YES</b>			

**FY 2023 Application Report**

Program Application Comparison 2021/22 vs. 2022/23									
PROGRAM	CAP	11/08/20			11/08/21			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting		3	2	5	2	3	5		0
Accounting Assistant			0	0		0	0		0
Agribusiness Science & Technology - Agbus Mgmt	20		4	4		4	4		0
Agribusiness Science & Technology - Agronomy	20		6	6		4	4		-2
Agribusiness Science & Technology - Agronomy Tech	20		0	0		0	0		0
Agribusiness Science & Technology - Animal Science	20		12	12		17	17		5
Agricultural Power & Equipment Technician	22		13	13		10	10		-3
Auto Collision Repair & Refinish Technician	22		10	10		6	6		-4
Automotive Technician	22		10	10		18	18		8
Building Trades-Carpentry	20		9	9		5	5		-4
Business Management		10	5	15	19	6	25		10
Cancer Information Management	44	6	30	36	13	9	22		-14
Child Care Services	13	4	1	5	3	5	8		3
CNC Machine Operator/Programmer	5		1	1		0	0		-1
Cosmetology	24		13	13		23	23		10
Criminal Justice Studies	70		11	11	10	1	11		0
Criminal Justice-Law Enforcement 2			7	7	2	1	3		-4
Dental Assistant	18		8	8	1	14	15		7
Early Childhood Education	28	10	8	18	17	2	19		1
Electrical Power Distribution	44		59	59		78	78		19
Electro-Mechanical Technology	24		13	13		12	12		-1
Farm Operations & Management - Ag Mechanics	20		6	6		6	6		0
Farm Operations & Management - Dairy	20		2	2		5	5		3
Farm Operations & Management - Dairy Technician	20		1	1		0	0		-1
Farm Operations & Management - Farm Ag Mntc	20		0	0		1	1		1
Farm Operations & Management - Livestock	20		3	3		2	2		-1
Farm Operations & Management - Livestock Tech	20		1	1		2	2		1
Golf Course Management			5	5		8	8		3
Graphic and Web Design	25		5	5		11	11		6
Health Information Technology	22	7	9	16	3	5	8		-8
Human Services Associate	31		13	13		13	13		0
Industrial Mechanic	6		0	0		0	0		0
Instrumentation and Controls Technology	6		0	0		0	0		0
IT-Computer Support Technician			6	6		2	2		-4
IT-Network Specialist			9	9		7	7		-2
Laboratory Science Technician	15		0	0		0	0		0
Leadership Development			0	0		0	0		0
Liberal Arts - Associate of Arts		5	5	10	12	0	12		2
Liberal Arts - Associate of Science		3	2	5	10	0	10		5
Medical Assistant	32		12	12		14	14		2
Medical Coding Specialist	23	20	26	46	5	14	19		-27
Medical Laboratory Technician	16	4	1	5	2	0	2		-3

11/08/20									
11/08/21									
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Nail Technician	6		1	1		5	5	4	
Nursing-Associate Degree	54	85	43	128	57	20	77	-51	
Nursing-Associate Degree-Part-time	28		18	18		9	9	-9	
Pharmacy Tech (Shared)			1	1		0	0	-1	
Physical Therapist Assistant	18	7	1	8	6	4	10	2	
Supply Chain Assistant			0	0		0	0	0	
Supply Chain Management		1	0	1		1	1	0	
Surgical Technology				0	7	2	9	9	
Technical Studies-Journeyworker		1	0	1		0	0	-1	
Undecided		35	0	35	41	0	41	6	
Welding	40		17	17		29	29	12	
<b>TOTAL</b>		<b>201</b>	<b>409</b>	<b>610</b>	<b>210</b>	<b>378</b>	<b>588</b>	<b>-22</b>	
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY	
Accounting			14	14		5	5	-9	
Accounting Assistant			3	3	3	3	6	3	
Business Management		1	18	19	2	11	13	-6	
Direct Entry Midwife	32	45	82	127	58	88	146	19	
Driver and Safety Education Certification			1	1	2	0	2	1	
Leadership Development			4	4	1	0	1	-3	
Liberal Arts - Associate of Arts			1	1	2	0	2	1	
Liberal Arts - Associate Science			1	1		1	1	0	
Nail Technician			0	0		1	1	1	
Nonprofit Leadership			0	0		4	4	4	
Supply Chain Management		1	1	2	2	3	5	3	
Technical Studies Journeyworker			0	0	1	0	1		
Welding (January Start)	20		12	12		10	10	-2	
<b>TOTAL</b>		<b>47</b>	<b>137</b>	<b>184</b>	<b>71</b>	<b>126</b>	<b>197</b>	<b>13</b>	

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

### **1. Executive Board Leadership Ad Hoc Committee Update**

The Executive Board Leadership Ad Hoc Committee met on November 3, 2021. Included below are the draft meeting minutes.

#### **MINUTES OF THE EXECUTIVE BOARD LEADERSHIP AD HOC COMMITTEE OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE NOVEMBER 3, 2021**



The Executive Board Leadership Ad Hoc Committee of the Board of Directors of Southwest Wisconsin Technical College met in open session commencing at 2:33 p.m. on November 3, 2021, in Conference Room 341 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Chris Prange, Donald Tuescher, Crystal Wallin

Others present for all or a portion of the meeting included President Jason Wood and College Staff: Krista Weber, Chief Human Resources Officer, and Caleb White, Vice President for Administrative Services.

Chairperson Tuescher 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:

### **DISTRICT BOARD EXECUTIVE BOARD LEADERSHIP AD HOC COMMITTEE**

Wednesday, November 3, 2021 - 2:30 p.m.

Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809  
Room 341

### **AGENDA/PUBLIC NOTICE**

#### **OPEN MEETING**

The following statement will be read: "The November 3, 2021, Southwest Wisconsin Technical College Board's Executive Board Leadership Ad Hoc Committee is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press, posted on the College's website at

[www.swtc.edu/about/board/meetings](http://www.swtc.edu/about/board/meetings), and posted on campus, at the Fennimore City Office, and at CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting.”

A. Roll Call

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

- A. 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. Messages conveyed to faculty, staff, and friends of the college will emphasize our College Values whenever possible.
- B. Review potential Board agenda items and design ways for everyone to share their perspective or ask questions to learn more. Conduct deeper research on key policy initiatives related to long-term planning and report findings to the Board as a whole for deliberation and decisions.
- C. Recommend people outside of the college who can help with specific projects based on their interest or expertise with a special focus on improving the success of our Special Populations as prescribed in our College Health Indicators.
- D. Review District Board Association activities and design discussions to engage the full board in developing a platform or plan of action based on the topic.
- E. Develop a Board self-evaluation process to be considered and implemented by amendment and/or approval of the full Board.

### **ADJOURNMENT**

**{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).}**

The Board members wrote and signed several cards acknowledging the positive contributions of several faculty and staff.

The Board agenda was discussed and the members brainstormed topics for future meetings through the end of the fiscal year. Emphasis was placed on finding ways for all members to participate on topics of high priority for policy and ends.

The ad hoc committee did not discuss the agenda item of recommendations of people outside of the college who can help with specific projects.

The board members appreciated the presentation at the District Boards Association quarterly meeting from the futurist and discussed similarities with the Sansdemie article from the Board retreat. The members reiterated the importance of remaining viable into the future through continued growth and development; discussed Diversity, Equity, and Inclusivity as it pertains to future needs and trends; and talked through implications for facilities and learning plans.

The Board reviewed the Community College League of California's Assessing Board Effectiveness – Resources for Boards of Trustees Self-Evaluation and discussed several options for Board assessment. Ms. Weber and Dr. Wood will share possibilities with the full board in December after they do more research.

With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Mr. Bolstad seconding the motion. The motion carried and the meeting adjourned at 3:55 p.m.

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Crystal Wallin, Secretary



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

1. Review Governance Policy 1.3: Board Responsibility
2. Futuremaker Award
3. Trapshooting Team
4. WTCS Meeting Report
5. Project RISE
6. Aspen Institute
7. President's Goals
8. Chippewa Valley Technical College Visit
9. College Happenings

***D. Other Information Items***

**Establish Board Agenda Items for Next Meeting**

***A. Agenda***

1. Financial Audit
2. Real Estate Foundation Update
3. Data Report

***B. Time and Place***

Thursday, December 16, 2021, at 7:00 p.m. on Southwest Tech's Campus,  
Conference Room 430

## **Adjourn to Closed Session**

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

1. Discussing potential legal issues per Wisconsin Statutes 19.85(1)(g) {Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.}
2. Discussing personnel issues per Wisconsin Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}
3. Discussing the 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 from October 14, 2021***

## **Reconvene to Open Session**

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

## **Adjournment**